

4-0015-EN-I have a GlobeCharge account how do I set it ...

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1. Open Up Shop Factory 2. Click on Properties => Payment Methods Accepted from the Menu
3. The following Screen will display 4. Click Next 5. Now the Payment Selection window will display

6. Choose GlobeCharge in the selection above and Click Next 7. Next you will get a GlobeCharge information window, Click Next 8. The next page is the "terms & conditions", Please take time to read them. When you have read them click "I accept the terms and conditions" box and Click Next
9. The window will appear where you enter your GlobeCharge details 10. Choose 2nd Option "I want to use my existing GlobeCharge account". Enter your UserName and Security ID - These were emailed to you when you signed up for a GlobeCharge account. Then click Next 11. On the Next window Click on the Finish button

IMPORTANT: You will now need to setup the payments you want to accept in your GlobeCharge account.

- Login to www.globecharge.com
- click on **SETTINGS** -> Payment Methods Accepted
- Tick the payment options you want to accept in your shop
- complete the setup wizard
- Go back to your shop -> save and preview in External browser
- Publish your shop again so that the changes are uploaded online.