

## 4-0017-EN-How can I setup my shop to accept Cheques or ...

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Created On: 10 Jul 2007 12:00 AM

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Cheques and Bank Transfer are defined as Manual Payment methods. You can either set them up in ShopFactory using the Free Order Processing by ShopFactory or set them up in your GlobeCharge account.

This example will show how to add manual payment methods using Free Order Processing by ShopFactory.

1. Select Payment Methods Accepted from the Properties menu on the Toolbar
2. On the first window Click Next
3. Select the first option Free Order Processing by ShopFactory and Click the Next button
4. Read the Terms & Conditions and click " I accept the terms and conditions" box and then click the Next button
- 5 . Since you want to use the free SSL service you do not need an account name so simply click the Next button (if you want to use PGP &ndash; tick the box on this screen and follow those steps)
6. Choose the manual methods you want to accept below, Send Check & Bank Transfer and then Click Next
7. The next window allows you to enter details for the Cheque and Bank Transfer as well as Surcharges if you wish.  
Update as desired and click Next.
8. The next window allows you to sign up for GlobeCharge services, not applicable for this example so tick " I do not require additional services" checkbox.

Also Click on "I accept terms and conditions" after you have read and understood them.

Then Click next.

9. Now you will get a window confirming that your setup is Complete. Click Finish to Save the changes or Cancel to start again.