

## 4-0026-EN-How do I setup Multicards as payment method a...

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Created On: 17 Jan 2008 12:00 AM

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Setting up Multicards in your Shop Do you have a GlobeCharge account? Yes - Go to <http://www.globechargefaq.santu.com> and Search on Multicards for Instructions No - Continue below

1. If this is a new shop make sure you enter your Contact Details first, otherwise go to Step 2
  - a) Choose Properties => Contact Details from the menu
  - b) The first window allows you to enter Contact information about your company, enter details as required and then Click the Next Button
  - c) Minimum requirements, Select your Country & State and add your Email address in the field marked Email for Orders then Click Next
  - d) Click Finish to Save
2. Select Properties => Payment Methods Accepted from the Menu
3. The following Window will appear:
4. Click on the Next Button and you will get the next window:
5. From here you need to scroll down until you find the Option - Multicards, click on the radio button next to that option and then click Next button.
6. You will get the next window:
7. Here you need to enter your Secure Order Processing license that was emailed to you when you purchased Version 7 of ShopFactory. Contact [registrations@3d3.com](mailto:registrations@3d3.com) if you do not have this license number. and then Click the Next button.

8. In the window above Enter your Multicards Username and click Next button:
9. Now in the window above tick the box marked "multicards" as per the diagram and Click Next
10. Click the Finish button and this completes the ShopFactory setup.

#### Setup your Multicards Account

1. Now you need to login to your multiscard admin panel on the multicards website, click on Login
2. Now you will need to click on the Order Pages button and click on Create New Page Id
3. Enter the GlobeCharge Order page in this field. You need to enter  
<https://www.globecharge.com/webshop/v6order2.cgi> in this field
4. Now you are setup, to accept payments with Multicards