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## Update payment details | Manage Subscription

Merliza N. - 2021-12-07 - [Billing and Sales](#)

This article will show you how to update your payment details in **Account** > Account > **Manage Subscription**.

Your payment details show your nominated payment method for your ShopFactory account, which can be a credit card or a bank account. This payment method is used in the recurring payments for your yearly or monthly invoices, depending on the payment frequency you have opted in.

Or if you want to receive a "Payment Reminder" notification email that your ShopFactory account is due for renewal, you can choose to "Pay on Invoice".

1. Open your shop in ShopFactory
2. At the left tree menu, click "ShopFactory Central" page

# ShopFactory Central

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My Store



My Products



My Orders



Marketing



Social Networks



Site Analytics / SEO



Customize design



Video tutorials



ShopFactory Cloud

3. Click on 'ShopFactory Cloud' button. You will be redirected to the SF Cloud interface.

4. Click Account menu -> Account -> Manage Subscription

<https://app.santu.com/buynow/setup/payment>

Account

Save Manage subscription

3. Save the changes

My Profile
ShopFactory store address
Payment methods accepted
Checkout settings
Checkout banner
Manage users
Company logo
Password
Payment history
Manage subscription
GDPR agreement

Manage subscription

Your plan: GOLD Upgrade
Paid until 15/02/2020
Manage Apps

Payment preference
Changes will take effect on 15/02/2020

1.

☒ Yearly (save 20%)

\$A 63.20 a month. Save \$A 189.60 per year by paying once a year (\$A 758.40)

☐ Monthly

\$A 79.00 a month

2. Select your payment option and update your payment details here.

☒ Pay On Invoice

☐ Bancontact

☐ Bank Transfer

☐ iDeal

☐ SEPA Direct Debit

☐ Bank transfer (Sofort)

☐ PayPal Express

☐ AMEX

☐ Diners Club

☐ Mastercard

☐ Visa

Close account
Click the button below to close your account. Changes will take effect on 15/02/2020  
You can hide your store immediately in My Store

Close account

You can change your payment frequency to monthly or yearly subscription.

5. Click on the **Save: Manage subscription** button (on top right) to save the changes.

Home
Orders
My Products
My Store
Marketing
Account
Help
View store

Save: Manage subscription

Manage subscription

Your plan: GOLD Upgrade
Paid until 26/10/2021
Manage Apps

Payment preference
Changes will take effect on 26/10/2021

☐ Yearly (save 20%)

\$ 63.20 per month. Save \$ 189.60 per year by paying yearly (\$ 758.40)

**Note:** On the bottom page, you can also choose to Close your ShopFactory account subscription. Simply click the "Close account" button and confirm you no longer need the SF Cloud services. Your ShopFactory Cloud subscription will continue to run until the expiry date.

- If you purchased a ShopFactory Lifetime License version, only your "SF Cloud services" will be closed down. You continue to have access to the ShopFactory software without subscribing to the SF Cloud services.

*If you experience any issue with updating your details, please give us a call on +61 3 95900654. If you choose to email [orders@3d3.com](mailto:orders@3d3.com), please do NOT include your bank account or credit card details. Sending this kind of personal information via email may be unsafe. A member of our Billing Team can arrange to call you to confirm your details over the phone.*