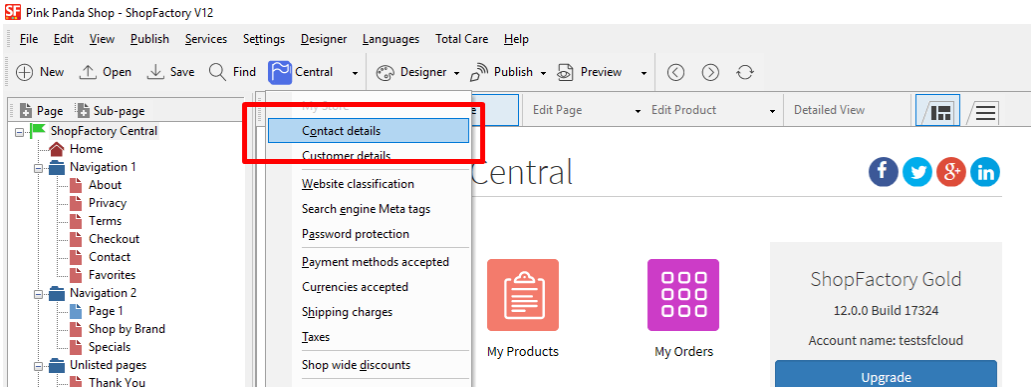
How do I enter an order email address in ShopFactory?

Merliza N. - 2021-03-01 - Getting Started

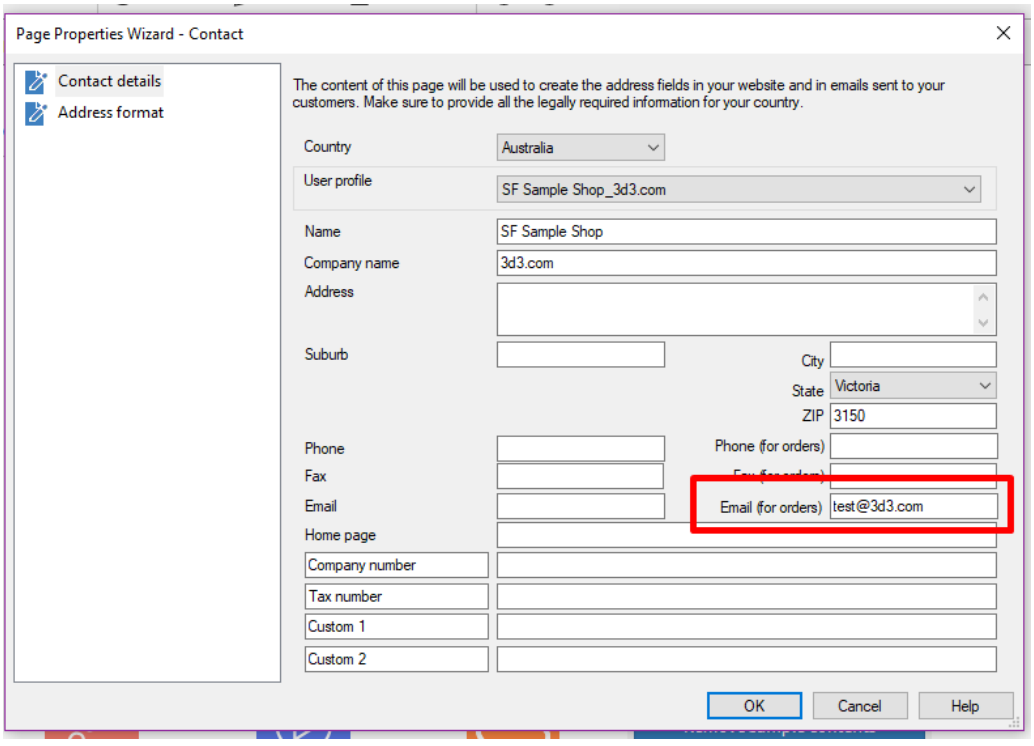
When you start selling your products or service, you'll need to provide an email address to receive your Order Notification emails every time an order is completed.

1. Open up your shop in ShopFactory.

2. From the menu at the top select **Central** dropdown and click **Contact Details**.

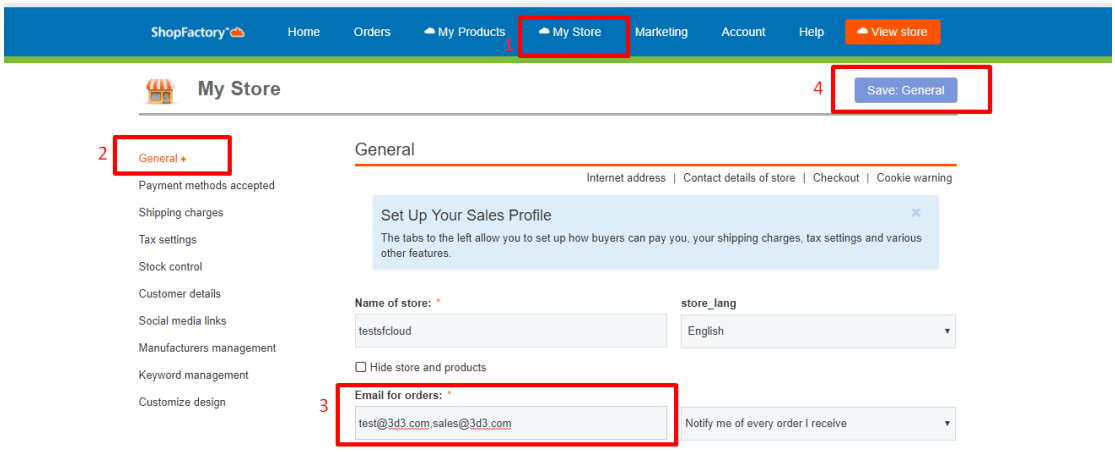


3. Locate the "**Email (for Orders)**" field and enter your email address - this is where your Order notification emails will be sent.



NOTE: *Multiple email addresses can be entered, separated by a **comma** symbol , not a semi-colon ;*

IMPORTANT: You also need to add the same email address in the backend system. login to your account and add the same "**Email (for Orders)**". To do this, simply login to GlobeCharge or in ShopFactory editor -> SF Central page -> click **MY ORDERS** button -> you will be redirected to the SF Cloud backend interface -> click on **My Store** -> ***General*** -> "**Email (for Orders)**" field -> add multiple email addresses separated by comma symbol as shown in below screenshot:



- Click Save.