



## How to edit "bank transfer" payment method names under Manual Payments

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The ability to edit the bank transfer payment method name(s) only applies to any active/paid ShopFactory Total Care account and paid GlobeCharge accounts. A new feature in the payment methods setup wizard is to allow you to create/define your own manual payment method names for these "bank transfer" options.

Please refer to the steps outlined below:

- In ShopFactory, go to **ShopFactory Central** and click **My Store** and then select '**Select how to accept payments**' (Or in previous version such as ShopFactory 10, click on *Properties* -> Payment methods accepted)
- In the first screen of the Wizard make sure to tick the option: **I want to approve some payment methods myself**

Payment Wizard - Manual payment

**Payment methods accepted**

**Payment methods wizard**  
Here you can define the payment methods you want to accept. You can accept payment methods yourself or use a third party payment service provider which verifies payments on your behalf.  
**The base currency of your account is set to: US Dollar**

**Payment processing:**  
☒ **I want to approve some payment methods myself**  
Many businesses approve payment methods such as 'Pay by check' or 'Pick up and pay' or 'Pay on Invoice' themselves.

**I want to use a payment service provider**  
The partner companies listed below can approve payments made to you. You must have an account with them.

**Country**  
Show all

Select	Service Providers
<input checked="" type="checkbox"/>	PayPal
<input type="checkbox"/>	PayPal Express
<input type="checkbox"/>	PayPal Pro
<input type="checkbox"/>	Moneybookers (Skrill)
<input type="checkbox"/>	2CO 2checkout v1
<input type="checkbox"/>	2CO 2checkout v2
<input type="checkbox"/>	支付宝
<input type="checkbox"/>	Amazon Simple Pay
<input type="checkbox"/>	Atos Worldline
<input type="checkbox"/>	Authorize Net

- Then go to the next screen. You will find a list of payment methods there in the Manual payment section
- In the list of manual payments, you will find 5 other "Bank transfer" options. Notice that the payment method name is a text box in which you can enter your own payment name.

Example:

- NAB Australia
- Rabobank Netherlands
- payment in advance by PayPal
- Commerzbank AG Germany
- Tick the checkbox in front of the payment method name so a text box will appear in which you can add additional information for the buyer.

Change the payment method names accordingly.

Payment Wizard - Manual payment

Set currencies

Payment method

☐ American Express

☐ Ask us to call you for your payment details

☒ Bank transfer + 0.00 %

Our account details:

☐ Bank transfer (Australia)

☐ Bank transfer (Deutschland)

☐ Bank transfer (Euro, GBP, CHF)

☐ Bank transfer (Nederland)

☐ Bank transfer (US\$)

☐ Bank transfer

☐ Bank transfer

☐ Bank transfer

☐ Bank transfer

☐ Bank transfer

☐ BARTECARD

☐ Call me for payment

☐ Call shop with your payment details

☐ Carte Bleue

- Click Next

You can sort the payment methods display by clicking on the up/down arrow buttons.

- Click Finish

- Save and publish your shop again so that the changes are uploaded online.