EN-I have created a new shop that needs to run in a separate account, how do I signup for extra account?

Jobelle C. - 2021-12-08 - Apps & ShopFactory Cloud

NOTE: To be able to signup for extra account, you must have ShopFactory Gold or Platinum account. This feature is not supported in SF Pro, Total Care 20, and Total Care 100 - you need to upgrade your account to either ShopFactory Gold or Platinum rental plan by clicking on the *UPGRADE* button in the ShopFactory interface.

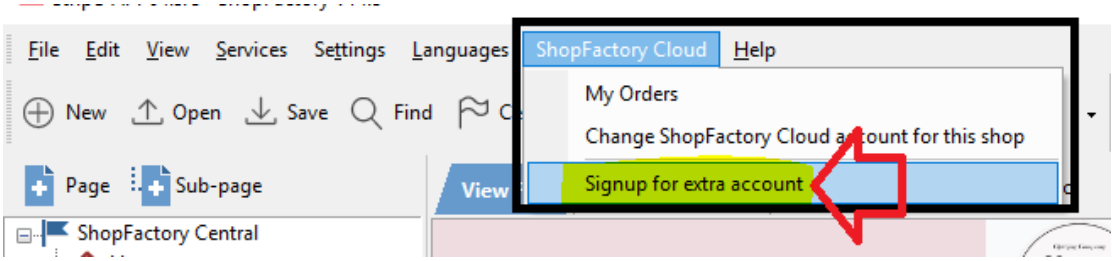
With ShopFactory **Gold/Platinum** account, you can signup for either a free extra account or an extra Paid (Online Order Management) account.

You can use FREE extra account secure order processing in a shop, while a paid Online Order Management service account securely stores your orders in a PCI-compliant server, be able to setup vouchers, multiple reseller discount levels, shop members discount, and enable multiple realtime payments in your shop.

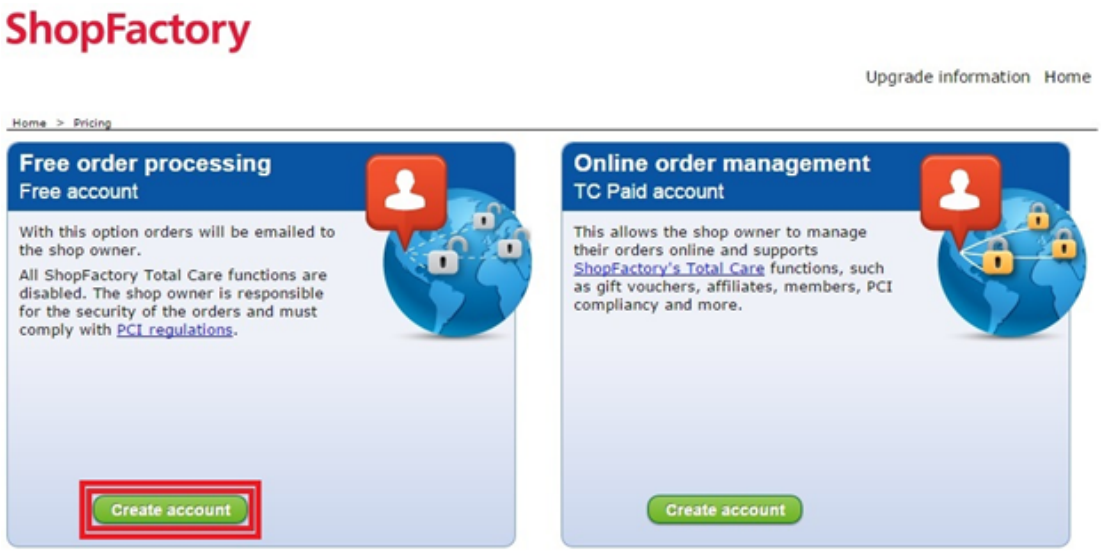
A. Sign up for FREE Extra Total Care Account

1. Open your shop in ShopFactory

2. Click **ShopFactory Cloud** menu -> Signup for extra account



3. Click "**Create account**" button for "Free Order Processing"



4. Select a currency

5. Proceed to checkout

6. ***Final signup page shows your username & password*** - take note of these details

7. Open your second shop that will use the new account

8. Click *ShopFactory Cloud* menu -> *Change ShopFactory Cloud account for this shop*

9. Enter your new username and password



10. Click Ok

11. Then define the payments you want to accept in this shop. Click *Central* dropdown button -> *Payment Methods Accepted*

12. Setup the payments you want to accept in this shop

13. Go through the setup wizard until Finish.

14. Go back to Normal mode -> save and preview your shop -> place a test order.

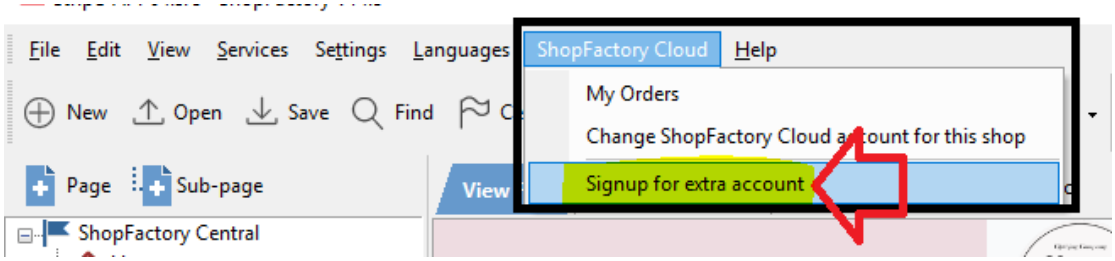
15. Save and publish your shop

Note: All your orders will be directly emailed to you so you will have to rely on the Order Notification emails. Your orders will not be securely stored on our server unless you use the paid "Extra Total Care Account" option - see below.

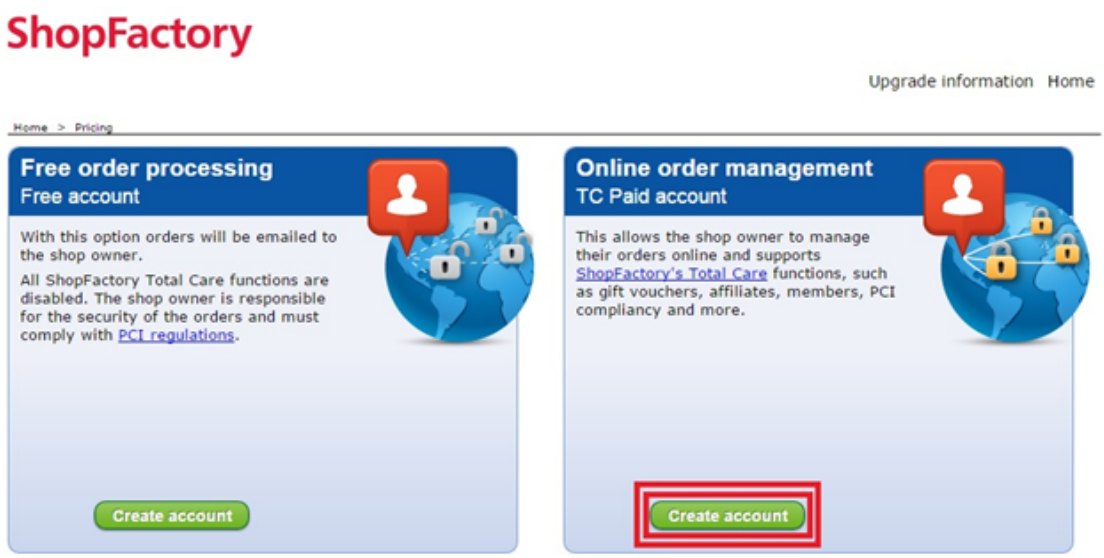
B. Sign up for PAID extra account (Online Order Management)

1. Open your shop in ShopFactory

2. Click **ShopFactory Cloud** menu -> Signup for extra account



3. Click "**Create account**" button for "Online Order Management" (TC paid account)



4. Select a currency and enter an internet address for your store (this account includes free ShopFactory hosting)

5. Proceed to checkout

6. Final signup page shows your username & password - take note of these details

7. Open your second shop that will use the new account

8. Click *Total Care* menu -> *Change Total Care account for this shop*

9. Enter your new username and password



10. Click ok.

11. Then define the payments you want to accept in this shop. Click "*Central*" dropdown button -> *Payment Methods Accepted*

12. Setup the payments you want to accept in this shop

13. Go through the setup wizard until Finish.

14. Go back to Normal mode -> save and preview your shop -> place a test order.

15. Save and publish your shop