



## 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

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Your plan: GOLD Upgrade

Paid until 15/02/2020

Manage Apps

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#### 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

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#### 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

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

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#### Manage subscription

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Your plan: GOLD Upgrade

Paid until 26/10/2021

Manage Apps

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#### 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, 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.*