



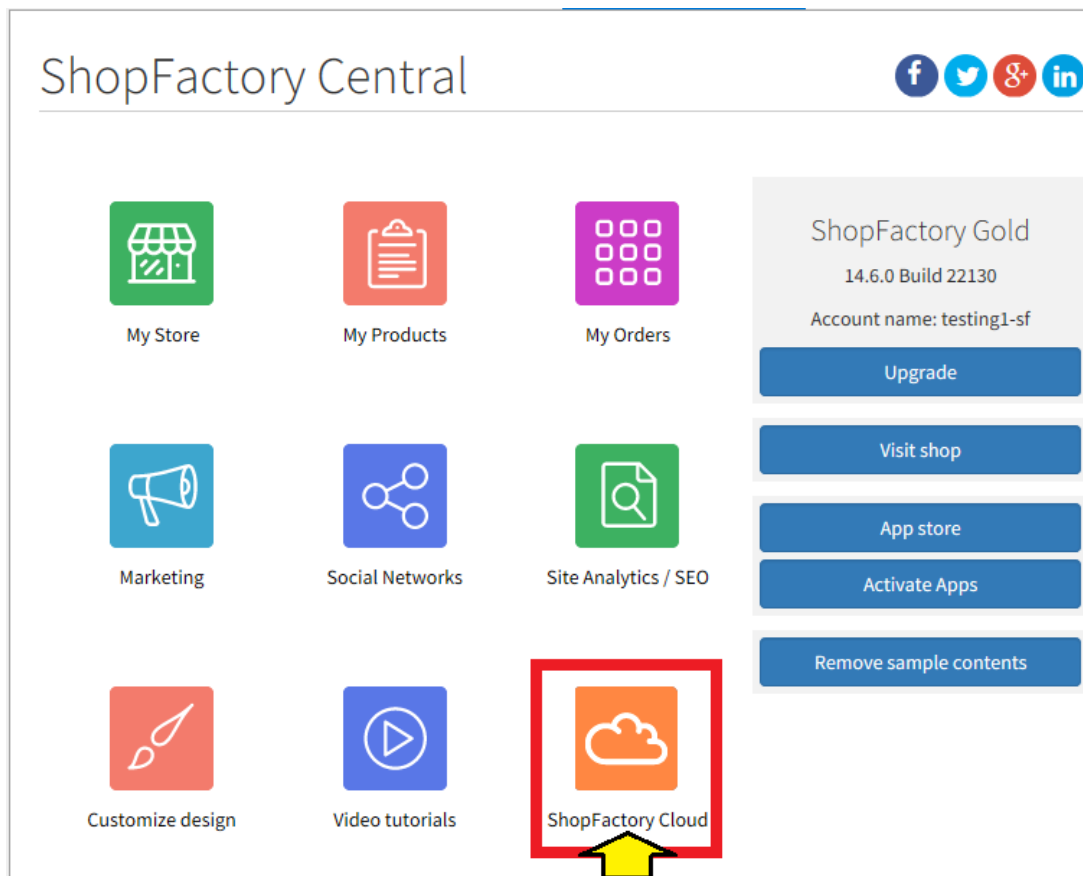
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## View and Print invoices (Payments History) for my ShopFactory account

Merliza N. - 2022-05-20 - Billing and Sales

### To View and print out your ShopFactory account payments history and invoices:

- Open your ShopFactory software
- At the **ShopFactory Central** page, click on **ShopFactory Cloud** to connect to the SF Cloud interface



- Select **Account** menu -> Account
- On the left column, select "**Payments History**"

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

- Click on a specific order number to view the invoice details and print out your invoices from there.

My Profile ▾

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

### Payment history

Invoice	Date	Payment method	Status
127308	23/Apr/20	SecurePay	✓
127307	23/Apr/20	SecurePay	✓
445556	12/Oct/18	SecurePay	✓
	ct/18	SecurePay	✓
110907	05/Jun/18	SecurePay	✓
110906	05/Jun/18	SecurePay	✓
102478	07/Jul/17	SecurePay	✓
91003	22/Apr/16	SecurePay	✓

Click to view the Invoice details

*If you have any questions about your Payments History and invoices, please give us a call on +61 3 95900654 or email us at orders@3d3.com*