



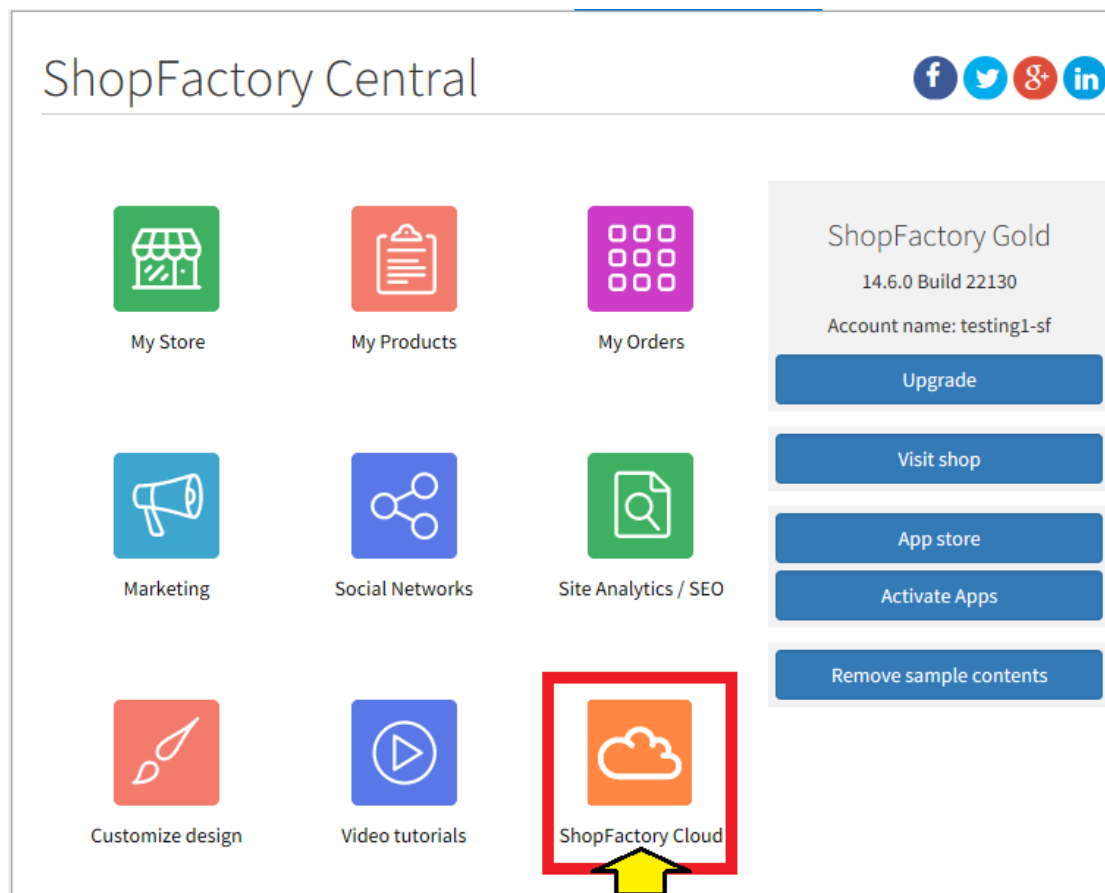
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## View and Print invoices (Payments History) for my ShopFactory account

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      | ✓      |
| 110906  | 05/Jun/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](mailto:orders@3d3.com)