



Registering your ShopFactory software with a new Activation Key or with an existing account

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1: Register ShopFactory with a new activation key and generate a new ShopFactory account

- To activate ShopFactory, select "I have an activation key" option
- Enter your new activation key -> click Continue
- At the Account Settings section, select your *Currency* and update your ShopFactory hosting address if needed

Account Setup

Activate ShopFactory

Please enter your subscription details below, which were emailed to you when you first created your ShopFactory subscription.

Please check your spam filter for the subscription email, if not received.

Account settings

Select the currency you will use to sell products in your shop.

Merchant currency:

Select your free internet address

Please enter your preferred name below to create your new free Internet address.

The free internet address will be used for your free hosting supplied with ShopFactory. You can setup your own domain name or decide to host on your own server later.

Update an existing account

To upgrade an existing GlobeCharge or TotalCare account, enter your details here.

- Click Continue
- Your new ShopFactory account details will be displayed. Click **Finish** button

Note: An "Account Created" email will be sent out to your inbox. Keep a copy of your

ShopFactory account details. You can change your password at a later stage by clicking on MY ORDERS in ShopFactory Central page -> Account -> Profile. When a password is changed, ShopFactory will ask you to register the software again. You'll have to enter your existing username and new password (see item #3 below).

If you have inadvertently generated a new account instead of converting your existing ShopFactory account as specified in item #2 below, please contact registrations@3d3.com and request to cancel the new account and convert your existing account instead - provide your old username so it will be quicker for ShopFactory Support to assist you.

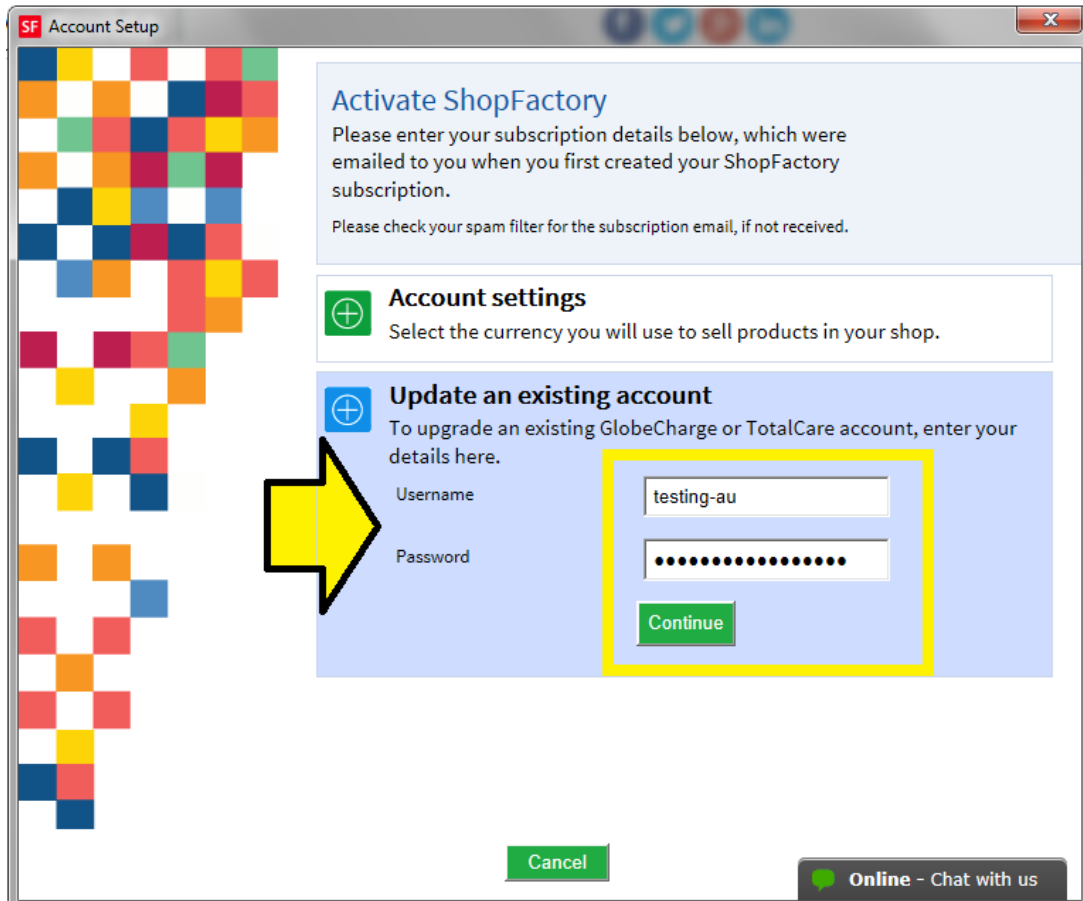
2: Register ShopFactory with a new activation key to convert an existing account

Note: Activation key can only be used once. If you have previously generated a ShopFactory username and password, then you need to register using the "I have a username and password" option - follow steps in item #3 below

- To activate ShopFactory, select "I have an activation key" option
- Enter your new activation key -> click Continue

Important: Select then 2nd option "Update an existing account"

- Enter your existing username and password



The screenshot shows the 'SF Account Setup' window. On the left is a colorful grid of squares. The main content area is titled 'Activate ShopFactory' and contains the following sections:

- Account settings**: Select the currency you will use to sell products in your shop.
- Update an existing account**: To upgrade an existing GlobeCharge or TotalCare account, enter your details here. This section includes:
 - Username:
 - Password:
 -

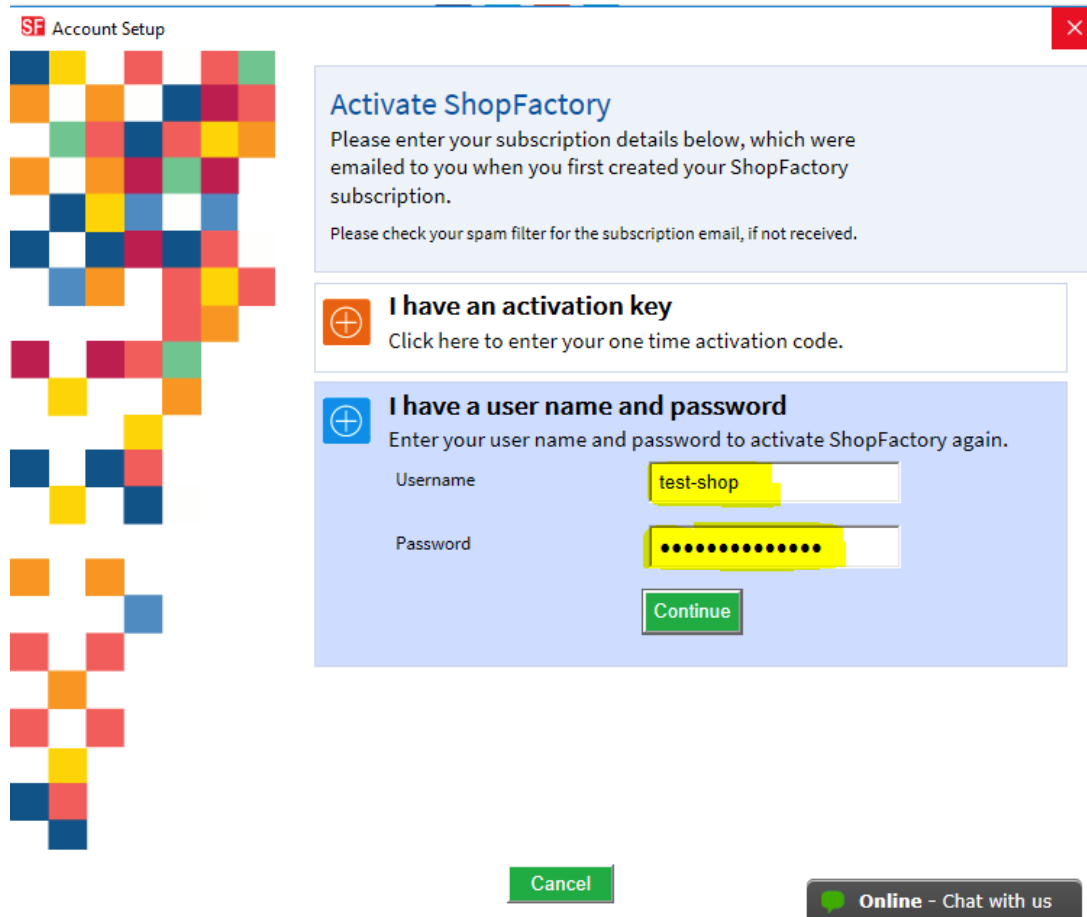
A yellow arrow points to the 'Update an existing account' section. At the bottom, there are 'Cancel' and 'Online - Chat with us' buttons.

- Click Continue. Click Finish

3: Register ShopFactory with an existing username and password

- To activate ShopFactory, select "I have a username and password" option

- Enter your existing username and password



The screenshot shows a web browser window titled "SF Account Setup". On the left is a large, colorful, pixelated ShopFactory logo. The main content area is titled "Activate ShopFactory" and contains the following text: "Please enter your subscription details below, which were emailed to you when you first created your ShopFactory subscription. Please check your spam filter for the subscription email, if not received." Below this are two radio button options: "I have an activation key" (unselected) and "I have a user name and password" (selected). The selected option has a form with "Username" (containing "test-shop") and "Password" (masked with dots). A green "Continue" button is below the form. At the bottom of the window are "Cancel" and "Online - Chat with us" buttons.

- Click *Continue*

- Click *Finish*

Forgotten password?

If you have forgotten your password, you can [reset your password](#)

Or click on this link https://tc.shopfactory.com/html/en-us/new_lost_password.html

Enter the account details in the shop orders:

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

Ensure your shop is using the correct account details, enter your active username and password

ShopFactory Cloud Login

Account Details

User name test-shop

Password ●●●●●●●

OK Cancel

- Click OK

- Go through the Payment methods accepted wizard from the *Central* dropdown -> click Next -> Next -> until Finish.

- Publish your shop again so the changes are uploaded online by clicking Publish -> Publish website on the net -> Publish