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

Merliza N. - 2021-09-06 - <u>Inicio</u>

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



- 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

SF Account Setup	0	000	×
	Activate ShopFactory Please enter your subscription deta emailed to you when you first creat subscription. Please check your spam filter for the subscr	ails below, which were ted your ShopFactory iption email, if not received.	
	Account settings Select the currency you will a Dydate an existing account of Update an existing Globe details here. Username Password	 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. Username Password Continue 	
	Cancel	Online -	Chat with us

- 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

SE 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.		
- AN	Click here to enter your one time activation code.		
	I have a user name and password Enter your user name and password to activate ShopFactory again. Username Password Continue		
	Cancel Online - Chat with us		

- Click Continue
- Click Finish

Forgotten password?

If you have forgotten your pasword, you can $\underline{reset\ your\ password}$

 $Or \ click \ on \ this \ link \ \underline{https://tc.shopfactory.com/html/en-us/new_lost_password.html}$

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	l 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