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## Setup Free Shipping in my shop but customers can opt for insured postage at a cost

Elenor A. - 2021-12-08 - [Envio, Taxas \(VAT\)](#)

Your shop offers free shipping however if customers want their orders to be shipped as insured then they will have to pay for insurance cost. Define 2 shipping methods via "**Enter my own Shipping Charges**" option

- Setup "Free Shipping" and "Insured" shipping methods. During Checkout, a customer can choose 'Free Shipping' from the shipping methods dropdown and the shipping charge should automatically change to 0.00 amount. If they select the 2nd option (called "Insured") - then the shipping cost changes to something else -for example , US\$ 15.00.

1. Select Central dropdown =>**Shipping Charges**
2. The shipping Charges window will appear
3. Select "Enter my own Shipping Charges" and click on the + button to add another shipping method, call it Free Shipping -> click OK. This method will display, tick the box to enable it.
4. At the Setup Regions - "Free Shipping" window will display. Click on Local Region as well as Rest of the World and Click the Ok Button.

Set up Regions - Free Shipping

Before you can enter shipping charges for a method, you must set up the regions, where the method is available.

A region is simply a group of countries where you want to charge different shipping prices for the method you are working on.

A region can contain all or only a few countries. Or you can only create one region containing one country.

Shipping method: Here you enter a name which describes the new shipping method. It will be shown to your customers so they can select the method. We have predefined two regions — you

Shipping Method: Free Shipping

Select a region: Free Shipping/Local Region

☒ Local Region

☒ Rest of the World

both checkboxes are ticked

OK Cancel

5. A prompt shows up: "Will this method be available for all Products?" Yes or NO -click Yes.
6. You will return to the Shipping Settings window, Click on the + to add another shipping method,

call it "Insured" - click OK. This method will display, tick the box to enable it.

7. At the Setup Regions - "Insured" window will display. Click on Local Region as well as "Rest of the World" and Click the Ok Button.

8. A prompt appears: "Will this method be available for all Products?" Yes or NO-Click the Yes button.

9. You will return to the Shipping Settings window, so Click on the Next button.

10. Now you will get the Shipping Charges window

11. Click on Free Shipping => Local Region (in my example). Choose "By price" in Calculate Charges, and click on the + (add button) to add charges.

12. Enter 1,000,000 in the "To" range. This means from 0 - 1,000,000 price range. Shipping charge will be 0.00 (free shipping). Then Click Ok.

The screenshot shows the 'Shipping Charges' window. At the top, there is instructional text: 'Here you enter the costs you charge for the shipping methods you offer. In the 'Select a region' Window select a region belonging to a shipping method. If you cannot see the regions you have set up for a shipping method, click on the + next to the name of the shipping method. All charges you enter for any shipping method will now only apply to customers living in the region you have selected.'

The 'Select a region' section on the left has a tree view with 'Free Shipping' selected, and 'Local Region' highlighted with a red box and the number 1. Below it, 'Rest of the World' and 'Insured' are also visible.

The 'Free Shipping/Local Region' section on the right has 'How do you charge shipping' set to 'By price' (highlighted with a red box and number 2) and 'Calculate Charges' set to 'From - To Ranges' (also highlighted with a red box and number 2).

A modal window titled 'Charges: From - To Ranges' is open in the center. It has a 'Price range' section with 'From' set to 'US\$ 0.00' and 'To' set to 'US\$ 1,000.00' (highlighted with a red box and number 4). The 'Charges' section has a value of 'US\$ 0.00' (highlighted with a red box and number 4). There are 'OK' and 'Cancel' buttons.

At the bottom of the main window, there is a 'Handling Costs' section with a value of 'US\$ 0.00' (highlighted with a red box and number 3). Below this, there are buttons for 'Back', 'Finish' (highlighted with a red box and number 5), 'Cancel', and 'Help'.

\*\*\*Repeat steps 11 - 12 but this time selecting "Rest of the World".

13. Now, click on the "Insured" shipping method => Local Region. Choose "By price" in Calculate Charges, and click on the + (add button) to add charges.

14. Enter 1,000,000 in the "To" range. This means from 0 - 1,000,000 price range. Shipping charge will be 15.00. Then Click Ok.

\*\*\*Repeat steps 13 - 14 but this time selecting "Rest of the World".

15. Click FINISH.

16. Save and preview shop. Publish your shop so that the changes are uploaded online.