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## Cancel my ShopFactory Cloud subscription

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**This article will show you how to close your ShopFactory Cloud subscription in Account -> *Manage Subscription*.**

1. Open your shop in ShopFactory
2. At the left tree menu, click "**ShopFactory Central**" page

### ShopFactory Central

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My Store



My Products



My Orders



Marketing



Social Networks



Site Analytics / SEO



Customize design



Video tutorials



ShopFactory Cloud



3. Click on **ShopFactory Cloud** button. You will be redirected to the SF Cloud interface.

4. Click Account -> Account -> **Manage Subscription**

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

Simply click the "**Close account**" button and confirm you no longer need the SF Cloud services. Your ShopFactory Total Care subscription will continue to run until the expiry date.

The screenshot shows the 'Account' management interface. On the left is a sidebar with links: My Profile, ShopFactory store address, Payment methods accepted, Checkout settings, Checkout banner, Manage users, Company logo, Password, Payment history, Manage subscription (highlighted), and GDPR agreement. The main content area is titled 'Manage subscription' and includes a 'Save: Manage subscription' button. It shows the current plan as 'GOLD' with an 'Upgrade' button and a 'Paid until 15/02/2020' date. Below this is a 'Payment preference' section with radio buttons for 'Yearly (save 20%)' and 'Monthly'. The 'Payment methods' section lists various options like Pay On Invoice, Bancontact, Bank Transfer, iDeal, SEPA Direct Debit, Bank transfer (Sofort), PayPal Express, AMEX, Diners Club, Mastercard, and Visa. At the bottom, there is a 'Close account' section with a warning message and a 'Close account' button, which is highlighted by a yellow arrow and the number '1.'.

- If you purchased a ShopFactory Lifetime License version, only your "SF Cloud services" will be closed down. You continue to have access to the ShopFactory software without subscribing to the SF Cloud backend services.

Alternatively, you can login to <https://www.globecharge.com/> using your ShopFactory Total Care account (username and password)

- Go to **Settings** menu -> **Subscribed Services**

- Click "**Close account**" button

When you click on the close account button, a confirmation window will pop up. If this does not show, it is being blocked by a pop up blocker on your PC. You will need to temporarily disable/turn off the pop-up blocker to confirm that you wish to close your account.

- You will receive an email confirmation that your account has been closed.

### **Are you paying for your ShopFactory subscription thru PayPal?**

If you are paying via PayPal, you must cancel the active PayPal subscription. Login to your PayPal account and open the latest payment for your ShopFactory subscription -> go into the subscription panel -> cancel your PayPal subscription so that PayPal does not keep charging you every month even if you have closed your ShopFactory Cloud account.