



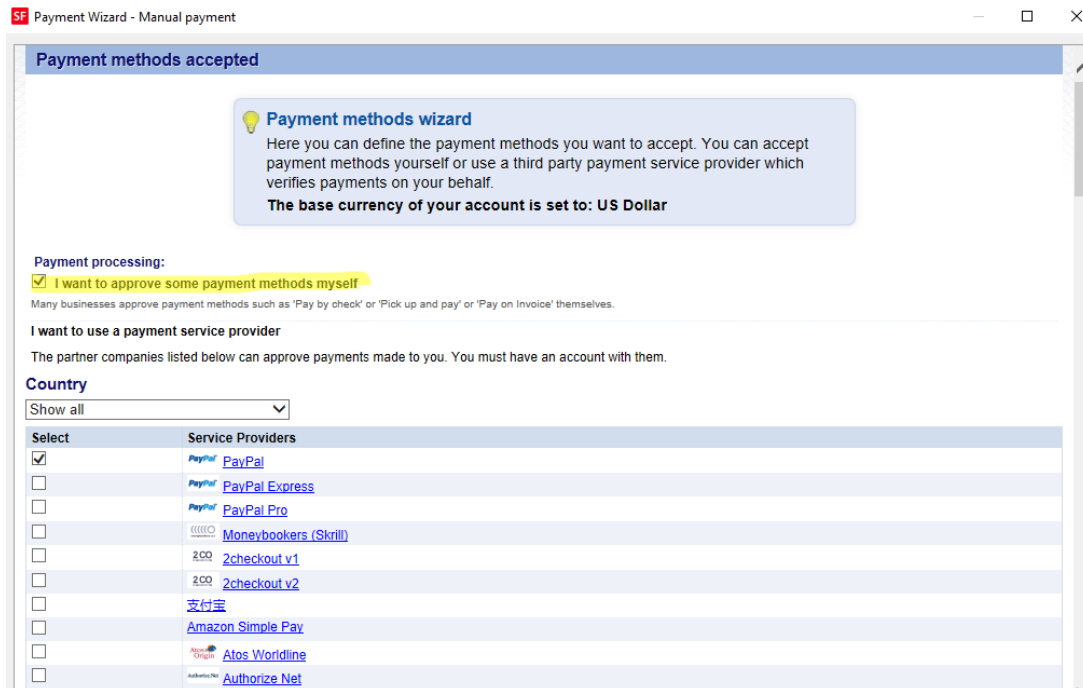
## How to edit "bank transfer" payment method names under Manual Payments

Merliza N. - 2021-12-08 - Payment Settings

The ability to edit the bank transfer payment method name(s) only applies to any active/paid ShopFactory Total Care account and paid GlobeCharge accounts. A new feature in the payment methods setup wizard is to allow you to create/define your own manual payment method names for these "bank transfer" options.

Please refer to the steps outlined below:

- In ShopFactory, go to **ShopFactory Central** and click **My Store** and then select '**Select how to accept payments**' (Or in previous version such as ShopFactory 10, click on *Properties*-> Payment methods accepted)
- In the first screen of the Wizard make sure to tick the option: **I want to approve some payment methods myself**



- Then go to the next screen. You will find a list of payment methods there in the Manual payment section
- In the list of manual payments, you will find 5 other "Bank transfer" options. Notice that the payment method name is a text box in which you can enter your own payment name.

Example:

- NAB Australia
- Rabobank Netherlands
- payment in advance by PayPal
- Commerzbank AG Germany
- Tick the checkbox in front of the payment method name so a text box will appear in which you can add additional information for the buyer.

Change the payment method names accordingly.

- Click Next
  - You can sort the payment methods display by clicking on the up/down arrow buttons.
- Click Finish
- Save and publish your shop again so that the changes are uploaded online.