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

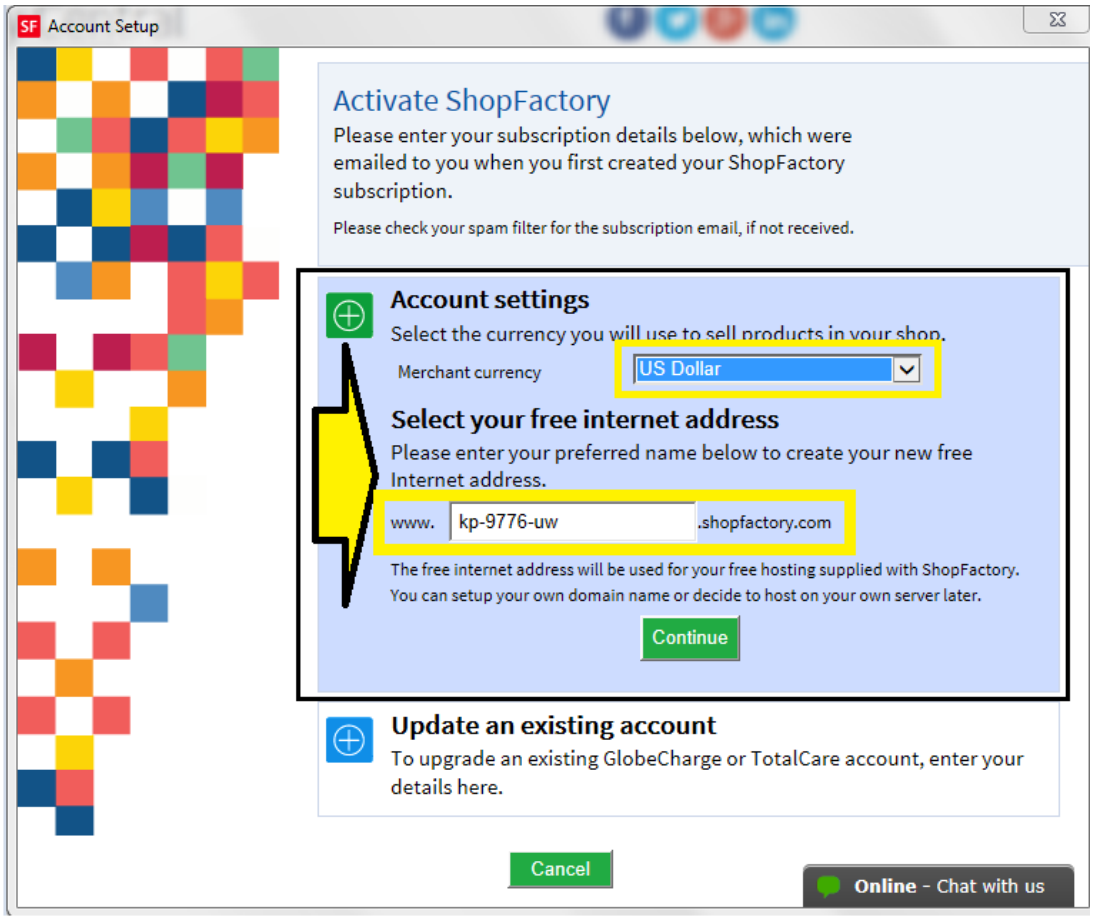
Merliza N. - 2021-09-06 - Getting Started

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

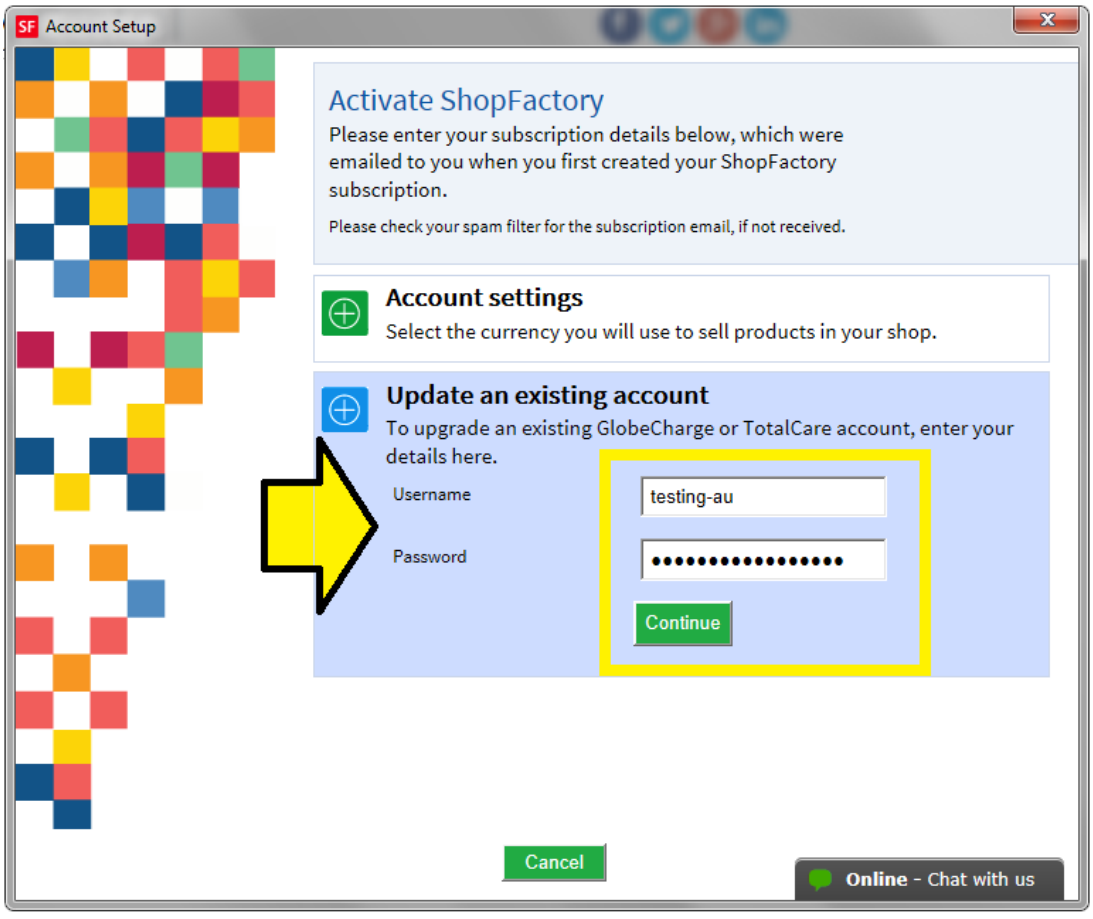
Note: Activation key can only be used once. If you have previously generated a ShopFactory username and password, then you need to register using the "I have a username and password" option - follow steps in item #3 below

- 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

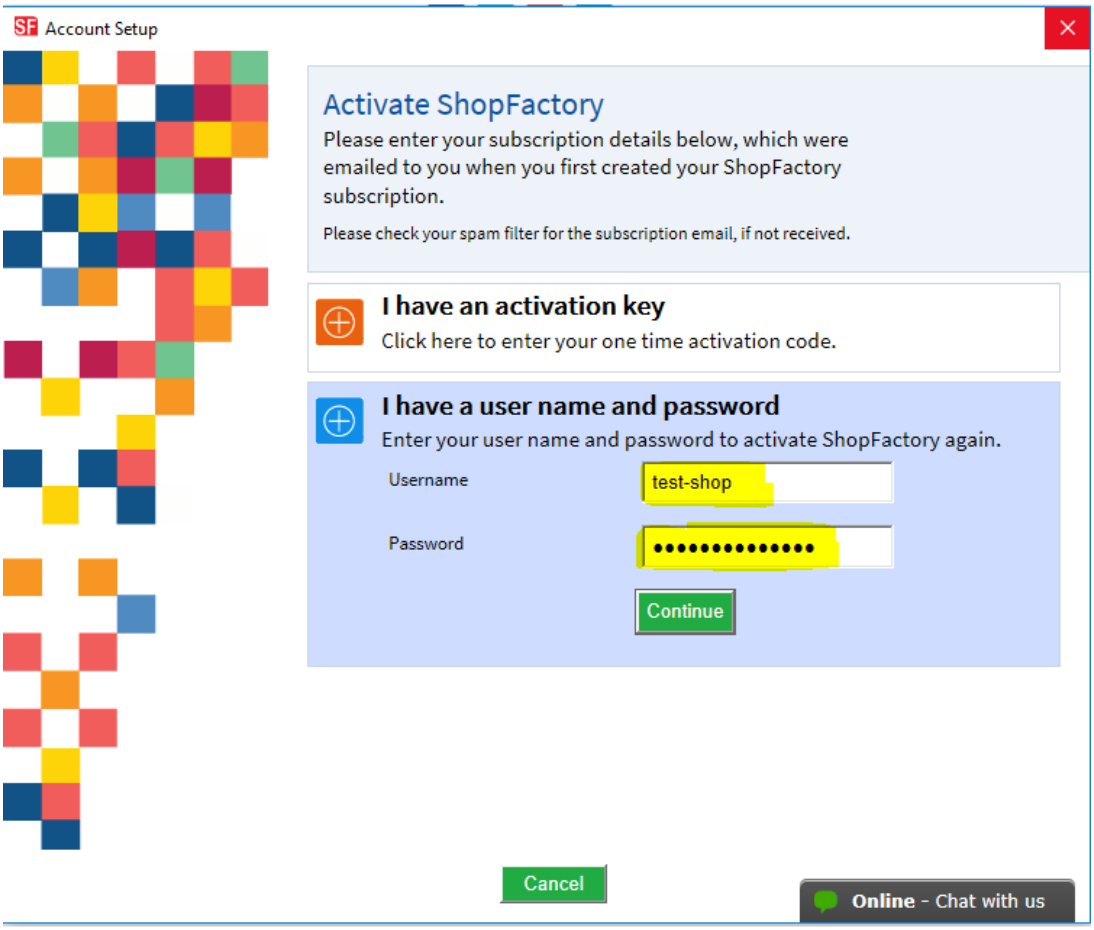


- Click Continue. Click Finish

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



- Click *Continue*

- Click *Finish*

Forgotten password?

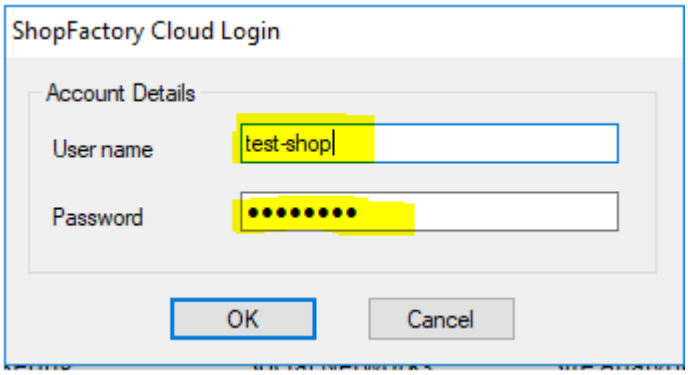
If you have forgotten your pasword, you can reset your password

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



- 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