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## 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

**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.

#### Account settings

Select the currency you will use to sell products in your shop.

Merchant currency:

#### Select your free internet address

Please enter your preferred name below to create your new free Internet address.

The free internet address will be used for your free hosting supplied with ShopFactory. You can setup your own domain name or decide to host on your own server later.

#### Update an existing account

To upgrade an existing GlobeCharge or TotalCare account, enter your details here.

- 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](mailto: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.*

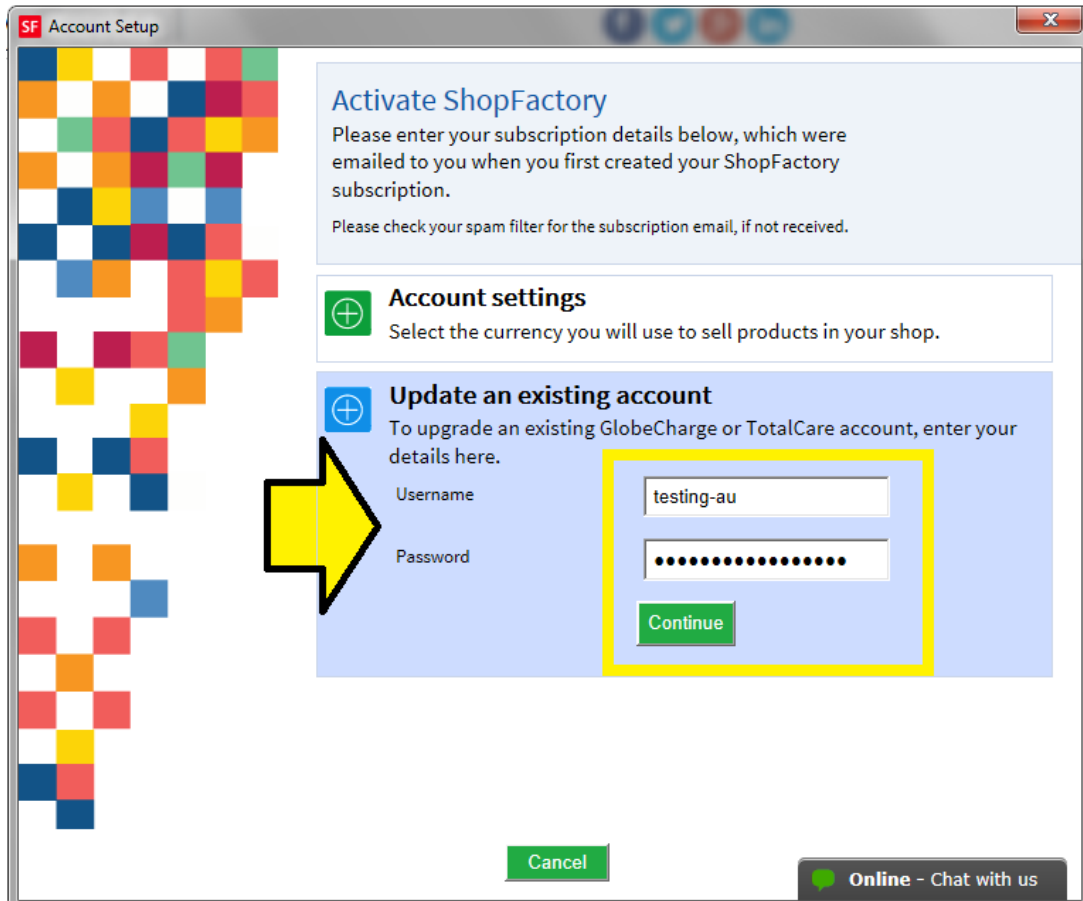
## 2: Register ShopFactory with a new activation key to convert an existing account

*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



The screenshot shows the 'SF Account Setup' window. On the left is a colorful grid of squares. The main content area is titled 'Activate ShopFactory' and contains the following sections:

- 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. This section includes:
  - Username:
  - Password:
  -

A yellow arrow points to the 'Update an existing account' section. At the bottom, there is a 'Cancel' button and an 'Online - Chat with us' button.

- 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

The screenshot shows a window titled "SF Account Setup" with a close button in the top right corner. On the left side, there is a decorative graphic of a stylized 'S' composed of various colored squares. The main content area is titled "Activate ShopFactory" and contains the following text: "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." Below this, there are two selection options, each with a plus icon in a square: "I have an activation key" with the instruction "Click here to enter your one time activation code." and "I have a user name and password" with the instruction "Enter your user name and password to activate ShopFactory again." The second option is selected and highlighted in light blue. Under the "I have a user name and password" option, there are two input fields: "Username" with the text "test-shop" and "Password" with a masked password of 12 dots. A green "Continue" button is positioned below the password field. At the bottom of the window, there is a green "Cancel" button and a dark grey button with a green dot and the text "Online - Chat with us".

- Click *Continue*

- Click *Finish*

### Forgotten password?

If you have forgotten your password, you can [reset your password](#)

Or click on this link [https://tc.shopfactory.com/html/en-us/new\\_lost\\_password.html](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 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