

Knowledge base > Billing and Sales > Update payment details for my ShopFactory Account | Manage Subscription

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Merliza N. - 2021-12-07 - Billing and Sales

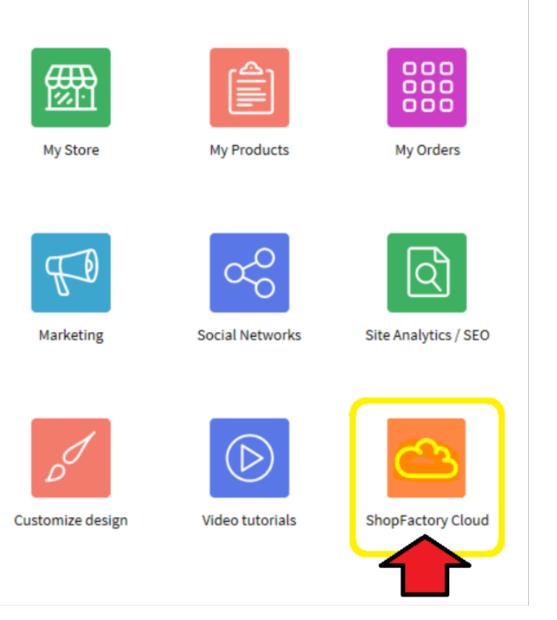
This article will show you how to update your payment details in **Account** > Account > **Manage Subscription**.

Your payment details show your nominated payment method for your ShopFactory account, which can be a credit card or a bank account. This payment method is used in the recurring payments for your yearly or monthly invoices, depending on the payment frequency you have opted in.

Or if you want to receive a "Payment Reminder" notification email that your ShopFactory account is due for renewal, you can choose to "Pay on Invoice".

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

ShopFactory Central



 $\ensuremath{\mathsf{3.Click}}$ on 'ShopFactory Cloud' button. You will be redirected to the SF Cloud interface.

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

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

Account		Save: Manage subscription
		3. Save the changes
My Profile *	Manage subscription	
ShopFactory store address Payment methods accepted Checkout settings Checkout banner Manage users Company logo Password Payment history	Your plan: GOLD Upgrade Paid until 15/02/2020 Manage Apps Payment preference Changes will take effect on 15/02/2020 • Yearty (save 20%) • \$A 63.20 a month. Save \$A 189.60 per year by paying once a year (\$A 758.40) • Monthly • \$A 79.00 a month	You can change your payment frequency to monthly or yearly
Manage subscription GDPR agreement	Payment methods	subscription.
-	2. Select your payment option and update your payment details here. Pay On Invoice	 iDeal iDeal AMEX
	Close account Click the button below to close your account. Changes will take effect on 15/02/2020 You can hide your store immediately in My Store Close account	

5. Click on the Save: Manage subscription button (on top right) to save the changes.

	Home	Orders	My Products	My Store	Marketing	Account	Help	View store
							Save: Manage subscription	
Manage subso	cription							
Your plan: GOLD	Upgrade							
Paid until 26/10/2021								
Manage Apps								
Payment prefere	nce							
Changes will take effe	ect on 26/10/20	021						
O Yearly (save 20%	(1) \$ 63	20 per month	Save \$ 189.60 per year	by paying yearly (\$	758 40)			

Note: On the bottom page, you can also choose to Close your ShopFactory account subscription. Simply click the "Close account" button and confirm you no longer need the SF Cloud services. Your ShopFactory Cloud subscription will continue to run until the expiry date.

- If you purchased a <u>ShopFactory Lifetime License</u> 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 services.

If you experience any issue with updating your details, please give us a call on +61 3 95900654. If you choose to email orders@3d3.com, please do NOT include your bank account or credit card details. Sending this kind of personal information via email may be unsafe. A member of our Billing Team can arrange to call you to confirm your details over the phone.