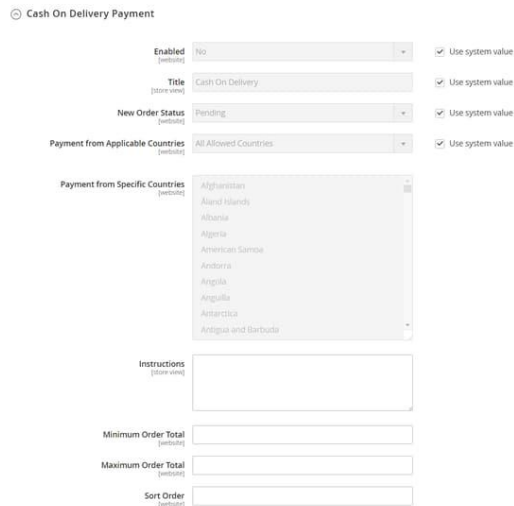# Payment Guideline

Cash on delivery (COD)

The shipping carrier receives payment from the customer at the time of delivery, which is then transferred to you. You can make an adjustment for any fee charged by the carrier service in your shipping and handling charges.

To set up cash on delivery payments:

1. Under *Other Payment Methods*, expand ⌄ the Cash On Delivery Payment section.

NOTE

If necessary, first clear the Use system value checkbox to change these settings.

2. **To activate cash on delivery payment, set Enabled to Yes.**

3. **For Title, enter a title that identifies the COD payment method during checkout.**

4. **Set New Order Status to Pending until receipt of payment is confirmed.**

If you prefer, you can use the Processing or Suspected Fraud status for new orders with this payment method.

5. **Set Payment from Applicable Countries to one of the following:**

   - **All Allowed Countries - Customers from all [countries](#) specified in your store configuration can use this payment method.**

   - **Specific Countries - After you choose this option, the *Payment from Specific Countries* list appears. To select multiple countries, hold down the Ctrl key (PC) or the Command key (Mac) and click each option.**

6. **Enter the Instructions for accepting delivery of a COD order.**

7. **Set Minimum Order Total and Maximum Order Total to the order amounts that are required to qualify for COD payment.**

NOTE

An order qualifies if the total is between, or matches, the minimum or maximum order total.

8. **For Sort Order, enter a number that determines the position of this item in the list of payment methods that is displayed during checkout.**

9. **When complete, click Save Config.**