

Settings – eCommerce (payment options)

- Settings
- eCommerce
- Click the “Click Here” link under the “Types of Payment” heading to sign up for PromoPayment
- Once you have signed up, select “I want to accept payments on my site”
- Check “Credit Card” and “electronic payment”
- Enter a deposit amount in dollars or percentage amount
- Check the appropriate credit cards you would like to accept
- Enter your PromoPayment security key into the box
- Choose your shipping charge method
 - Enter either a flat fee, a percentage with a minimum/maximum order amount of elect not to include shipping charges
- Enter your sales tax percentage if necessary

Settings – eCommerce (company points)

- Check the “Accept Company Points” box
- Name your company points in the box provided
- Define a 2 letter abbreviation for the point title
- Add your ratio of points to \$1USD
 - If one point will equal \$1, put the number 1 in the box. If 5 points will equal \$1, put the number 5 in the box

Settings – eCommerce (order confirmation)

- Add/change the email address to receive order notifications
- Edit your “Thank You” page text for when someone places an order on your site
- Edit your “Email Disclaimer” text for the Thank you email to your client
- Edit your “Thank You” text and “Email” text for after the payment has been submitted by your customer

- Choose whether to enable artwork so your customers can upload their logo to their order or choose to accept approved artwork which means your customers can only use logos you have uploaded into your website