

Payment Methods

1. Log in as a Staff member in your marketplace
2. Go to “Payment Methods” under the Shops Tab.
3. Click the “New payment method” button

The screenshot shows the 'Payment Methods' management interface. At the top, there is a breadcrumb 'Home / Payment Methods', a 'Settings' button, and a '+ New payment method' button. Below this is a search bar labeled 'Filter by Name' with an 'Apply filters' button and a 'Filters' dropdown. The main content is a table with the following data:

Name	Service choice	Enabled	Shop	Payment Processor
Stripe Subscription (LIVE)	Stripe Subscriptions	True	365Ally	Stripe Subscriptions (Live)
Stripe (Live)	Stripe Checkout	True	365Ally	Stripe (Live)
Stripe (Test)	Stripe Checkout		365Ally	Stripe (Test)

At the bottom, there is a pagination control showing '20 / Page', 'Showing 3 of 3 payment methods', and 'Previous 1 Next' navigation buttons.

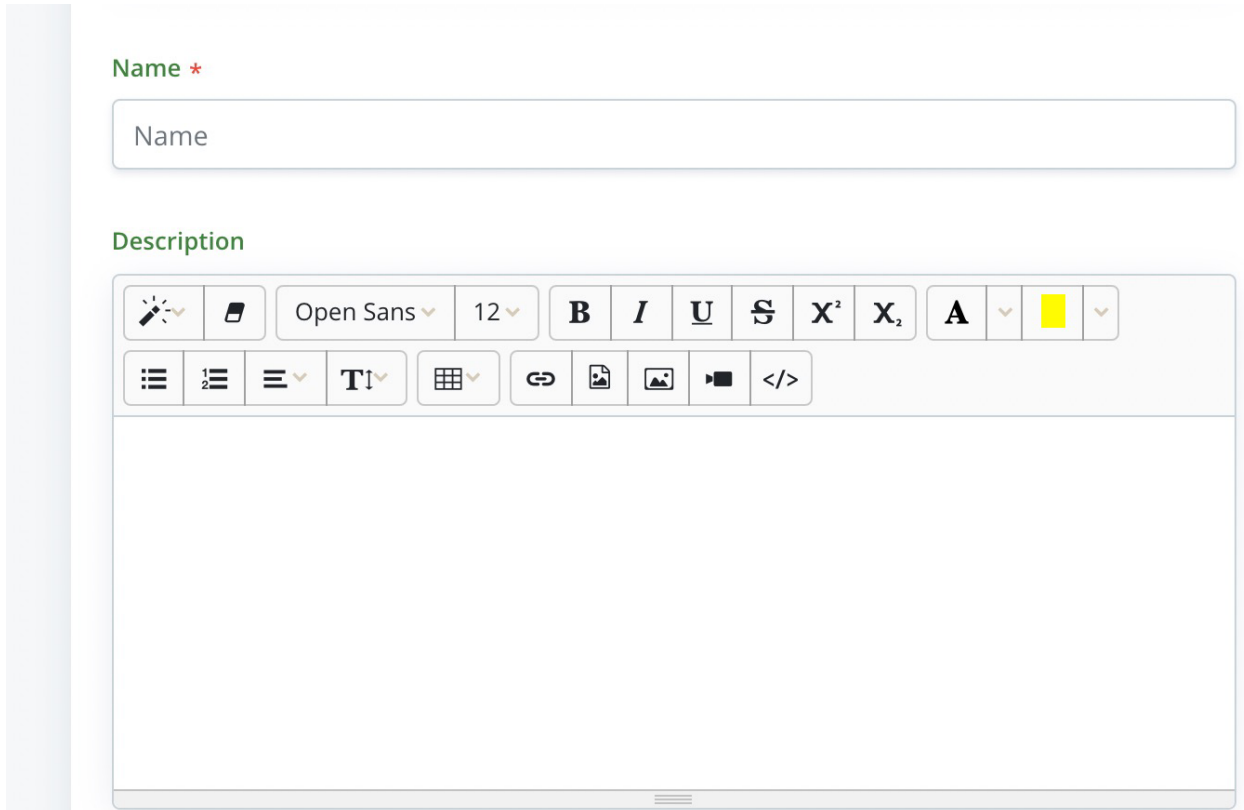
4. Select the Payment Processor. This will automatically populate if your Stripe is already set up.

The screenshot shows the 'New payment method' form. The breadcrumb is 'Home / Payment Methods / New payment method'. The form title is 'New payment method' with a 'Save' button. The 'General Information' tab is active. The 'Payment processor' field is required and has a dropdown menu. The dropdown options are:

- Stripe (Test)
- Stripe (Live)
- Stripe Subscriptions (Test)
- Stripe Subscriptions (Live)

Each option has a help icon to its right.

5. Add a Name and Description. These will be visible to the customer at checkout. The name will say how they are paying, so common ones are “Stripe” or “Credit Card Payment”. In the description put any information that a customer would need, such as the credit cards accepted or a percentage fee if there is one.



The screenshot shows a form with two main sections. The first section is labeled "Name *" and contains a text input field with the placeholder text "Name". The second section is labeled "Description" and contains a rich text editor. The rich text editor has a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript), text color, background color, bulleted list, numbered list, indent, text color, table, link, unlink, image, video, and code. Below the toolbar is a large text area for entering the description.

6. Click the enable button to make this available. Uncheck this if you are no longer using this payment method.

Enabled 

7. Add a Logo if you wish, this is optional.
8. Make sure you select the tax class, usually the Payment Tax Class

Tax class *

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Product Tax Class

Shipping Tax Class

Payment Tax Class

9. Leave the supplier blank if you wish this payment method to be used for all vendors.

Supplier

10. Hit Save at the top, and you can use this payment method. After you hit save, a new tab called Behavior will appear on the side. Here you can choose things such as the cost of the method or limiting the payment method to only subscriptions.

11. Success! You have created a payment method.