



Most people prefer to pay either with a:

- Cheque / Money Order
- Direct Debit to the Account
- Credit Card
- Pay Pal Account

Once the customer has completed their shopping they will want to checkout and pay for the goods. It is wise to offer a variety of payment options to tailor for the various customer(s) payment preferences. We will set up the following two choices.

- ✓ Cheque / Money Order / Direct Debit
- ✓ Pay Pal which accepts Credit Card Payments

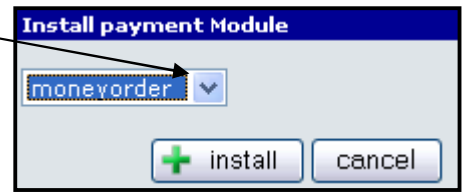
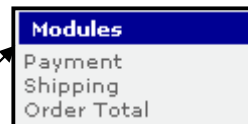
You can add / edit and remove payment systems at any point of time.

Step 1. Log into your Online Store. (go to www.eaus.com.au, click on Online Store Log In, click on your Shopping Centre, enter your username & password)

Step 2. Install the Money Order & Pay Pal services.

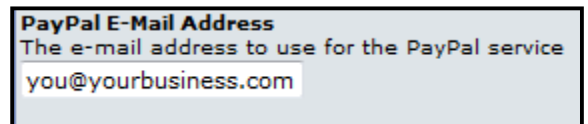
INSTALLING A PAYMENT SERVICES

- a. Click on **Payment** from **Modules** menu
 - * The Install Payment Module appears on the right
- b. Click on the **Install Payment Module scroll icon** from the right of the screen and select **Money Order** from the menu provided
- c. Click on the **install** button
 - * Read through the settings, leaving them as they are
- d. Click on the **Update** button
 - * The Cheque/Money Order Payment Service is now installed



e. Click on the **New** button so we can install another payment service

- f. Click on the **Install Payment Module scroll icon** again
- g. Click on **Pay Pal** from the menu
- h. Click on the **Install** button
- i. Enter your Pay Pal email address to the **Pay Pal E-Mail Address** area
 - * Read through the settings, leaving them as they are
- j. Click on the **Update** Button



Your two payment services should now be listed.

Payment Modules		
Modules	Sort Order	Action
Check/Money Order	0	
PayPal	0	

Module Directory: /home/eausonli/public_html/includes/modules/payment/



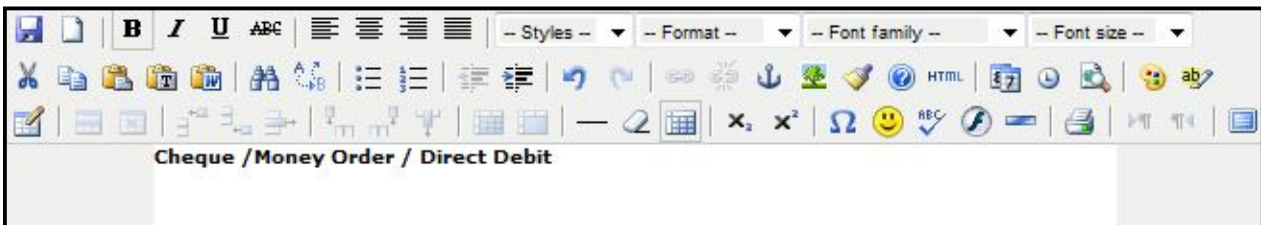
Once the payment services are installed you can go and enter the information you want to offer your customers.

Step 3. Edit the Money Order Title & Description.

MONEY ORDER TITLE AND DESCRIPTION

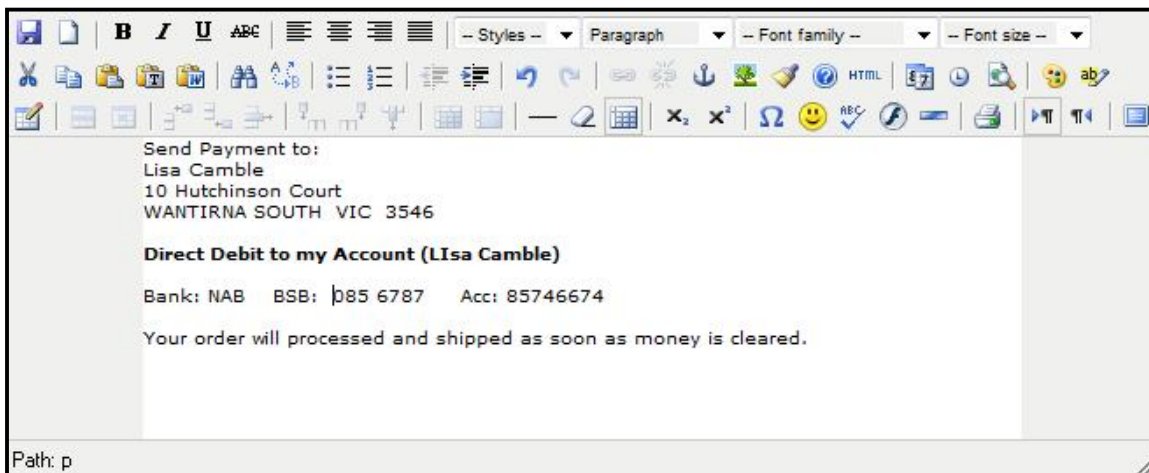


- a. Click on the **Web Site Text Editor** option from the **Customization** menu
- b. Click on the **Web Site Text Editor** option from the menu provided
- * Notice you have the **Money Order** and **Pay Pal** option listed as you have installed them
- c. Click on the **Money Order** option from the menu provided
- * You are presented with the areas that relates to the **Money Order** page
- d. Click on the **Module_Payment_MoneyOrder_Title** link
- * A Text Editor appears
- e. Enter your **Title** as shown below



f. Click on the **Save** button

- * You are taken back to the options page
- g. Click on the **Money Order** option again
- h. Click on the **Module_Payment_MoneyOrder_Description** link
- * The Text Editor appears
- i. Enter the details shown below (change the details so they are your details)



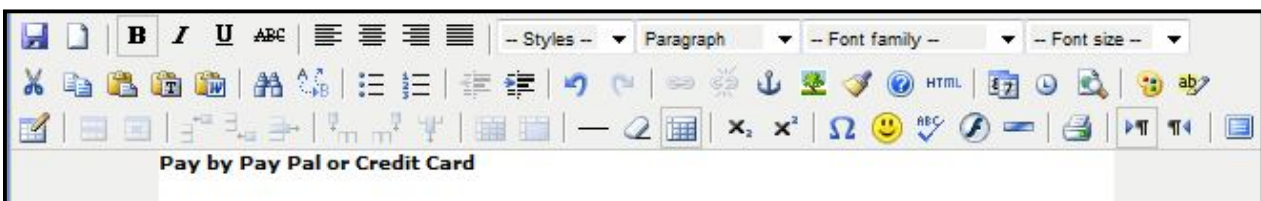
j. Scroll down and click on the **Save** button



Step 4. Edit the PayPal Title & Description.

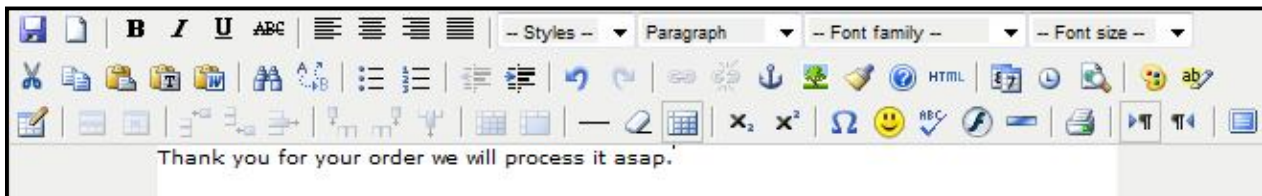
PAY PAL TITLE AND DESCRIPTION

- a. Click on the **Web Site Text Editor** option from the **Customization** menu
- b. Click on the **Web Site Text Editor** option from the menu provided
- * Notice you have the **Money Order** and **Pay Pal** option listed as you have installed them
- c. Click on the **Pay Pal** option from the menu provided
- * You are presented with the areas that relates to the **Pay Pal** page
- d. Click on the **Module_Payment_MoneyOrder_Title** link
- * The **Title Text Editor** appears
- e. Enter your **Title** as shown below



f. Click on the **Save** button

- * You are taken back to the options page
- g. Click on the **Pay Pal** option again
- h. Click on the **Module_Payment_MoneyOrder_Description** link
- * The **Text Editor** appears
- i. Enter the details shown below



j. Scroll down and click on the **Save** button

Congratulations! now you have two payment options for your Online Store. You will see the Payment Page after you have added a Shipping Service when you go to test your online store.

Step 5. Log out. (Click on the **Log Out** link)

Now that you have set up your Payment Service go to Lesson 5 and set up your Shipping/Freight service.