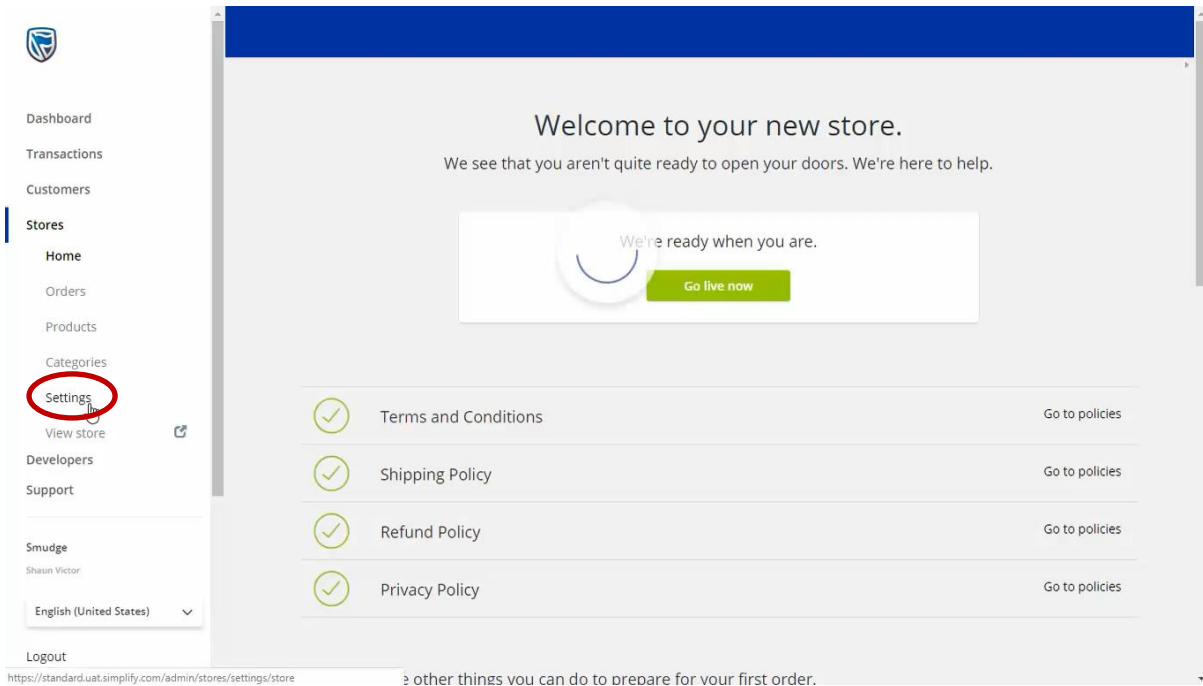
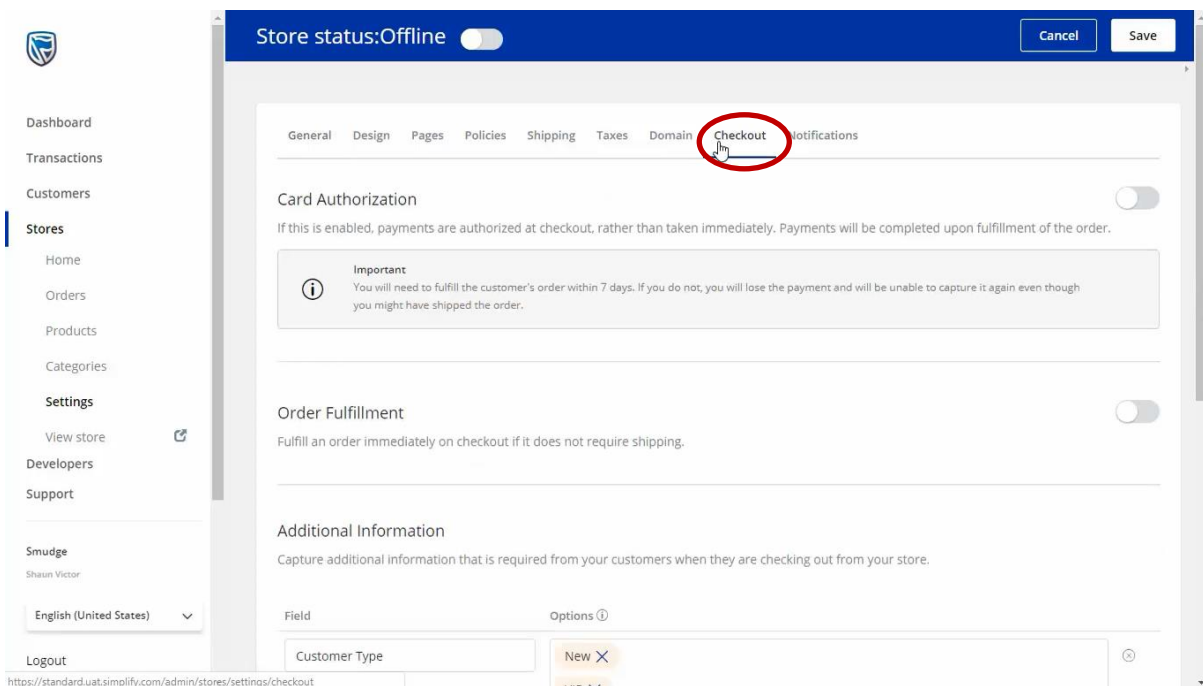


Customize Checkout

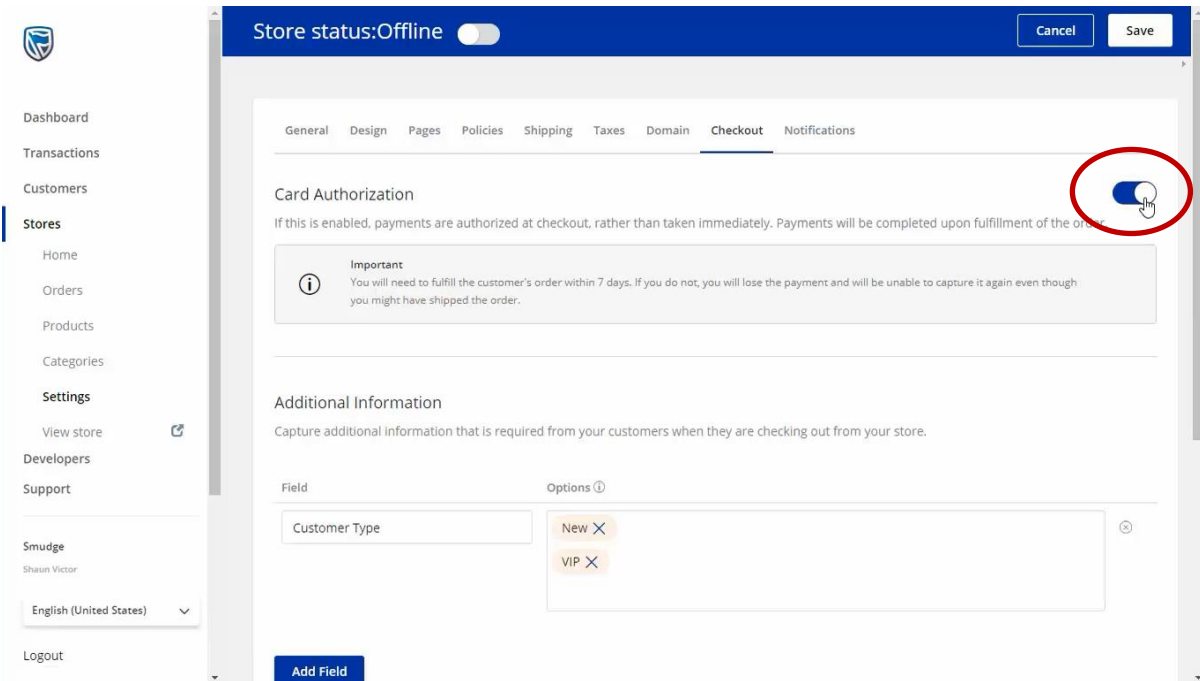
- When your customer checkouts of the store it is important to set the checkout settings to your liking.
- On your dashboard go to the left-hand side menu and click on the stores button and scroll down to settings.



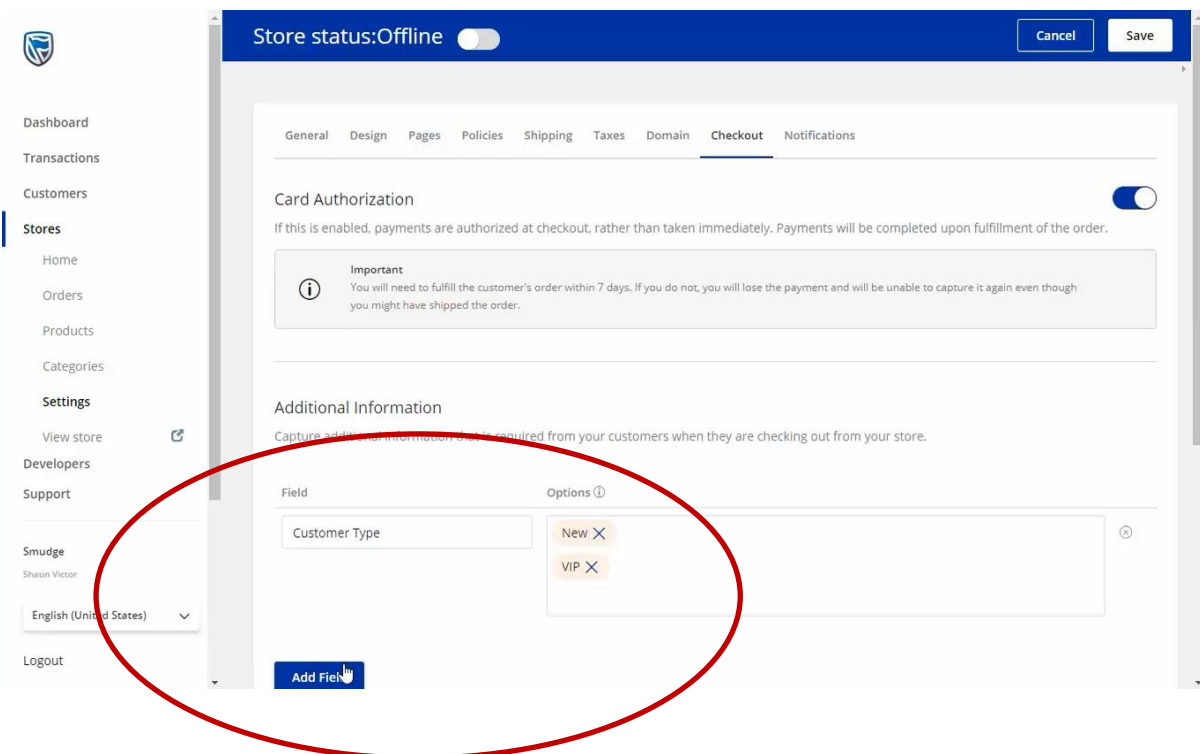
- From here you will see the checkout tab at the top on the page. Click on the tab and you will be directed to card authorization.



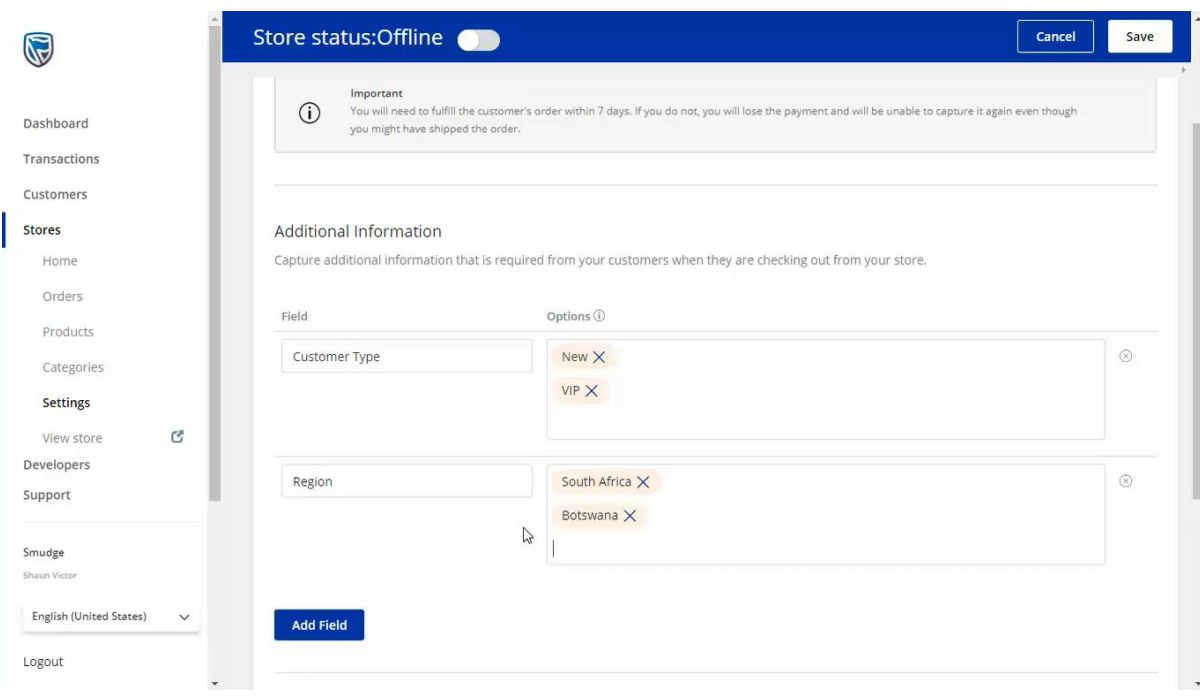
- You have two options when deciding on how to customise your checkout.
- You can either choose the option to have the order paid for once checkout is complete, or once the order is fulfilled.
- To set payment when the order is fulfilled, slide the slider next to card authorisation to blue.



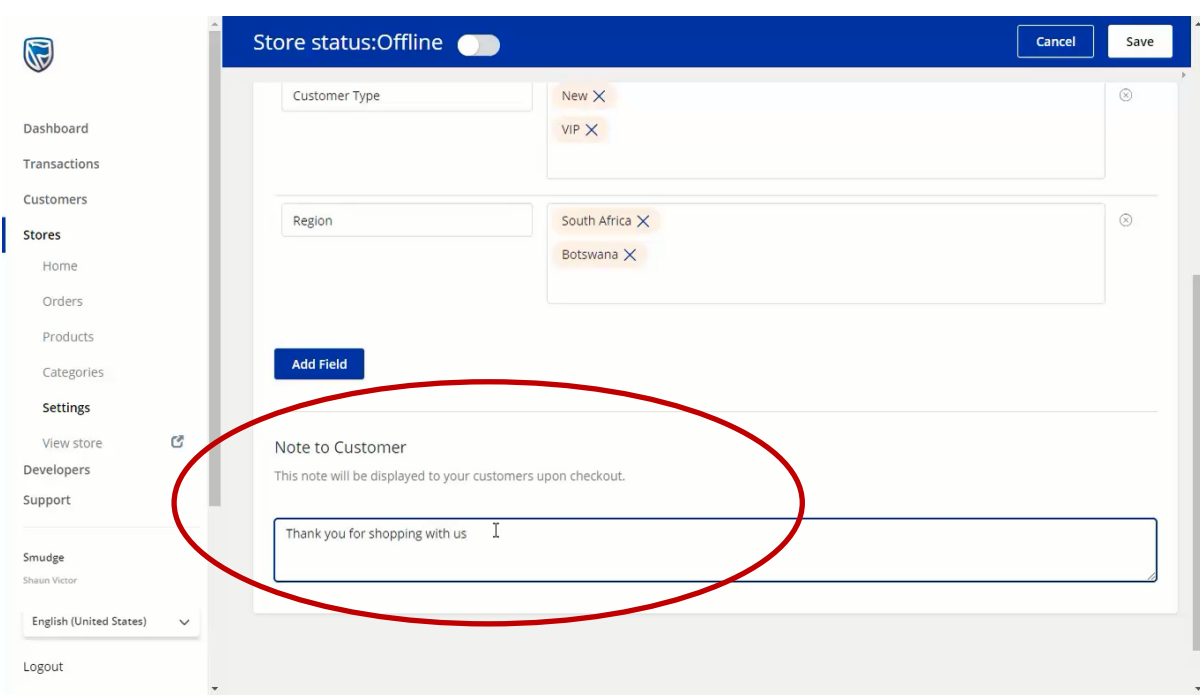
- You will now be able to add extra-information for your customers by adding a field, such as region. You will be able to add multiple regions by pressing enter after each addition.



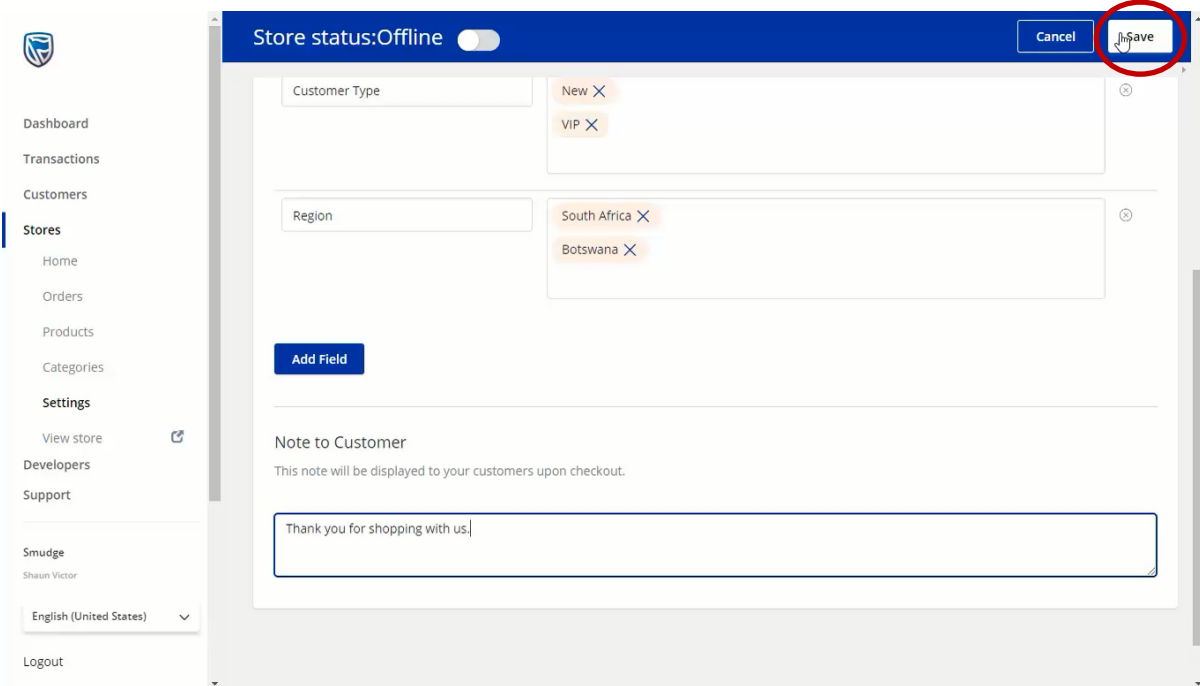
- The fields that you add are to be completed by the customer when completing their checkout.



- Once you have completed adding your new fields, fill out the note section with a message that customers will receive once they have checked out.



- Once you are happy with the changes you have made to this section, click the save button in the top right-hand corner.



- If you would like to take payment on checkout, make sure that the slider next to card authorisations is grey.

