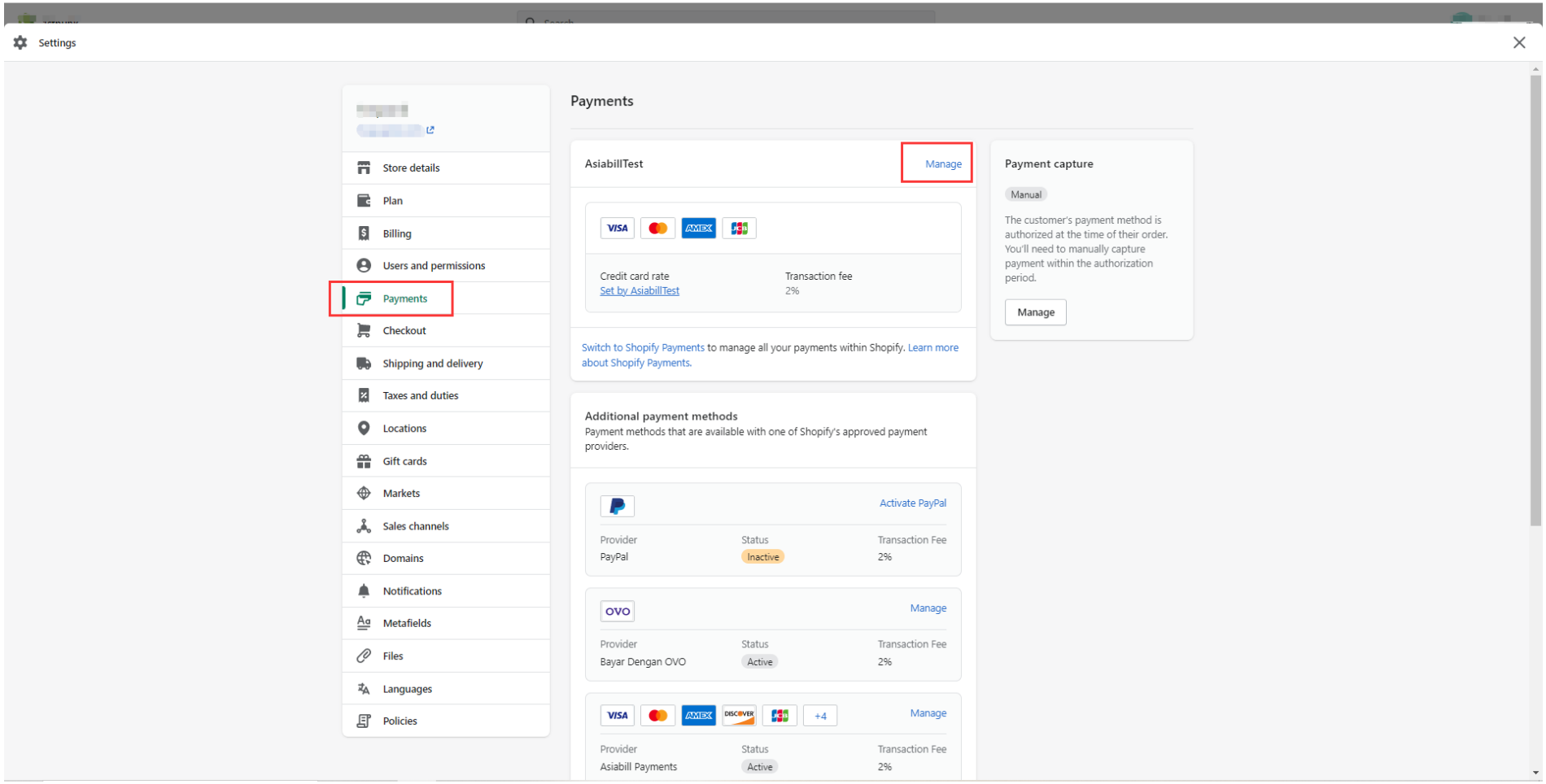
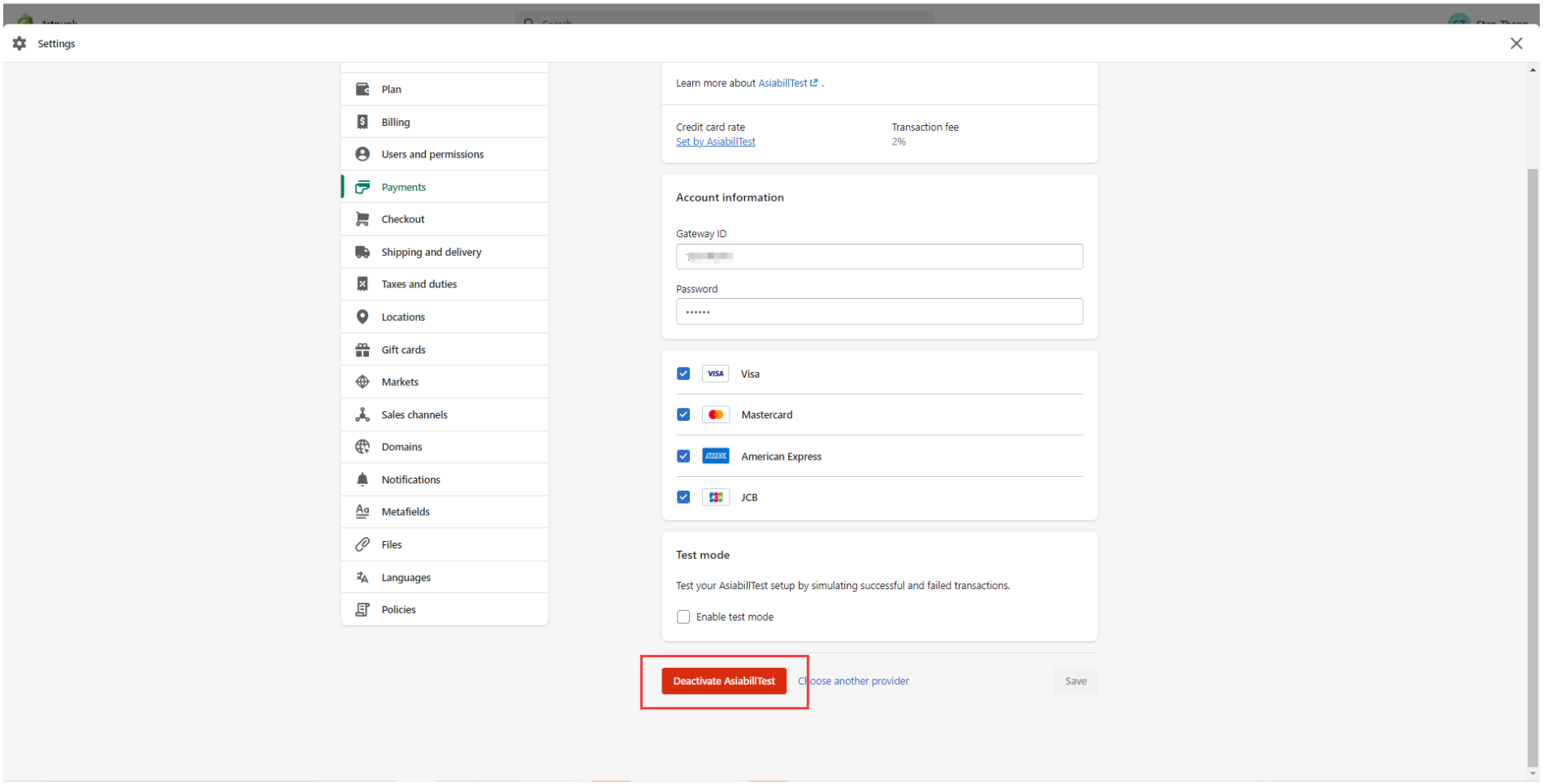
AsiaBill Credit/Debit Card Payment Method Update Process

- **Deactivate the original AsiaBill credit/debit card payment method**

1. If you have installed AsiaBill's original credit/debit card payment method, you must first deactivate it. Go to the "Payments" tab of your Shopify dashboard, then click "Manage" for the Asiabill section.



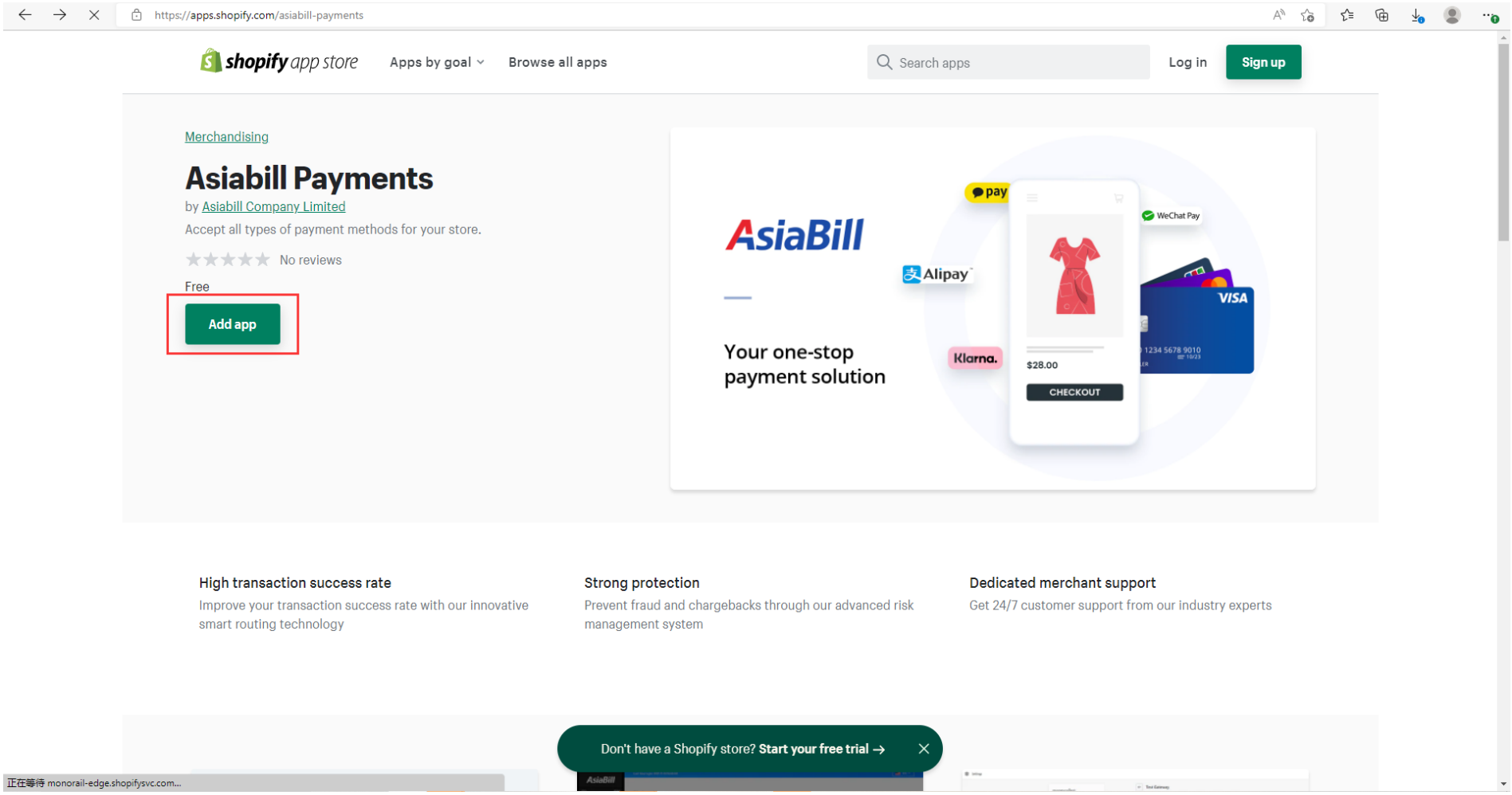
2. Click "Deactivate Asiabill" in the pop-up Asiabill payment management settings.



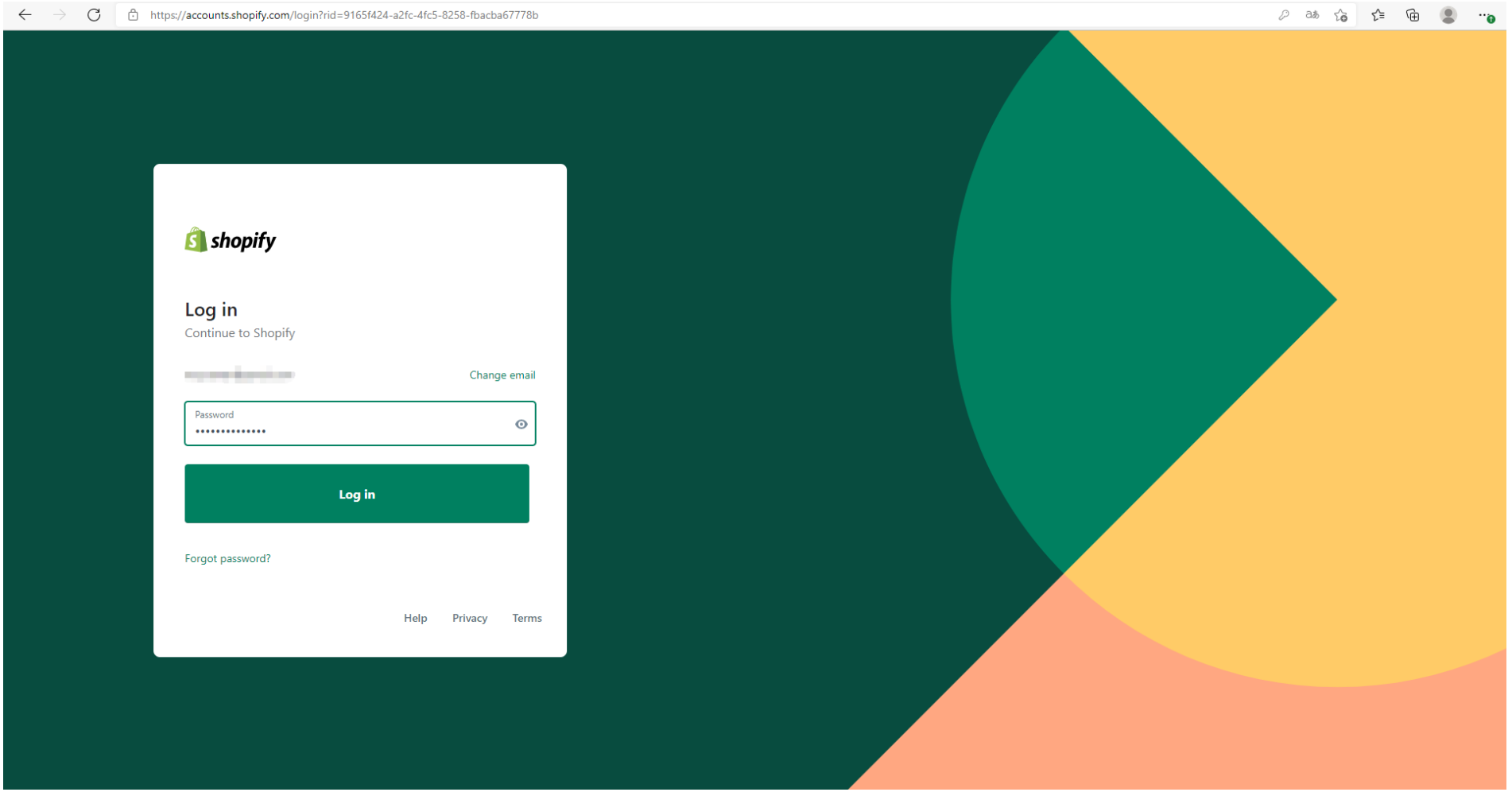
- **Payments settings**

Click the following link to open the AsiaBill Payments App installation page:
https://apps.shopify.com/asiabill-payments

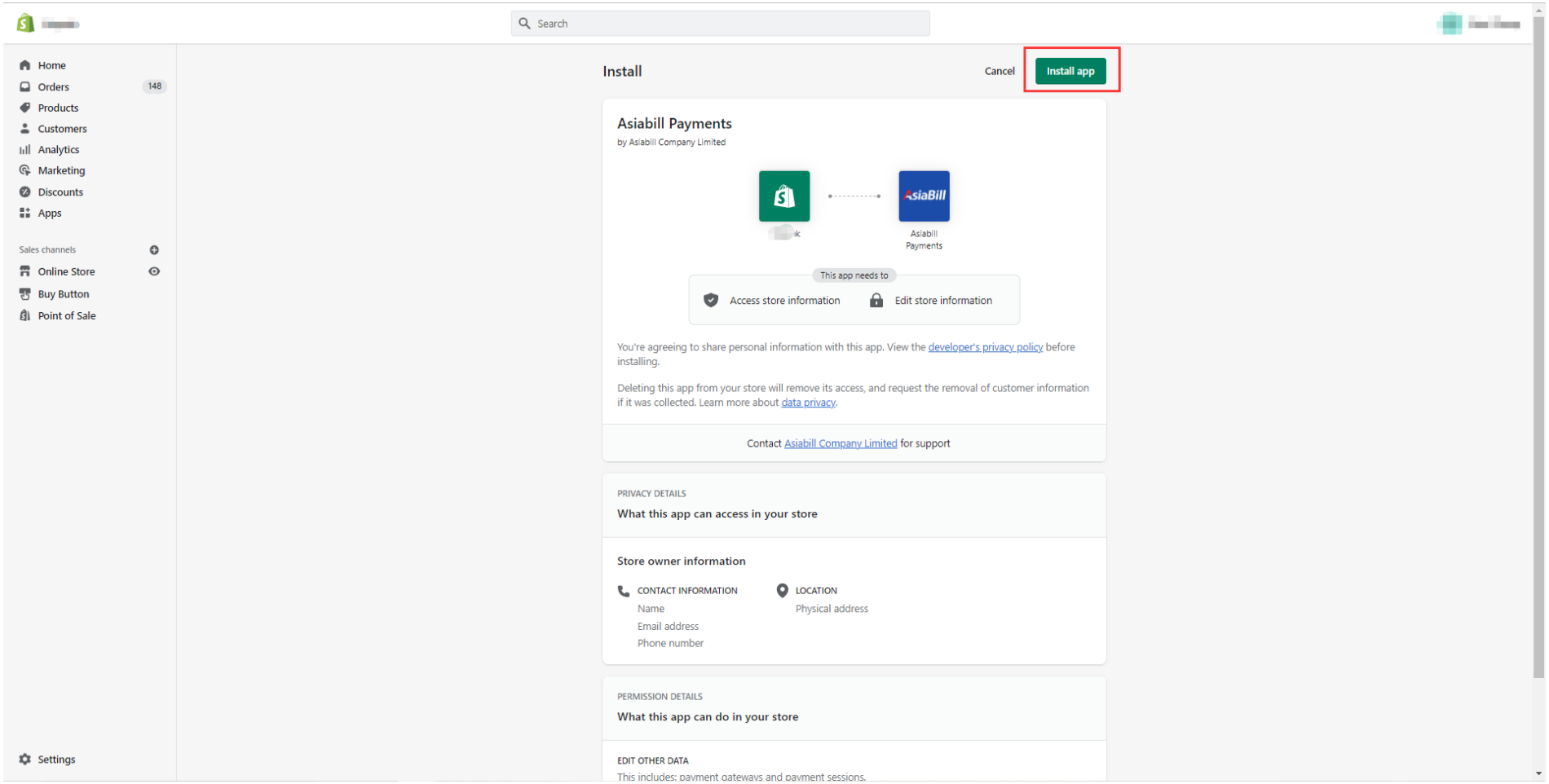
1. Click "Add app".



2. If you are not already logged in, you will now be prompted to do so. Log in to your Shopify store using your **admin** account.
   If you are already logged in, please proceed to the next step.



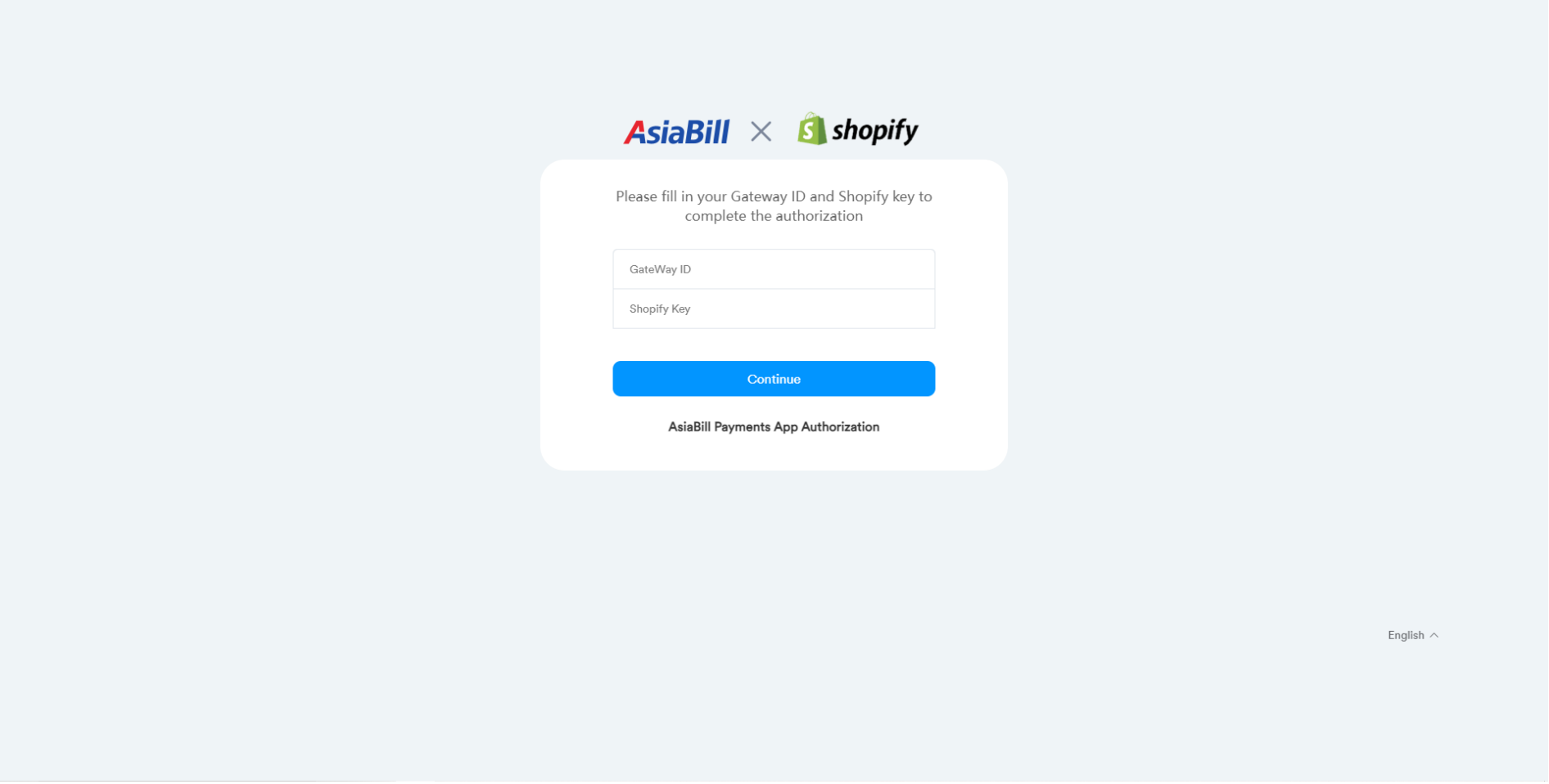
3. After logging in, you will be redirected to the App installation page. Click "Install app" to confirm the installation.



4. After clicking “Install app”, you will be redirected to the AsiaBill Payments App authorisation page. Follow the prompts to fill in your Gateway ID and Shopify Key, then click "Continue".

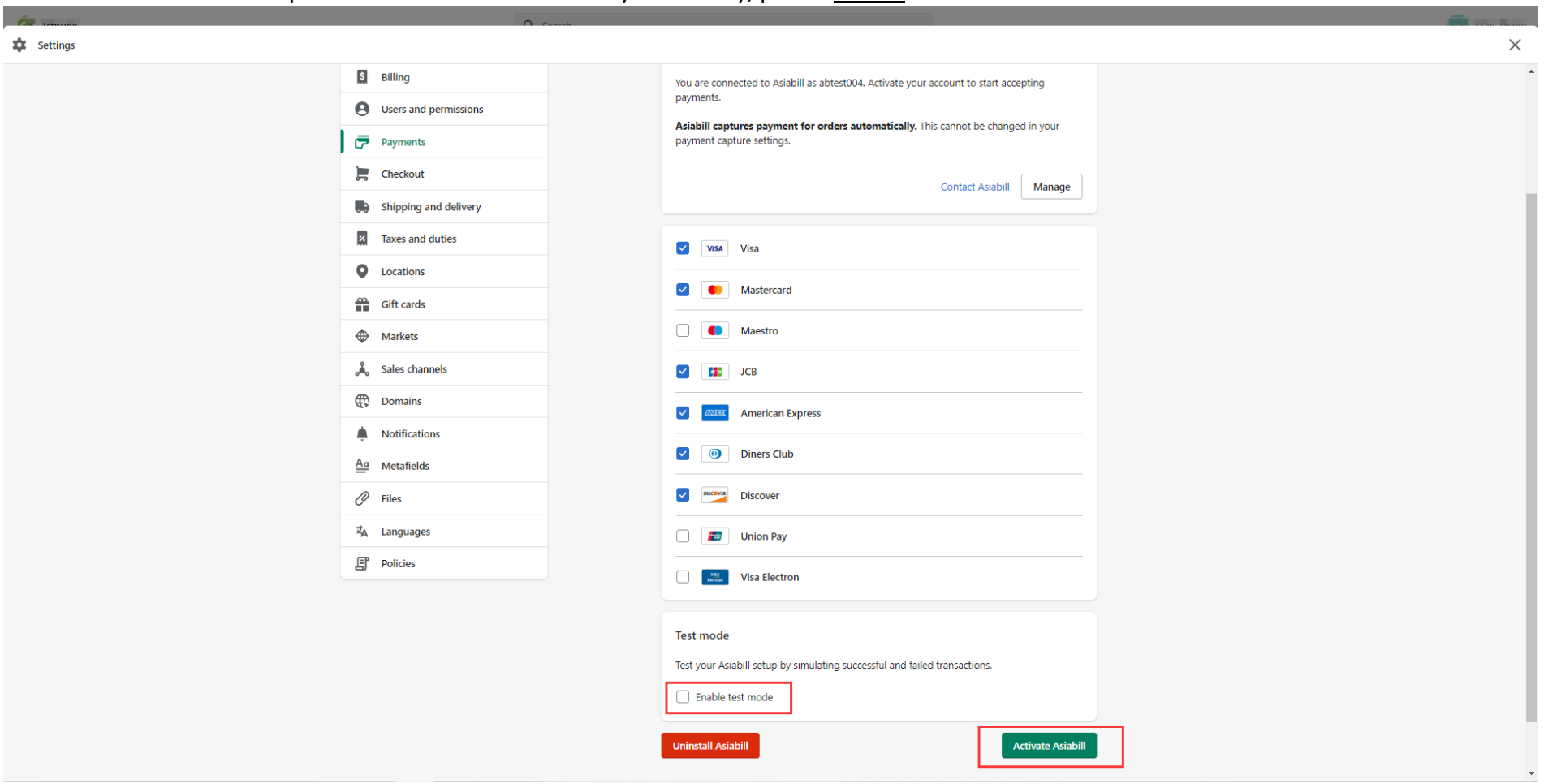
Note: Please log in to the AsiaBill merchant dashboard to retrieve your Gateway ID and Shopify Key under the "Developers” - ”API Keys” tab.

For further assistance, please contact the AsiaBill customer service team.

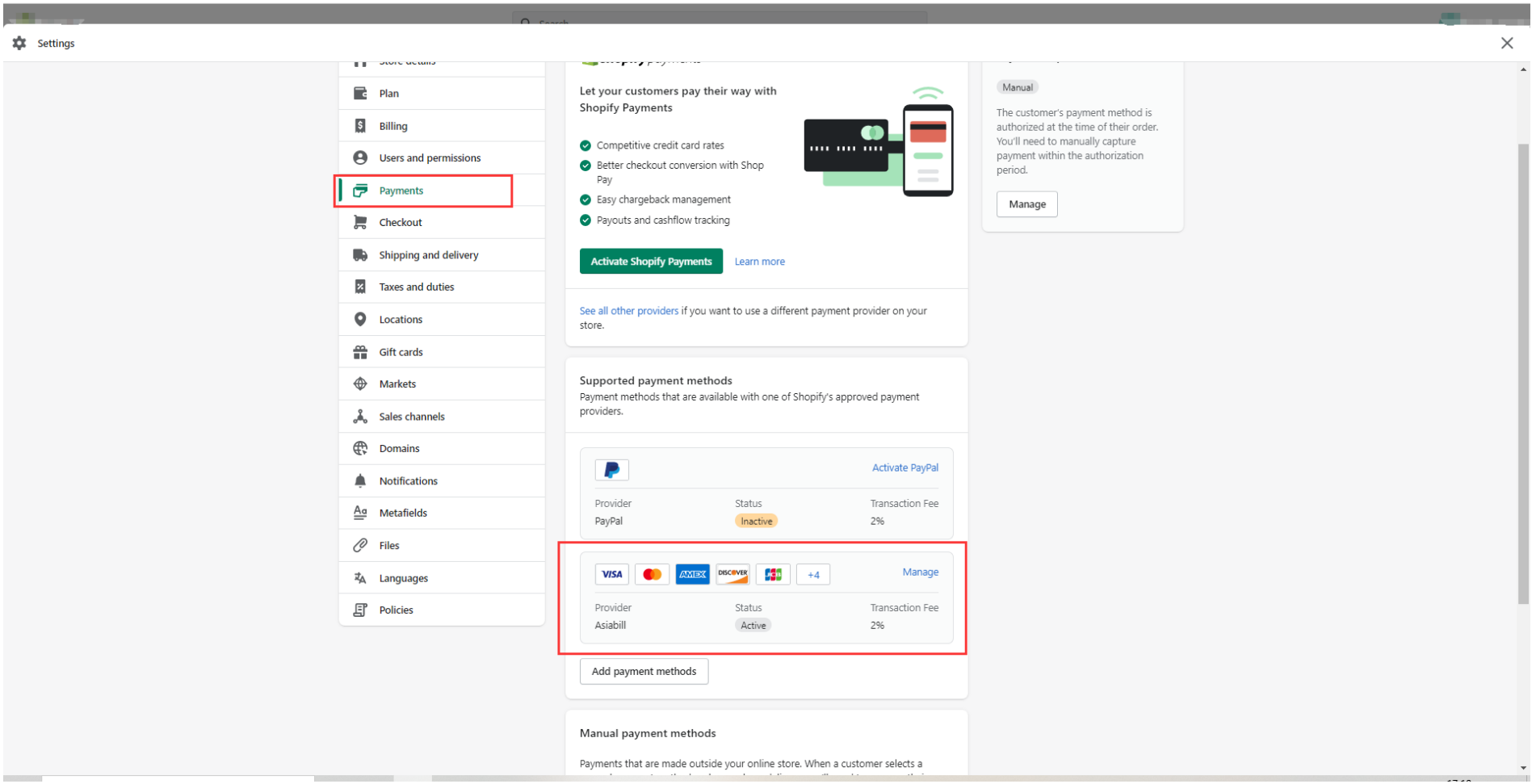


5. After successful authorisation, you will be redirected to the “Payments” tab in your Shopify dashboard. Check the boxes for the card brands that you wish to display to shoppers at the checkout page, then click "Activate Asiabill" to confirm your settings.

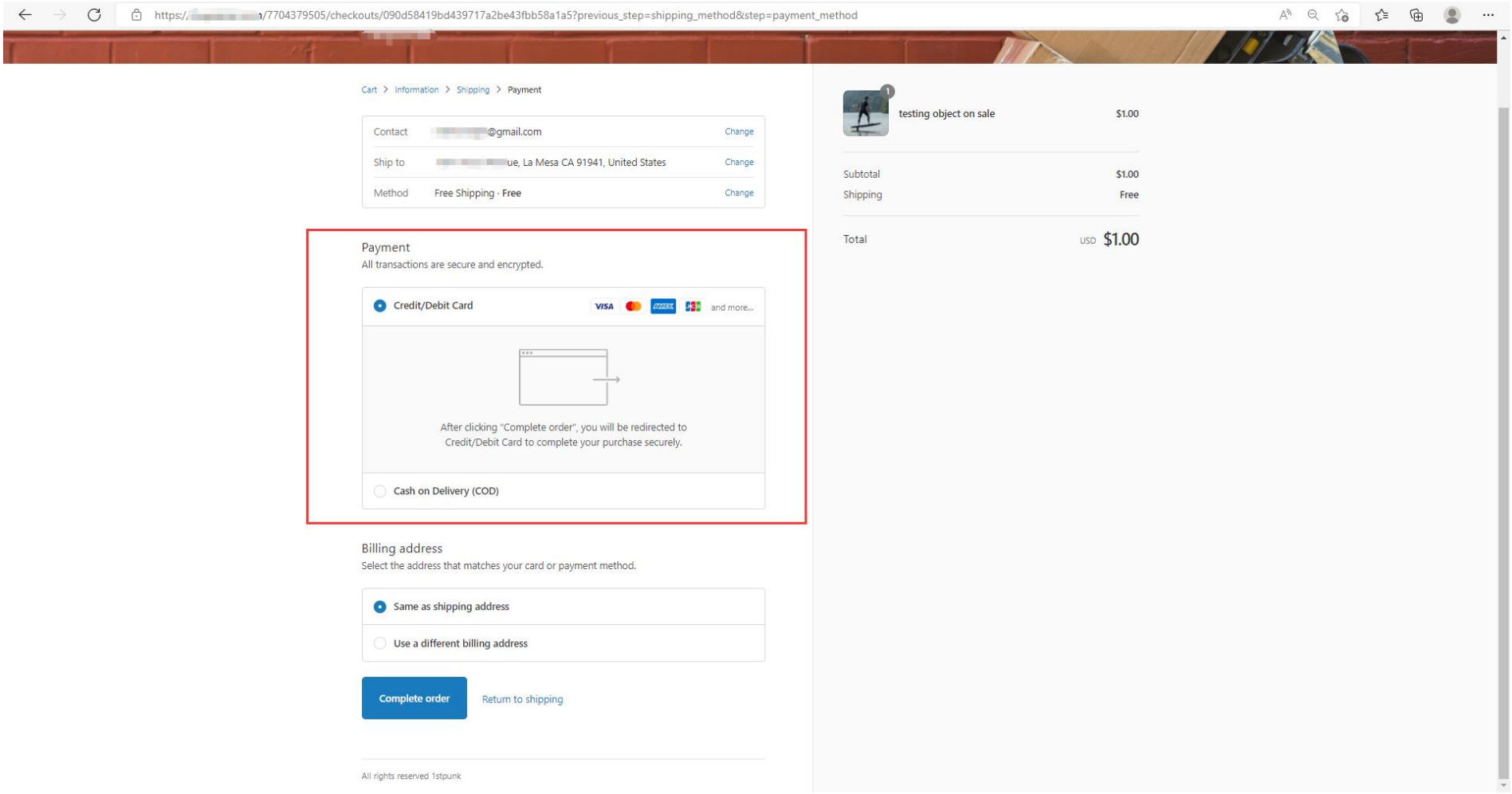
Note: “Test mode” requires a dedicated TEST Gateway ID and key, please **do not** check the box for “Enable test mode”.



6. After activation, you will be able to see your chosen Asiabill credit/debit card payment options under “Supported payment methods” in the “Payments” tab of your Shopify dashboard.

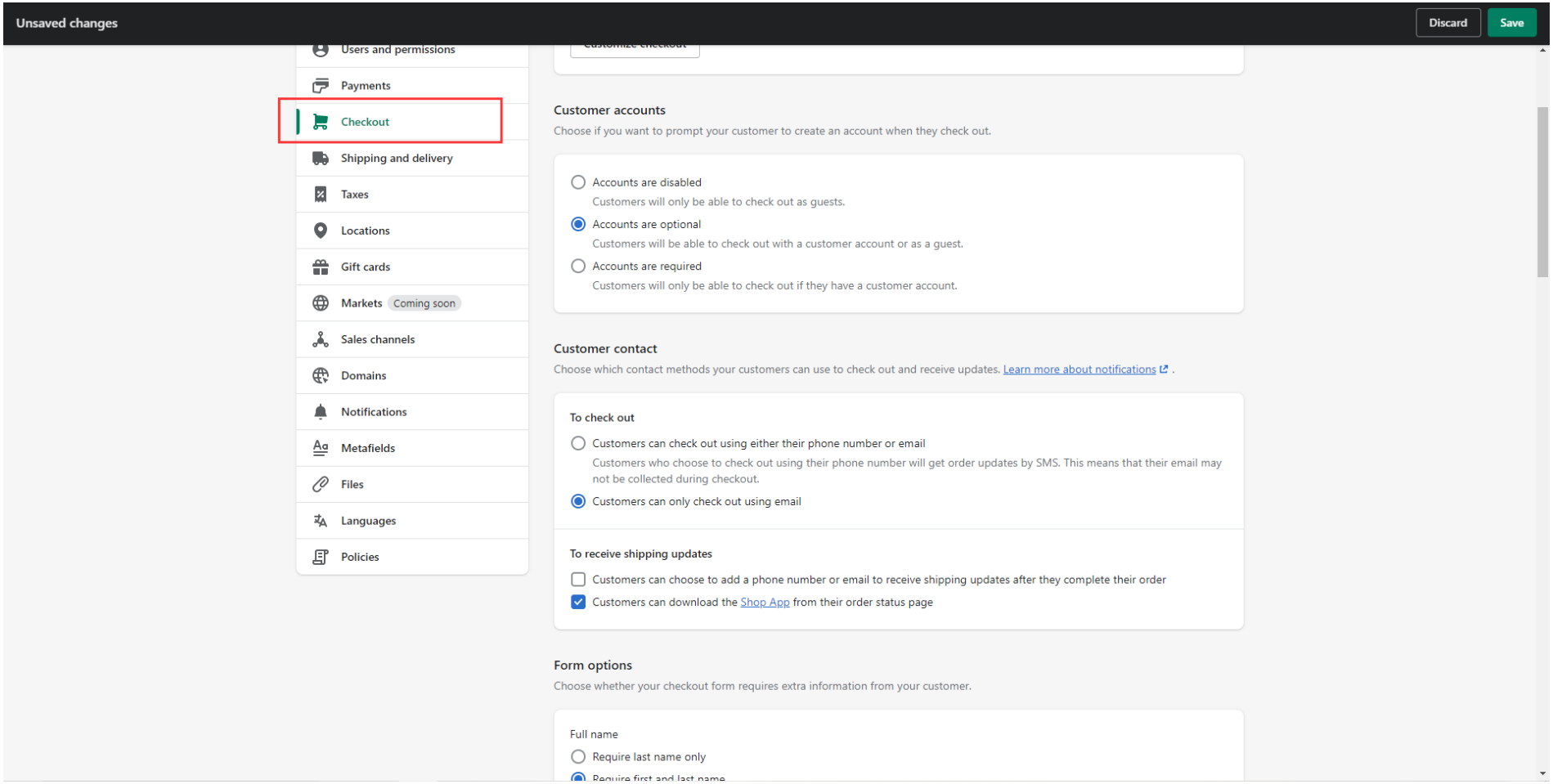


The AsiaBill credit/debit card payment method will be displayed in your Checkout page like so:



- **Checkout settings**

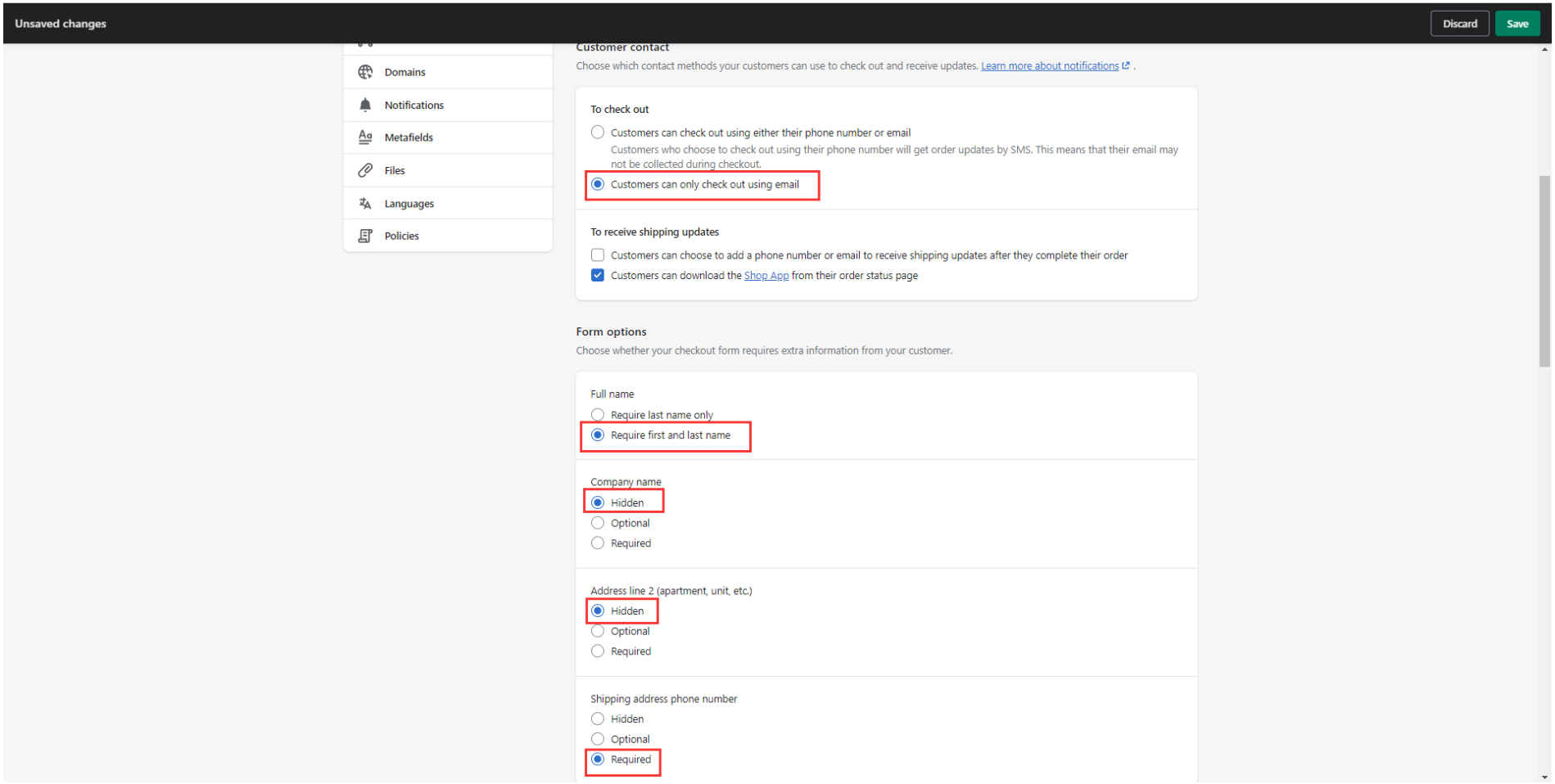
1. Click the "Checkout" tab in your Shopify dashboard.



2. Please refer to the image below and select the corresponding settings for your checkout:

- “To check out” – Select "Customers can only check out using email";
- “Full name” – Select "Require first and last name";
- “Company name” – Select "Hidden";
- “Address line 2 (apartment, unit, etc.)” – Select "Hidden";
- “Shipping address phone number” - Select "Required".

Finally, click "save".



You have now completed all the steps for setting up your AsiaBill credit/debit card payment.

If you have any questions, please feel free to [contact us]