

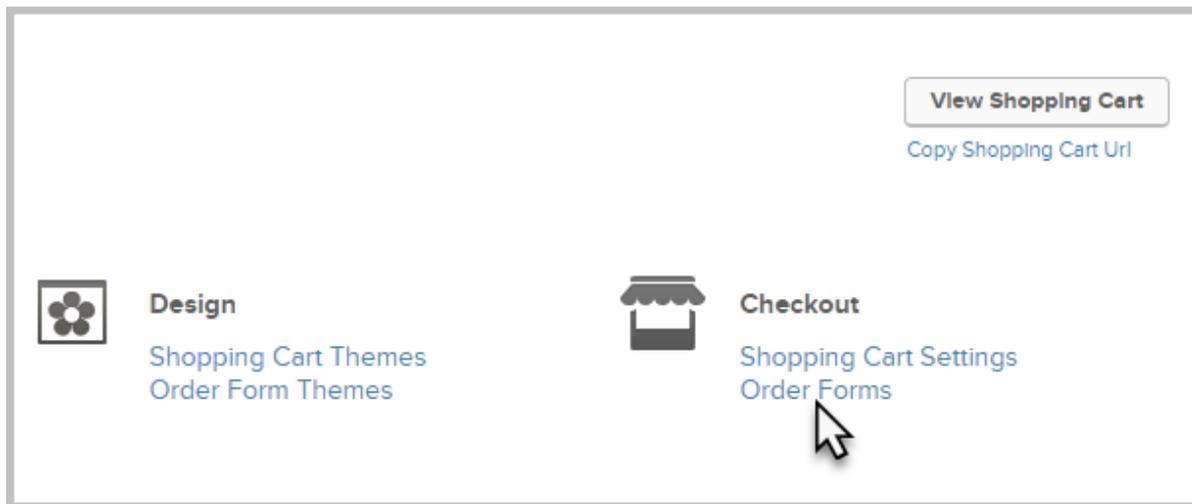
# Set Up An Order Form

**Pro-Tip:** Order forms can hold up to 15 total products and/or services per form.

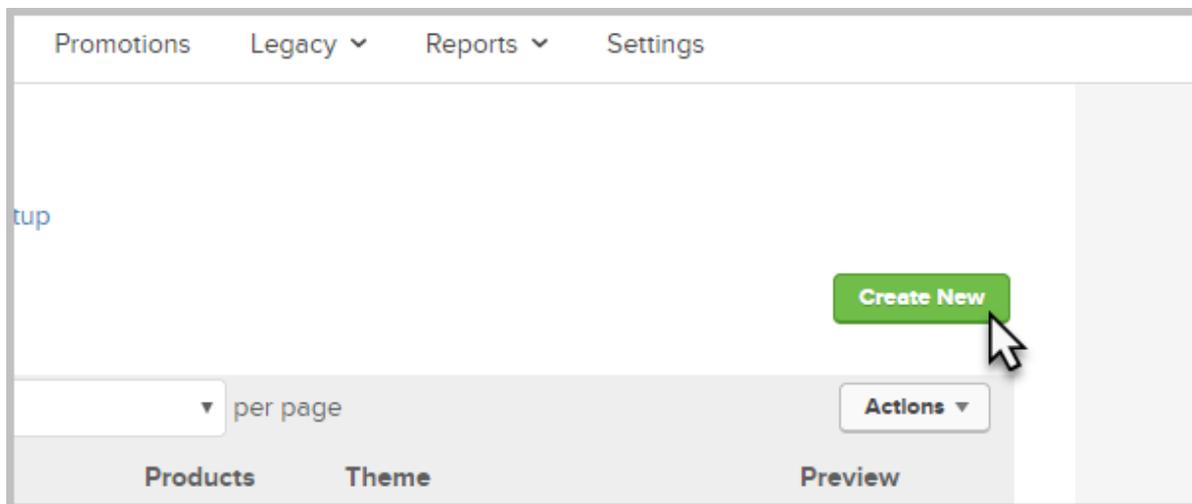
1. Go to E-Commerce > E-Commerce Setup

<b>CRM</b>	<b>MARKETING</b>	<b>E-COMMERCE</b>	<b>ADMIN</b>
Contacts	Campaign Builder	<b>E-Commerce Setup</b> 	Branding Center
Companies	Email & Broadcasts	Orders	Billing & Account Info
Opportunities	Lead Generation	Products	Users
Referral Partners	Templates	Actions	Import Data
Visitors	Legacy	Promotions	Data Cleanup
		Legacy	Stealth
Reports   Settings	Reports   Settings	Reports   Settings	Reports   Settings

2. Click Order Forms

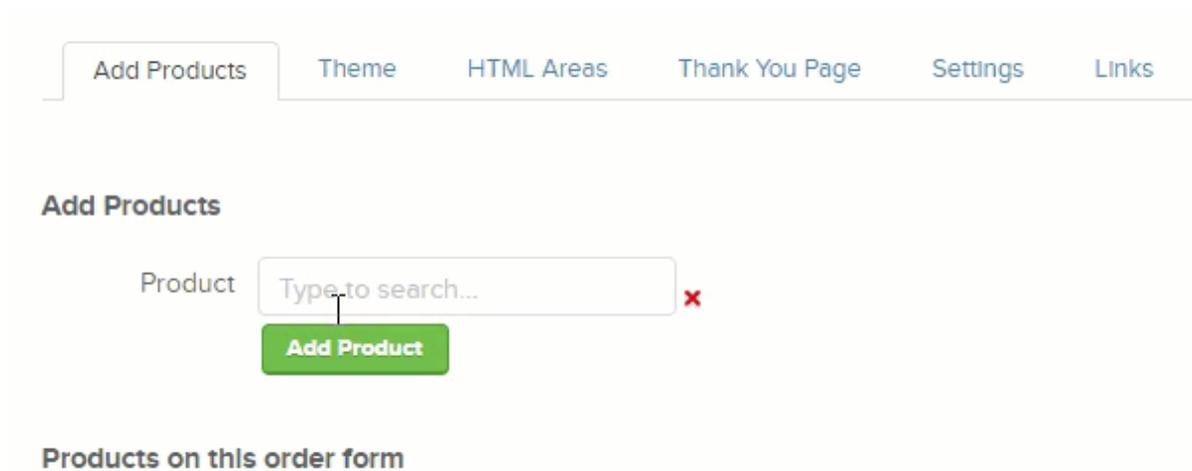


3. Click the **Create New** button



4. Name your order form and click **Save**.

5. Begin typing the name of the product in the text box and select it from the drop-down.



6. Click the **Add Product** button. You can add up to 15 products and subscriptions per order form. You have the option to change the name of the product in the *Label* column. You may also change the quantity of each item. Check the box at the bottom to lock your quantities so a buyer cannot change them on the order form.
  7. Click on the **Themes** tab. This tab allows you to preview the current active theme for this order form or choose a different theme.
  8. Select the order form theme you would like to use and click **Make Active**.
  9. (Optional) Click the **HTML Areas** Tab. HTML Areas are containers that allow you to add HTML to various locations on the order form. Each area is accompanied by a thumbnail image illustrating the exact location, as well as a *Preview* and *Save* button.
  10. Click the **Thank You Page** tab. After a successful purchase, the customer will need to be redirected to a Thank You page. You can create a custom Thank You page using the built-in Thank You Page builder. It's best practice to create this in the Branding Center. You can also choose to send them to a custom web address.
  11. Click the **Settings** tab. This section allows you to:
    - Change the name of the order form
    - Select the merchant account to use.
    - Change the duplicate checking setting
    - Send an email to yourself when an order is placed
    - Hide live promo codes.
  12. Click the **Links** tab. Both of these links will take you to the hosted order form. The custom URL can be modified by clicking the **Edit** button next to it.
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