## How to locate your Merchant Account ID %

To connect your online store to your Merchant Account that is setup within Infusionsoft, you will need your Merchant ID. Here are the steps to locate your Merchant ID.

1. Go to E-Commerce > Settings

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MY NAV	CRM	MARKETING	E-COMMERCE	ADMIN
Dashboard	Contacts	Campaign Builder	E-Commerce Setup	Branding Center
My Day	Companies	Email & Broadcasts	Orders	Billing & Account Inf
	Opportunities	Lead Generation	Products	Users
	Referral Partners	Templates	Actions	Import Data
	Visitors	Legacy	Promotions	Data Cleanup
			Legacy	
Edit	Reports Settings	Reports Settings	2 Settings	Reports Settings

2. Click Orders from Left hand menu

Product	
Order Settings	Products and Subscription Plans
Product	Run Purchase Actions On All Orders: Yes $\ {oldsymbol {\$}}$ No $\ {igodot}$
Orders 3	Product
Quotes & Involces	Track Inventory? Yes  No
Sales Tax	
	Promo Codes: TRYIT2016 MAKEITFREE

3. Right click on the drop down located next to **Default Merchant Acct for Manual Orders** 

Default Merchant Acct for Manual Orders:	Infusionsof	t Payments	•	
Default Max Retries:	3		Back	Alt+Left Arrow
Default Num Days Between Retries:	2		Reload	Alt+Right Arrow Ctrl+R
Show Payment Interface in Orders Tab	Yes O No	۲	Save as	Ctrl+S
Default Days To Walt Before Autocharging	2		Print	Ctrl+P
nall receipts/involces upon successful payment?	Yes 🔍 No	۲	Cast Translate to E	nglish
Reset failed autocharge attempt Yes  No		The Great Suspender		
Don't autocharge invoices that have	12 months	-	View page so	urce Ctrl+U
been outstanding for more than:		- 4	Inspect	Ctrl+Shift+I

 If you are using Chrome the from your keyboard use Ctrl+F > in the Search field type "please select a default merchant"



5. User the number that is to the left of your Merchant



6. In Firefox you would follow the exact steps as listed above but the search is there automatically.

