



## Payment methods

PayPal Express Checkout	Disabled ▾
eWay	Disabled ▾
Direct Debit	Disabled ▾
Phone Ordering	Active

Now we need to edit the email notification that people receive after placing their order, which, ideally, would also have this bank account information in along with a contact number and/or email address so that if they run into any issues, they can get in contact with you.

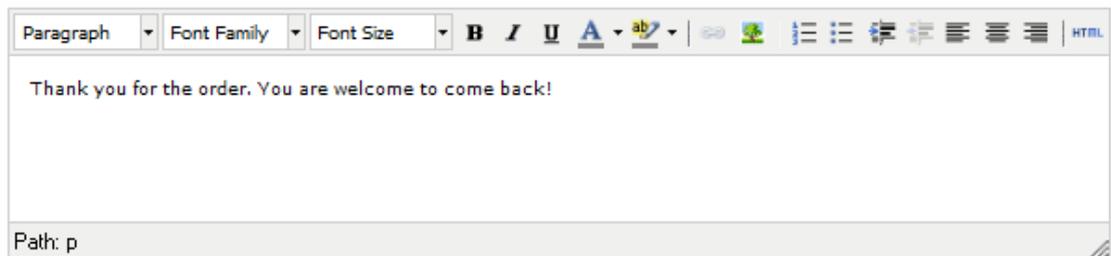
To edit this email notification, go to Administration > Order statuses.

The screenshot shows the top navigation bar of the Magento Administration interface. The 'Administration' menu is open, and 'Order statuses' is highlighted in blue. Other menu items include 'Add-ons', 'Settings', and 'Design'. The main content area shows a search bar, a date range 'Oct 07, 2013 — Nov 06, 2013', and a large '\$0.00' and '15'.

6. Click on the **Open** order status to begin editing.

7. In the **E-mail header** area, edit this to display a message of some sort to your customers. Only customers that pay by a method such as Direct Debit, or Phone Ordering will have their orders be automatically assigned the **Open** order status, so tailor this message to cater for that.

E-mail header:



Paragraph Font Family Font Size **B** *I* U A |         HTML

Thank you for the order. You are welcome to come back!

Path: p

It's recommended to enter here the Direct Debit information they will need again, in case they lost the information or can't pay immediately, along with some ways of getting in contact with you.

*Thank you for the order! Please make your payment at your earliest convenience through to the below bank account, and in the Transaction Description, please use your last name so that we can link the order with the payment.*

*If you have any questions, feel free to contact us on (##) #### #### or on (mobile) #### ### ##, or by email on Your Email Address Here.*

8. Click Save.

9. Do a test run using a product using your own valid email address. Add it to your cart, proceed to checkout, checkout using the Direct Debit payment method, and view the resulting Thank You page and the information presented, along with the email you should receive after placing the order. If these are both to your liking, great, if not, go back and edit by following the steps above.

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eShop 4.0 -> Payment Methods -> Setting up the Direct Debit payment method

<https://magicdustsupport.com.au/kb2/entry/432/>