

Accept cash, check or pay in store

Let customers place an order online and pay you in person, on delivery or by check, then mark the order paid when the money arrives.

Add-on Online store

Online stores are an add-on. If your site doesn't have one yet, ask us about adding it; we quote it in writing first.

Not everyone wants to pay by card online. With a manual payment method, the customer places the order on your site and pays you another way, such as in your shop, in cash when it's delivered, or by check.

Add a way to pay

1. Log in to your site editor.
2. In the side panel, click **Store**, then **Business Settings**.
3. Click **Payments**.
4. Scroll to **Accepting payments offline?** and click **+ Add Manual Payment**.
5. Type a **Payment method name**, such as "Pay in store".
6. Type the **Payment instructions**, such as where and when to pay.
7. Click **Add Payment Method**.

Customers see both the name and the instructions when they check out, and again in their order confirmation email. Write them for someone who has never visited you.

Mark the order paid

When the money arrives, the order is still waiting for you to confirm it.

1. Click **Store**, then **Sales**, then **Orders**.
2. Open the order.
3. Click **Mark as Paid**, then click **Mark as Paid** again in the box. A comment you add here is only visible to you.

Digital downloads: if a customer pays for a download by a manual method, the confirmation email arrives without the download link. It is sent when you mark the order paid, or when you choose **Mark as Fulfilled** from the three horizontal dots.

Change or remove one

1. Go to **Store**, **Business Settings**, **Payments**.
2. Find the method in the list, then click the three horizontal dots beside it.
3. Choose **Edit Manual Payment** or **Delete**.
4. Make your changes and click **Edit Manual Payment**, or click **Delete Payment Method** to confirm.

Tips

- Pair a "Pay in store" method with pickup, so customers know to pay when they collect. See [Offer in-store or curbside pickup](#).
- For cash on delivery, say in the instructions who takes the cash. For checks, say who to make them out to and where to send them.
- To show a method only for certain delivery choices, see [Show payment methods by delivery choice](#).
- Never ask customers to send card numbers by email or text.

Need a hand?

If your site doesn't have this yet, ask us about adding it. We quote it in writing first, and nothing is billed unless you approve. Email hello@zossoz.com.

Already have a store and want a method added? Email hello@zossoz.com with your business name, the name you'd like customers to see and your instructions, and we'll set it up. We reply within one business day. See [Request a change](#).

Related guides: [Offer in-store or curbside pickup](#) · [Show payment methods by delivery choice](#) · [Find and manage your orders](#) · [Connect a way to take card payments](#)

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