

Online store quickstart

The first things to set up in your online store, in order: products, categories, business details, payments, shipping or pickup, sales tax, terms and orders.

Add-on **Online store**

An online store is an add-on. If your site doesn't have one yet, ask us about adding it; we quote it in writing first. Once it's there, click **Store** in the side panel of your site editor. Choose **Catalog** for products, or **Business Settings** for the rest.

DON'T SEE THIS?

It may be turned off for your site. Ask us and we'll take care of it.

Set it up in this order

1. Add your products. Your store starts with sample products, so replace them before anyone visits. Choose a type, then add a title, description, photos and price. See [Add a product](#).
2. Sort products into categories so shoppers can browse. A product can sit in more than one. See [Organize products into categories](#).
3. Enter your business details: name, address and regional settings such as currency. Customers see them on their invoices. See [Set your store's business details](#).
4. Connect a way to take card payments. You connect your own account, and we never ask for your password. The money goes straight to you. Buy a low-priced item yourself to test it. See [Connect a way to take card payments](#).
5. Set up shipping. You pack and ship, and the store works out the cost at checkout. See [Set up shipping rates](#).
6. Offer local delivery or pickup if you want them. Both are under **Shipping & Pickup**. See [Offer local delivery](#) and [Offer in-store or curbside pickup](#).
7. Set up sales tax. We can't tell you which rate to charge, so check the rates with your accountant before you save them. See [Set up sales tax](#).
8. Add a terms box at checkout, so customers tick to agree before they pay. Have your terms page ready first, and ask a lawyer to look it over if you aren't sure. See [Ask customers to agree to your terms at checkout](#).
9. Find your orders under **Store**, then **Sales**, then **Orders**. Every sale lands on one list, newest first. See [Find and manage your orders](#).

Before customers see it

Ask us to look the store over first. See [Check your site before it goes live](#).

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 hand with a step? Email hello@zossoz.com with your business name and what you'd like done, and we'll take care of it or point you to the next step. We reply within one business day. Connecting your payment account is the one step only you can do, because it needs you to sign in to your own account. See [Request a change](#).

Related guides: [How your online store works](#) · [Add a product](#) · [Connect a way to take card payments](#) · [Find and manage your orders](#) · [Cheat sheet: the jobs owners do most](#)

More guides: [the Zossoz Help Center](#) · [Questions?](#) Email hello@zossoz.com