

# ShipWorks®

## Reference Guide

Adding an InstanteStore

# Adding an InstanteStore

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## Background

ShipWorks connects directly to your InstanteStore account. With one click, or on an automated schedule, your orders are downloaded from InstanteStore. As soon as you process a shipment, ShipWorks communicates the updated order status, shipping method and tracking information back to InstanteStore.

This article will guide you through the process of how to add your InstanteStore store to the ShipWorks software.

## First Things First

Before you begin, you will need to have a few things available to you:

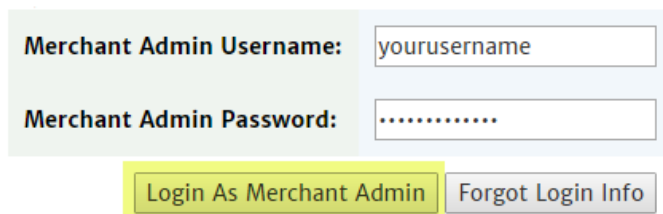
1. Your InstanteStore **Merchant Admin Username** and **Merchant Admin Password**.
2. Your ShipWork administrator **username** and **password**.

## The Process

### Configuring InstanteStore to Connect to ShipWorks

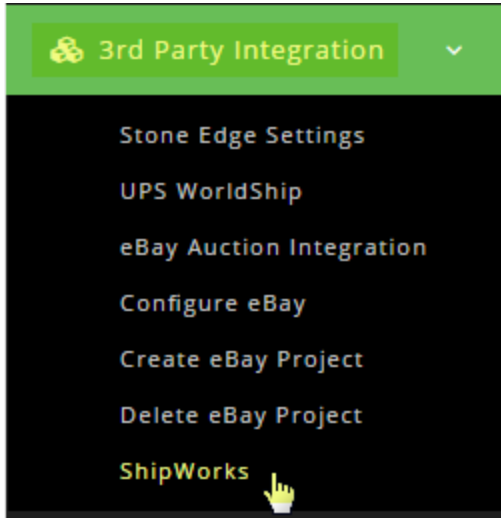
1. Log into your InstanteStore admin panel.

### Merchant Admin Login



Merchant Admin Username:	<input type="text" value="yourusername"/>
Merchant Admin Password:	<input type="password" value="....."/>
<input type="button" value="Login As Merchant Admin"/>	
<input type="button" value="Forgot Login Info"/>	

2. Click on **3rd Party Integration** located in the left menu panel. Then, click on **ShipWorks**.



3. You will need to create a unique username and password which will be used when connecting your InstantStore store to the ShipWorks software. On the **ShipWorks Settings** screen, enter the **username** and **password** you would like to use to connect ShipWorks and then click the **Configure ShipWorks** button.

#### ShipWorks Settings

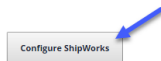
Configure a username and password for your ShipWorks integration. This will be used by ShipWorks to connect to your store. Do NOT re-use your InstantStore administrator username and/or password!

Your ShipWorks Module URL is

<https://www64.instantstore.com/secure/merchant37005/shipworks.cfm>

**Username:**

**Password:**



**Note:** After clicking the **Configure ShipWorks** button, you will be prompted that ShipWorks has been configured.

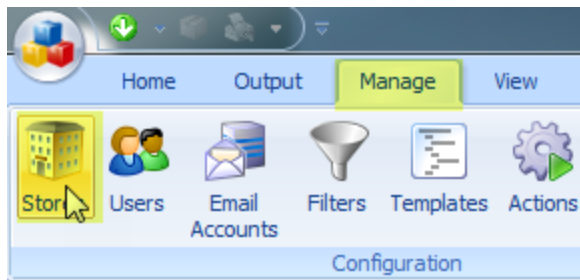
**ShipWorks configured**

## ShipWorks Settings

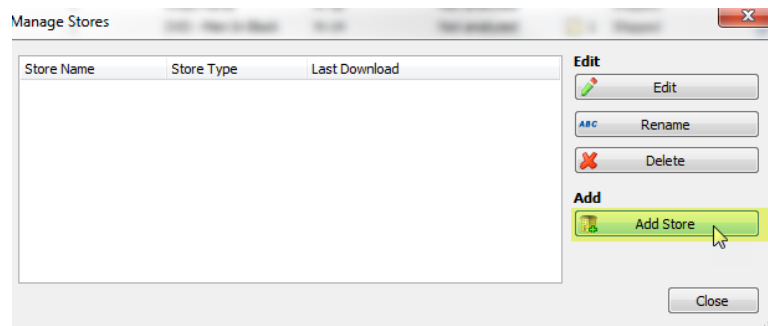
4. Great!! You are now ready to add your store to the ShipWorks software. Leave the **ShipWorks Settings** screen open. You will need to copy the **ShipWorks Module URL** in just a moment.

### Adding InstanteStore to ShipWorks

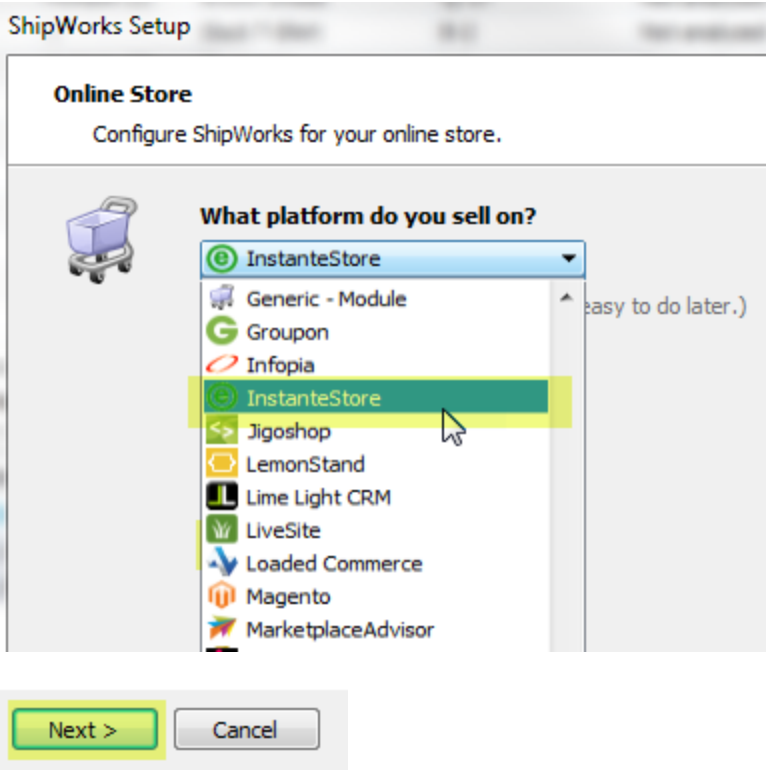
1. Launch the ShipWorks application and log in as a user with administrator permissions.
2. Click on the **Manage** tab. Then, click the **Stores** button.



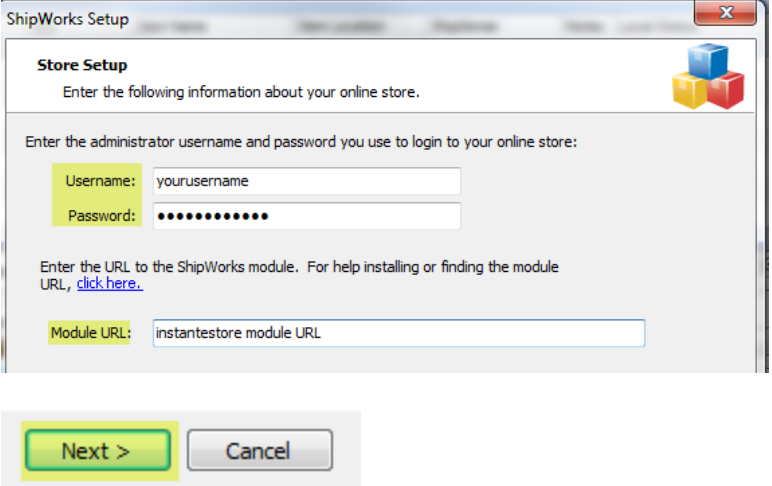
3. Next, click on the **Add Store** button.



4. From the **What Platform do you sell on?** drop-down menu, select **InstanteStore**. Then, click **Next**.



5. Enter the **Username** and **Password** that you configured on the ShipWorks Settings screen of your InstanteStore admin panel. Then, copy the **ShipWorks Module URL** from the ShipWorks Settings screen of your InstanteStore admin panel and paste it into the **Module URL** field on the **Store Setup** screen in ShipWorks. Click **Next**.



6. On the **Store Information** screen, enter your **Store Name:** and **Address:**. Then, click **Next**.

ShipWorks Setup

### Store Information

Enter the name and physical address of your online store.

**Name**

Store name:  (This is just how your store will display in ShipWorks)

**Address**

Company:

Street:

City:

State \ Prov:

Postal Code:

Country:

7. Enter the additional **Contact Information:** for your store. Then, click **Next**.

**Note:** This information is optional.

ShipWorks Setup

### Contact Information

Enter the contact information for your store.

**Contact Information**

Website:


Email:


Phone:

8. Select how much order history you would like to download into ShipWorks during your initial download. The default is to download all order history into ShipWorks. You can modify this by clicking on the **Edit** link.

## Store Setup

Configure how ShipWorks will work with your store.


 ShipWorks will download orders starting from: **Your first order** [\(Edit\)](#)

 ShipWorks will download orders starting from:

Order #

Download all of my orders.

9. Select the online status from the available drop-down menu that you would like ShipWorks to update the order to after a shipment is processed. Then, click **Next**.

 When a shipment is processed:

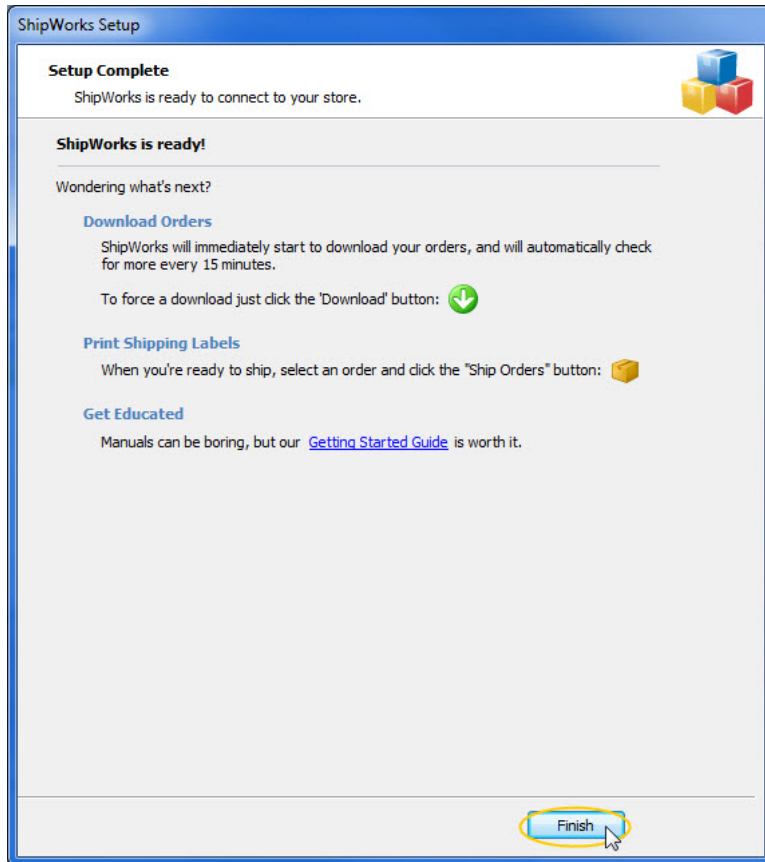
Upload the shipment tracking number

Set the online order status to:

[Next >](#)

[Cancel](#)

10. Click **Finish**.



Your InstantsStore orders will begin to download automatically.

## Still Need Help?

Please feel free to [reach out to one of our awesome Customer Care representatives in St. Louis](#). We are happy to assist you.