

# ShipWorks<sup>®</sup>

## Reference Guide

Adding an Etsy Store

# Adding an Etsy Store

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## Background

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

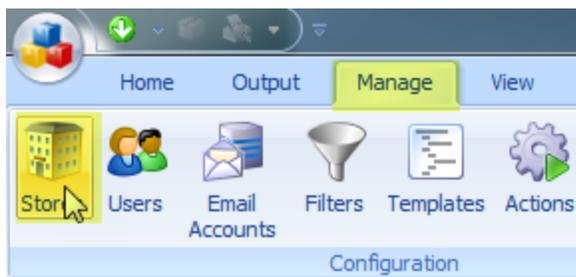
## First Things First

Before you begin, please be sure that you:

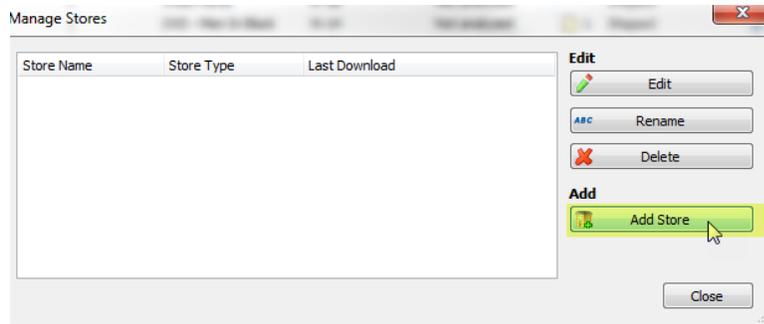
- » Have your Etsy username (or email address) and password available.
- » Have ShipWorks installed and are able to log into ShipWorks as a user with administrator rights.

## The Process

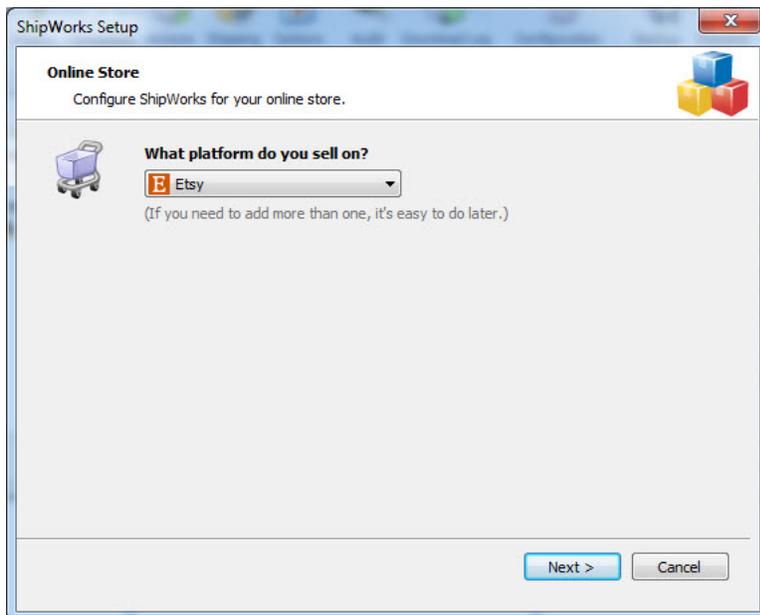
1. Launch the ShipWorks application and log in as a user with administrator permissions.
2. Click on the **Manage** tab. Then, click the **Stores** button.



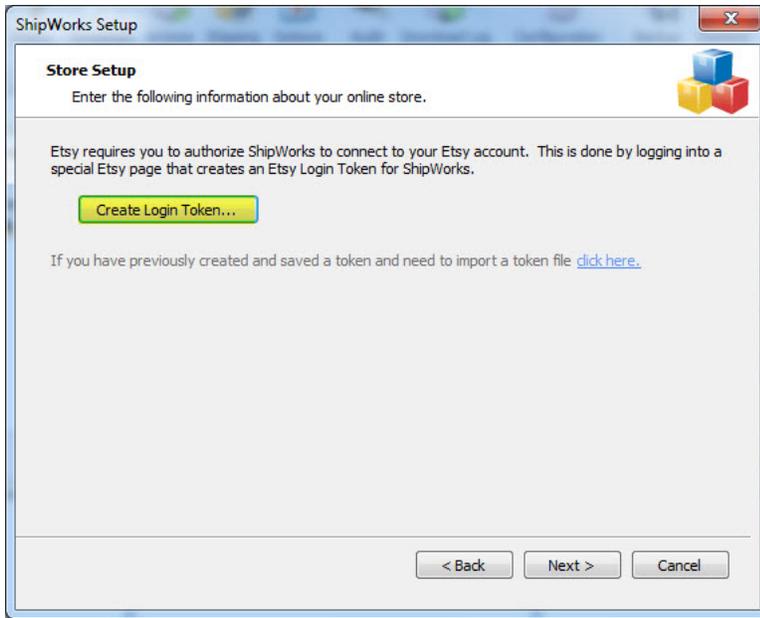
3. Next, click on the **Add Store** button.



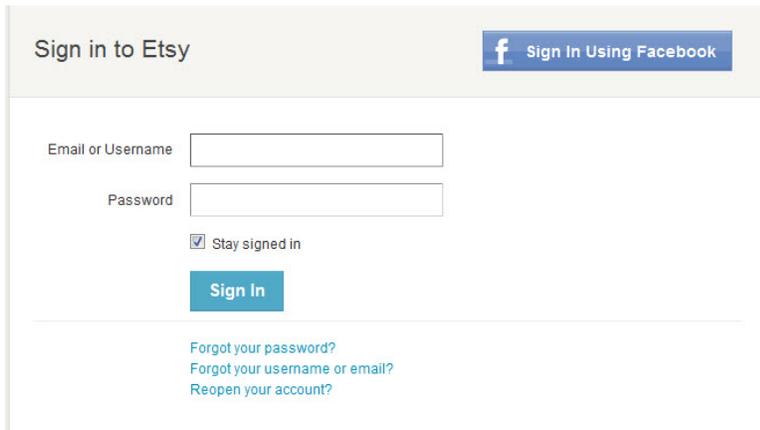
4. From the **What Platform do you sell on?** drop-down menu, select **Etsy**. Then, click **Next**.



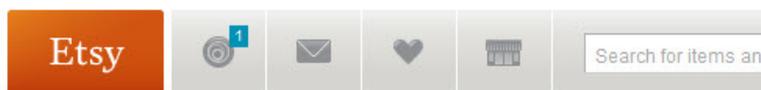
5. Click the **Create Login Token** button. This will open your internet browser.



6. A new window will automatically open to the **Sign in to Etsy** page. Enter your Etsy **Email or Username** and **Password**. Then, click the **Sign In** button.



6. Click the **Allow Access** button that appears once you log on to your Etsy store.



## An application would like to connect to your account.

### You are signed in as

Not you? [Sign in as someone else.](#)

The application **ShipWorks** is trying to connect to your account.

You should be seeing this message because you're using an Etsy App. If you didn't come to this page through an Etsy App, or if you followed a link in an email or chat, close this window now.

If you proceed, ShipWorks will have permission to do the following on your behalf:

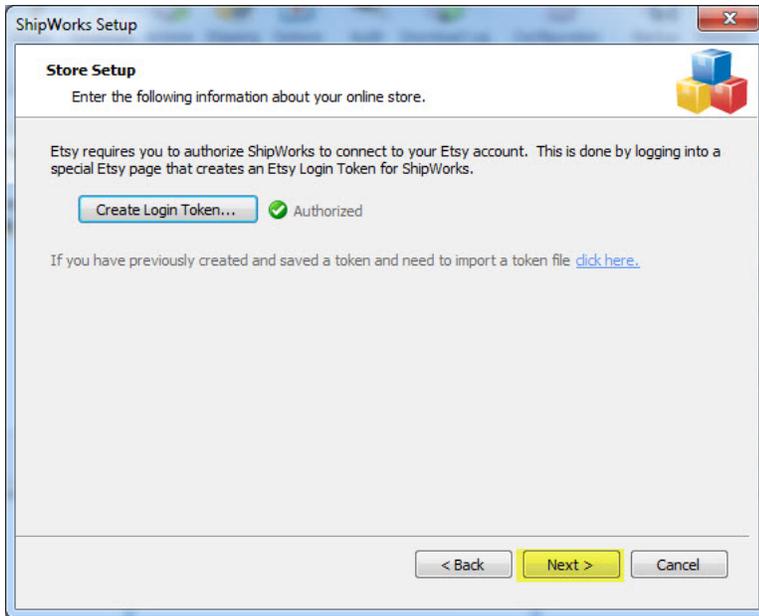
- Connect to your account and know your member name
- Know your email address
- See your sales and purchases
- Update your sales and purchase info

You can revoke this access at any time by visiting [Your Account](#).

If you close this browser window, no access will be granted.

[Allow Access](#)

7. Navigate back to ShipWorks. When access is granted, you'll see a green check-mark icon to the right of the **Create Login Token** button. Click **Next**.



Great! You are connected. Now, you will need to fill out a few more screens.

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

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

**Note:** This information is optional.

ShipWorks Setup

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**Contact Information**  
Enter the contact information for your store.

**Contact Information**

Website:

Email:

Phone:

10. Select how much order history you would like to download into ShipWorks during your initial download. The default is to download **30 Days** of 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: **30 days ago** [\(Edit\)](#)

**Store Setup**  
Configure how ShipWorks will work with your store.

 ShipWorks will download orders starting from:

30 days ago.

Download all of my orders.

11. Verify that the settings for **When the shipment is processed:** are correct. Typically, you would leave the checkbox for **Update my online orders with the shipment details** checked.

 When a shipment is processed:

Update my online orders with the shipment details.

12. Click **Next** and then **Finish**. Then, click **Close**.

Your Etsy orders will begin to download into ShipWorks 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.