

Reference Guide

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.



Manage Stores	100 Mar 1 Ball	1.0	The sub-set	×
Store Name	Store Type	Last Download		Edit Edit Asc Rename
				Add Add Store
				Close

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.

Sign in to Etsy	1	f	Sign In Using Facebook
Email or Username Password	✓ Stay signed in Sign In		
	Forgot your password?		
	Reopen your account?		

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



Sell	Registry	Community	Blogs M	obile Gift C	ards	
	Etsy	© ¹		۷		Search for items an
Home	Authorize	an Application				
	An app accour	lication v nt.	would l	ike to co	onnect	to your
	You ar Not you?	re signed ir ? Sign in as so	n as omeone els	ie.		
	The applic	ation ShipWor	ks is trying	to connect t	o your acco	unt.
	You should didn't come email or ch	d be seeing thi e to this page t nat, close this	is message through an window nov	e because y Etsy App, or w.	ou're using if you follow	an Etsy App. If you ved a link in an
	lf you proce behalf:	eed, ShipWork	s will have	permission	to do the fo	llowing on your
	 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 re	voke this acce	ss at any ti	me by visitin	g Your Acco	ount.
	lf you close	this browser	window, no	access will	l be granted	L
	Allow A	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**.



Store Setup	mation shout your online store		
Enter the following info			
Etsy requires you to autho special Etsy page that crea	rize ShipWorks to connect to your Etsy account. This is done by logging into a tes an Etsy Login Token for ShipWorks.		
Create Login Token	🖉 Authorized		
If you have previously created and saved a token and need to import a token file $\underline{\operatorname{dick}\operatorname{here.}}$			

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**.

ShipWork Store	hipWorks Setup Store Information Enter the name and physical address of your online store.			
Nam	ie			
Store	e name:	My Etsy Store		
-	\rightarrow	(This is just how your store will display in ShipWorks)		
Add	ress			
Co	mpany:	Widget Me This		
	Street:	123 Some Street		
	City:	St. Louis		
State	e \Prov:	Missouri		
Posta	al Code:	63123		
c	Country:	United States 👻		

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



Note: This information is optional.

Contact Information Enter the contact information for your store.				
6	ontact Info	rmation		
-	Website:	www.widgetmethis.com		
	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.

Sto	ore Setup Configure how ShipWorks will work with yo	ur store.
¢	ShipWorks will download orders starting	from: 30 days ago (Edit)
Store Co	Setup ShipWorks will work with you ShipWorks will download orders starting 30 days ago. Download all of my orders.	ur store.

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.



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 <u>reach out to one of our awesome Customer Care representatives in St. Louis</u>. We are happy to assist you.

