

ShipStation ShopSite Module - Password Update

ShipStation uses your Order Status Module password to download orders, so if that password changes you will need to update your ShipStation account with the new password.

If you use the new ShipStation interface, which has a blue header bar and a gear icon in the top-right corner, do these steps:

1. In ShipStation click on the gear icon in the top-right for Account Settings, then click on Selling Channels:
2. Click the "Connection" link for your store. Be sure you select your ShopSite store which should show a "Custom Store" logo on the configuration screen.
3. Enter the password and click Finish to save the new password.

If you use the classic ShipStation interface, which has a gray header bar and a Settings link on the menu, you can do it this way:

1. In ShipStation click Settings > Stores
2. Click on your store and then click "Edit Store"
3. On the screen that opens click Connection > Reconfigure Connection. Be sure you are on your ShopSite store which should show a "Custom Store" logo on the configuration screen.
4. Enter the password and click Finish to save the new password.

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