

Guest Checkout



Feature Disabled?

This feature must be switched on for your site by [Commerce Vision](#).

Overview

Guest Checkout functionality allows users to complete their purchase without first logging in or creating a user account. This way, customers get through your checkout fast and friction-free. At the same time, users can opt for an account to be created after order submission. Guest checkout is most commonly offered for B2C buyers.

Set or provide choices for your guest user checkout settings. You know your customers and your business best. You can choose to:

- let guest users create an account upon order submission or remain unregistered, or
- automatically create an account with provided details. (Please contact [Commerce Vision](#) for this option.)

Letting users decide to create an account or not is done with the **Create Account & Remember my details** checkbox during checkout. It can be ticked or unticked by default. The user can override the default option.

New Customers

Guest checkout, quick and easy

Contact / Billing Address

Customer Reference *

Customer Reference

Email Address *

Email Address

Contact Name *

Contact Name

Address Line 1 *

Address Line 1

Suburb *

Suburb

State *

Please Select

Create Account & Remember my details

Expanded Guest Checkout view

At checkout, the guest user usually has to click the Guest Checkout button to view the Guest Checkout form. This form contains fields for delivery address, freight options and payment. For sites on 4.25+, the Guest Checkout form can be set to the expanded view by default.

Unexpanded Guest Checkout view	Expanded Guest Checkout view
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Additional Information

Minimum Version	3.81.00 4.31 for Guest Checkout form to display by default
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Users click the Guest Checkout button to open the Guest Checkout form.

Orders > Complete Order

Login / Register

Please login to complete your order or fill out the details below

Please login to continue

Email Address *
Email Address

Password *
Password

☐ Remember email

[Login & Continue](#) [Register Now](#) [Lost Password?](#)

New Customers

[Guest checkout, quick and easy](#)

The Guest Checkout form is displayed as follows:

Orders > Complete Order

Login / Register

Please login to complete your order or fill out the details below

Please login to continue

Email Address *
Email Address

Password *
Password

☐ Remember email

[Login & Continue](#) [Register Now](#) [Lost Password?](#)

New Customers

[Guest checkout, quick and easy](#)

Delivery Options

☒ Delivery ☐ Pickup

Contact / Billing Address

Customer Reference *
Customer Reference

First Name *
First Name

Guest Checkout is enabled and configured for your B2C site or users quickly and easily in the CMS.

Step-by-step guide

1. Configure Guest Checkout

1. In the CMS, navigate to **Settings Feature Management Payment & Checkout**.
2. Toggle **ON Guest Checkout**, then click **Configure**. **NOTE** - This toggle is available only if Commerce Vision has switched on the Guest Checkout feature.

Feature Management

Search for a feature

	Feature	Available in CMS	Options
Content	Buy Now, Pay Later Configure installment payment options for your website.	☐	
Payment & Checkout	Credit Card Verification Configure options related to Credit Card Verification.	☐	
Products & Categories	Customer Payment Token Management Configure options related to Customer Payment Token Management.	☐	
System	Guest Checkout Configure options related to Guest Checkout.	☒	Configure
User			

3. In 'Guest Checkout Feature Settings', toggle **ON Guest Checkout**.

Guest Checkout Feature Settings

Cancel Save Save and Exit

Guest Checkout

Guest Checkout Settings

☒ Enable Guest Checkout

☐ Always Expand Guest Checkout Content

Role Assignment

Select the Role(s) for which Guest Checkout should be enabled.

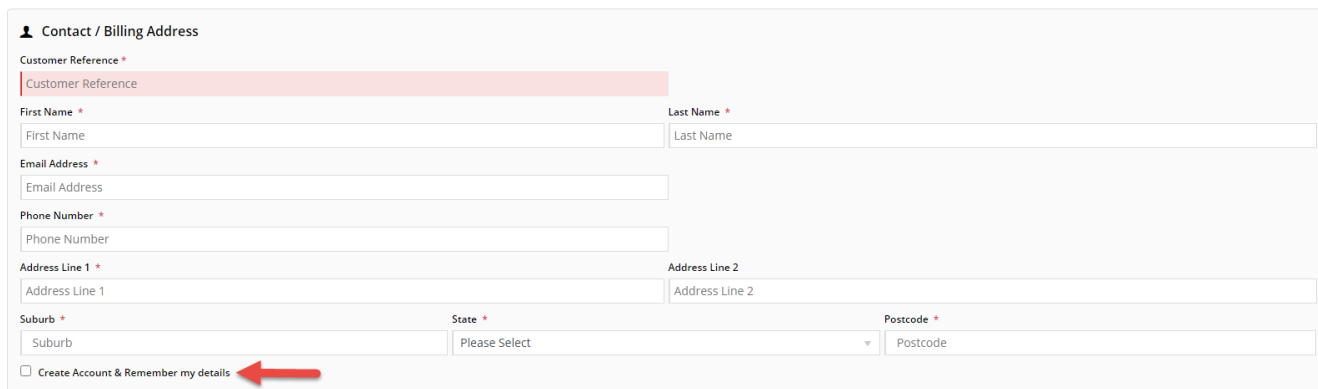
Eligible Roles

☒ Public User - Not Logged In (PUBLIC)

4. If your site is on version 4.25+, you can set the Guest Checkout form to display by default on the Checkout page. For this option, toggle **ON Always Expand Guest Checkout Content**. Leave it **OFF** if you do not want checkout fields to be displayed automatically.
5. In **Role Assignment**, select the role(s) that apply to Guest Checkout. (The most common is the **'Public User'**, a pre-login role). **Note** - Guest Checkout should not be enabled for B2B, Accounts or Administrator roles.
6. To save your changes, click **Save** or **Save & Exit**.

2. Set Create Account & Remember my details checkbox

When a user checks out as a guest, the 'Create Account & Remember my details' checkbox displays in the Contact/Billing panel. It is unticked by default. The user can tick it if they want to register an account.



When the checkbox is ticked upon order submission, the system will check whether the guest user's email address is already registered.

- If an account does not exist, a new website user based on the data supplied will be created and the standard New User Registration email is sent.
- If an account exists, the User Exists email is sent. This informs the user they already have an account and also provides them with their login ID.

You can set the checkbox to default to ticked in the [Delivery Address B2C widget](#) in the Guest Checkout template. Content for the emails can be edited. See [Customise Email Templates](#).

To set the checkbox default:

1. In the CMS, navigate to **Content Pages & Templates**.
2. Select the **Checkout** submenu, then the **Guest Checkout** template. Of you can simply enter 'Guest Checkout' in the Search tool.
3. Click **Edit** for 'Guest Checkout'.



4. The default widgets will be listed in each of the zones. Find the [Delivery Address B2C widget](#).
5. Click **Edit** for the widget.



6. Toggle ON **Create User Default Checked?**.

The screenshot shows the 'Delivery Address B2C' configuration page. On the left is a sidebar with a search bar and a list of tabs: General Options (highlighted), Titles, Notifications, Buttons, Prompts, Authority to Leave, Address Lookup, and Common Options. The main area is titled 'General Options' and contains several settings:

- Description: Text input field.
- Layer: Dropdown menu set to 'B2C'.
- Use Suburb / State / Postcode Validation?: Dropdown menu set to 'No'.
- Use Google Address Lookup?: Toggle switch (OFF). Below it, a note says 'This feature requires a Google Maps API Key.'
- Use Google Address Lookup Default Behaviour?: Toggle switch (ON).
- Use Store Pickup?: Toggle switch (ON).
- Use Customer Reference?: Toggle switch (OFF). Below it, a note says 'This will be overridden if the global setting ForceOrderReference is set to true.'
- Create User Default Checked?: Toggle switch (ON), highlighted with a red arrow.

7. Save your changes.

3. Customise Guest Checkout page

The content of the Guest Checkout page is provided by the Guest Checkout Template. This becomes available on the **Content** menu when Guest Checkout feature is enabled.

To edit the template:

1. In the CMS, navigate to **Content Pages & Templates**.
2. Select the **Checkout** submenu, then the **Guest Checkout** template. Of you can simply enter 'Guest Checkout' in the Search tool.

3. Click **Edit** for 'Guest Checkout'.

The screenshot shows the 'Pages & Templates' interface. At the top, there's a search bar with 'guest' entered and an 'Add Page' button. Below is a table with search results:

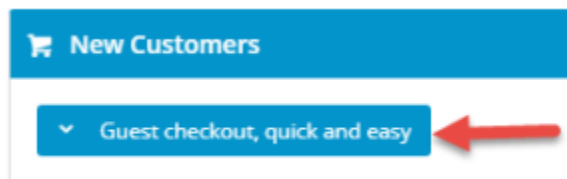
Name	Options
★ Guest Checkout	Edit

The 'Edit' button for 'Guest Checkout' is highlighted with a red arrow.

4. The default widgets will be listed in each of the zones. Drag and drop widgets to reposition them in the template and zones as you require.

Guest Checkout Button

The default text on the Guest Checkout Button label is 'Guest Checkout, quick and easy'.



This text can be edited in the **Guest Checkout Expand Button Widget**. The widget has to be added to the Guest Template manually.

1. To customise the label on the Guest Checkout button, add the '**Guest Checkout Expand Button**' widget to the **Zone Guest Checkout**.

Zone GuestCheckout

☒ Guest Checkout Expand Button	Edit
☒ Delivery Address B2C	Edit
☒ Freight Options	Edit
☒ Checkout Review Summary	Edit
☒ Order Lines	Edit
☒ Checkout Payment Options	Edit

Add Widget

- Click **Edit** on the widget to update the text, then click **Save**. (See [Guest Checkout Expand Button Widget help](#) for more details),

Guest Checkout Expand Button

Search...

General Options

Description

Layer * All Pages

Expand Button Label Guest checkout, quick and easy

Common Options

Documentation

Guest Checkout page content

Edit the content (Guest Checkout options and button labels) in the widgets as required. (See Related widgets at the bottom of this page for specific help on customising each widget.)

Guest checkout - Quick and easy!

Guest Checkout Expand
Button widget

Contact / Billing Address

Email Address *

Name *

Phone Number *

Address Line 1 *

Address Line 2

Suburb *

State *

Please Select ▼

Postcode *

☐ Create Account & Remember my details

☐ My Delivery Address is different to my Contact / Billing Address

Delivery Instructions

Delivery Address
B2C widget

Delivery Instructions

Order Comments

Freight Options

Freight Options
widget

☒ (+\$14.00) Australia Post (orders over \$100 to \$500) (inc GST)

Order Summary

Checkout Review Summary
widget

[Quick View](#) [Edit](#)

Subtotal (inc GST)	\$315.50
Freight	\$14.00
Total (inc GST)	\$329.50
Including GST	\$29.95

Payment

Credit Card

PayPal

Checkout Payment Options widget

Cards Accepted:

VISA

MasterCard

Amex

Card Number

Credit Card Number

Card Expiry Date (MM/YYYY)

Month

Year

Card Security Code (CCV)

XXX

Name On Card

Firstname Lastname

eWAY

Your credit card payment will be conducted directly via the eWay Rapid API Version 3 payment facility over a Secure Socket Layer (SSL) connection. 426 Upgrade Testing does not store Credit Card information, or have access to your Credit Card details. To View our policy on returns, refunds and deliveries, or for contact information, please visit our [Frequently Asked Questions](#) .

Process Payment

Layout Variations

The default Guest Checkout template contains 2 zones - **Options Left** and **Options Right**. In the default checkout page design, these are empty.

Guest Checkout Layout

Change

Desktop

Tablet

Mobile

Guest Checkout Layout

TITLE

TOP

GUEST CHECKOUT OPTIONS LEFT

GUEST CHECKOUT OPTIONS RIGHT

GUEST CHECKOUT

BOTTOM

They can be used to customise the layout with the '**Guest Checkout Expand Button**'. In the example, a link to the Registration page has been placed in the Left zone. The Guest Checkout button has been placed in the Right zone. **NOTE** - This specific layout would not be suitable if the default is an expanded Guest Checkout content.

New Customers

Create an account and save your details for next time.

Register now

OR

Checkout without having to login. You can always create an account later!

Guest checkout - Quick and easy!

(The actual Guest Checkout fields - Delivery Address, Freight Options, Payment - remain in the **Zone Guest Checkout**, and are only revealed when the button is clicked.)

To replicate this layout on your website,

1. In the CMS, navigate to **Content Pages & Templates**.
2. Locate the **Guest Checkout** template.
3. In the **Zone Options Left**, add a widget for your content - for example, an HTML Snippet.
4. Click **Edit** for the widget to configure. In this example we used html to insert text and a button link.

Widget Configuration - HTML Snippet

Description

Layer: All Pages

HTML

Format B U I Text Color Background Color Font Size Bulleted List Numbered List Indent Outdent Link Unlink Table Image Video

Create an account and save your details for next time.
[Register now!](#)

Show On Mobile? ☒

Right Align? ☐ Push element to the right

Cancel Save

5. Style the button by inserting the required class into the html. Refer to your site's style guide.

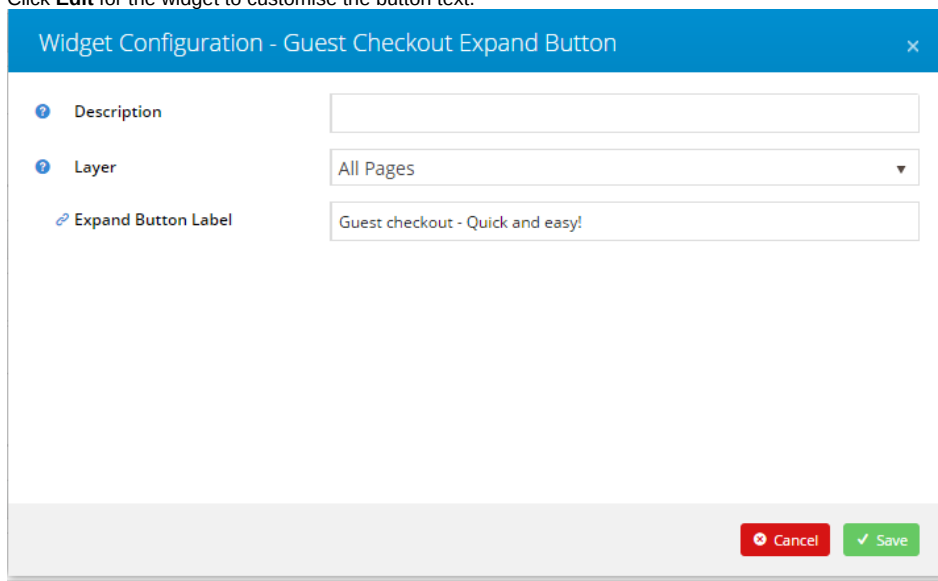
Html Editor

```
1 <p>Create an account and save your details for next time.</p><a class="btn small primary" href="https://bpduat.customer-self-service.com/register">Register now!</a>
2 <p></p>
3 <p></p>
4
```

Cancel Save

6. Click **Save**.
7. In the **Zone Options Right**, add the **Guest Checkout Expand Button** widget.

- Click **Edit** for the widget to customise the button text.



The dialog box is titled "Widget Configuration - Guest Checkout Expand Button". It contains three configuration fields: "Description" (empty), "Layer" (set to "All Pages"), and "Expand Button Label" (set to "Guest checkout - Quick and easy!"). At the bottom right, there are "Cancel" and "Save" buttons.

- Click **Save**.

- Add another **HTML Snippet** widget to the 'Zone Options Right' if you wish to display text or other content with the Guest Checkout Button.



This area shows a list of widgets for the "Zone GuestCheckoutOptionsRight". It includes an "HTML Snippet" widget and a "Guest Checkout Expand Button" widget, each with an "Edit" button. An "Add Widget" button is at the bottom left.

- If Page Preview is active for your site, click Publish to save your changes to the template.

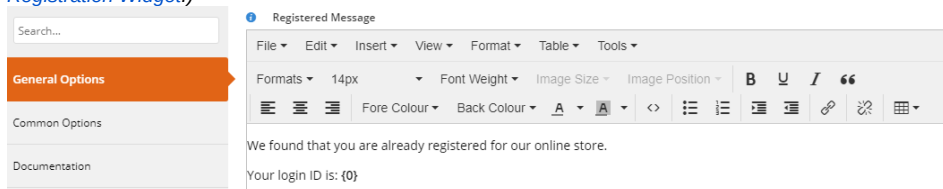
See [Layout Creator](#) help if you want to change the Guest Checkout page layout altogether.

4. Customise email templates

The User Exists and Registration email templates can be customised. **NOTE** - These templates may be shared by other functions.

User Exists Email template

- In the CMS, navigate to **Content Emails Users**.
- Select the **User Exists Email** template. The default widgets are listed in each of the zones on the template.
- Locate the **User Registration** widget and click **Edit**.
- Edit the **Registered Message** textbox as required. This provides the content for the email. (See help for the [User Registration Widget](#).)



The interface shows a "Registered Message" widget. On the left is a sidebar with "General Options" (highlighted), "Common Options", and "Documentation". The main area has a rich text editor with a menu bar (File, Edit, Insert, View, Format, Table, Tools) and a toolbar (Formats, 14px, Font Weight, Image Size, Image Position, Bold, Underline, Italic, Quote, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Table). The text content reads: "We found that you are already registered for our online store. Your login ID is: {0}"

- Click **Edit** on any of the widgets to configure options as required.
- When you have finished editing, click the **Test Email** button to check that the content and layout of the email is correct.
- If the 'Page Preview' feature is active on your site, click **Publish** to save changes to the template.

Registration Email template

1. In the CMS, navigate to **Content Emails Users**.
2. Select the **Registration Email** template. The default widgets are listed in each of the zones on the template.
3. Locate the **User Registration** widget and click **Edit**.
4. Edit the **Registered Message** textbox as required. This provides the content for the email. (See help for the [User Registration Widget](#).)

Registered Message

File	Edit	View	Insert	Format	Tools	Table	Help
Paragraph	14px	Font Weight	Image Size	Image Position	B	U	I
≡	≡	≡	Ix	Fore Colour	Back Colour	A	<>
≡	≡	≡	≡	≡	≡	≡	≡
Thanks for registering as an online user! We trust you'll enjoy your shopping experience with us. For your records, your login ID is: {0}							

5. Click **Edit** on any of the widgets to configure options as required.
6. When you have finished editing, click the **Test Email** button to check that the content and layout of the email is correct.
7. If the 'Page Preview' feature is active on your site, click **Publish** to save changes to the template.

Related Resources

- [Preferred Delivery Date](#)
- [B2B User Registration](#)
- [Create Users to Approve Report](#)
- [Website User Maintenance for Account Admins](#)
- [Website User Roles](#)

Related widgets

- [Guest Checkout Expand Button Widget](#)
- [User Registration Widget](#)
- [B2C Registration Verification User Notification Email Widget](#)
- [Delivery Address B2C Widget](#)
- [Checkout Review Summary Widget](#)
- [Freight Options Widget](#)
- [Checkout Payment Options Widget](#)