How to Get an E-Commerce Site

Follow these steps to get an individualized online storefront where products and services can be sold to the public with revenue deposited into a general ledger account.

1. Complete the E-Commerce Account Request form located on the Revenue Services website.

2. Return the completed form to Revenue Services for processing and approval.

3. Revenue Services works with the West Virginia State Treasurer’s Office (WVSTO) to create your storefront.

4. When WVSTO notifies Revenue Services that the storefront has been created, WV Information Technology Services (ITS) will
   • Send you a link to a usage agreement that you will need to complete
   • Send you a URL, username, and password
   • Provide you with instructions on getting training to set up your storefront

5. Prepare your storefront by listing services or products and setting up your Home page and email templates.

6. When the storefront is ready, notify ITS to set it to live mode to collect revenue.

7. Once in live mode, you can advertise your storefront to your customers.

It can take up to six weeks from step 1 (your submission of the eCommerce Account Request form to Revenue Services) to step 4 (notification by WVSTO that the store is ready).