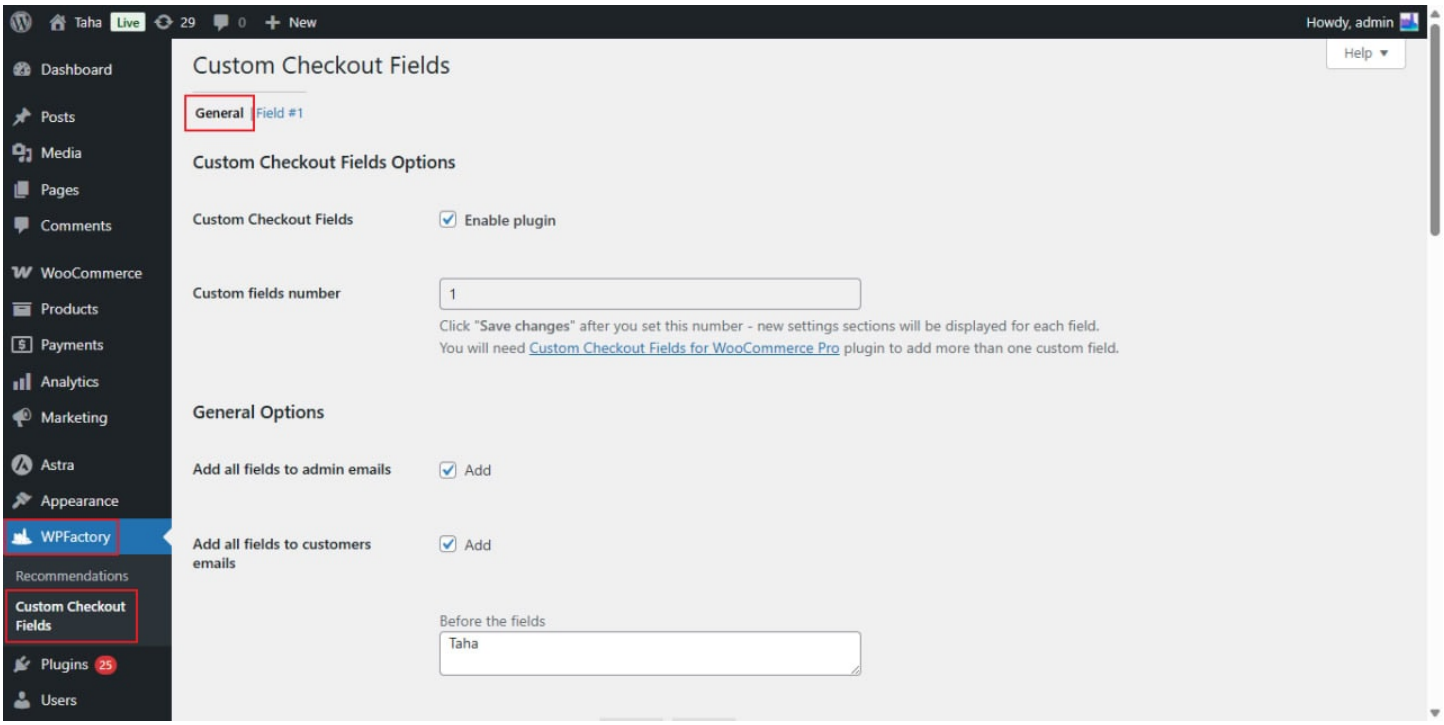
How to Add a Custom Field to WooCommerce Checkout

How to · https://wpfactory.com/docs/adding-checkout-fields/

To add a custom field to your WooCommerce checkout page, enable a field and set its type in Custom Checkout Fields for WooCommerce. This guide walks through turning on your first field and choosing what it collects.



Step 1: open the settings

Go to **WPFactory > Custom Checkout Fields** (also reachable at **WooCommerce > Settings > Custom Checkout Fields**). You land on the **General** tab.

Step 2: set how many fields you want

On the General tab, **Custom fields number** (`alg_wc_ccf_total_number`) controls how many field tabs appear. Set the number, then click **Save changes**: a separate **Field #1**, **Field #2**, and so on tab appears for each field.

> **Free vs Pro:** in the free version this number is locked to **1**, so you get a single Field #1 tab. Custom Checkout Fields Pro makes the number editable up to **100**. If you are on the free version and the field count does not change after saving, that is the field limit, not a bug.

Step 3: enable and configure the field

Open the **Field #1** tab and set the core options in the **Field** section:

Label	Option ID	Default	What it does
Enable/disable field	`alg_wc_ccf_enabled_1`	No	Turns the field on. Nothing appears at checkout until this is ticked.
Type	`alg_wc_ccf_type_1`	Text	The input type: Text, Textarea, Number, Checkbox, Datepicker, Weekpicker, Timepicker, Select, Multiselect, Radio, Password, Country, State, Email, Phone, Color, Search, URL, or Range.
Label	`alg_wc_ccf_label_1`	Empty	The text shown next to the field on the checkout page.
Placeholder	`alg_wc_ccf_placeholder_1`	Empty	Hint text shown inside an empty field.
Default value	`alg_wc_ccf_default_1`	Empty	Pre-fills the field. Use 1 or 0 for a checkbox.
Required	`alg_wc_ccf_required_1`	No	Makes the field mandatory to place the order.

Step 4: choose where it appears

In the **Position Options** group, set **Section** (`alg_wc_ccf_section_1`) to one of **Billing**, **Shipping**, **Account**, or **Order notes**. Use **Priority (i.e., order)** (`alg_wc_ccf_priority_1` , default `200`) to control its position within that section: a lower number appears higher. For reference, WooCommerce's own First name field has priority 10 and Email address has priority 110. See Where to position your custom fields for the full breakdown.

Step 5: save

Click **Save changes**, then open your checkout page to confirm the field shows up in the section you chose.

Use cases

- A "Delivery instructions" textarea in the Order notes section.
- A required "VAT number" text field in the Billing section.
- A "Preferred delivery date" datepicker.



CUSTOM CHECKOUT FIELDS FOR WOOCOMMERCE

The free version covers one field. Custom Checkout Fields for WooCommerce Pro lets you add up to 100 fields across all four checkout sections.

See what Pro unlocks →

Related articles

- Adding a Checkout Fee Based on a Custom Field
- Configuring Timepicker Fields in Custom Checkout Fields
- Where to Position Your Custom Fields in WooCommerce Checkout
- Configuring a Custom Checkout Field’s General Options
- Exploring the Advanced Settings in Custom Checkout Fields