



## IdoSell Shop PayPal tutorial

How to activate PayPal in your e-shop?

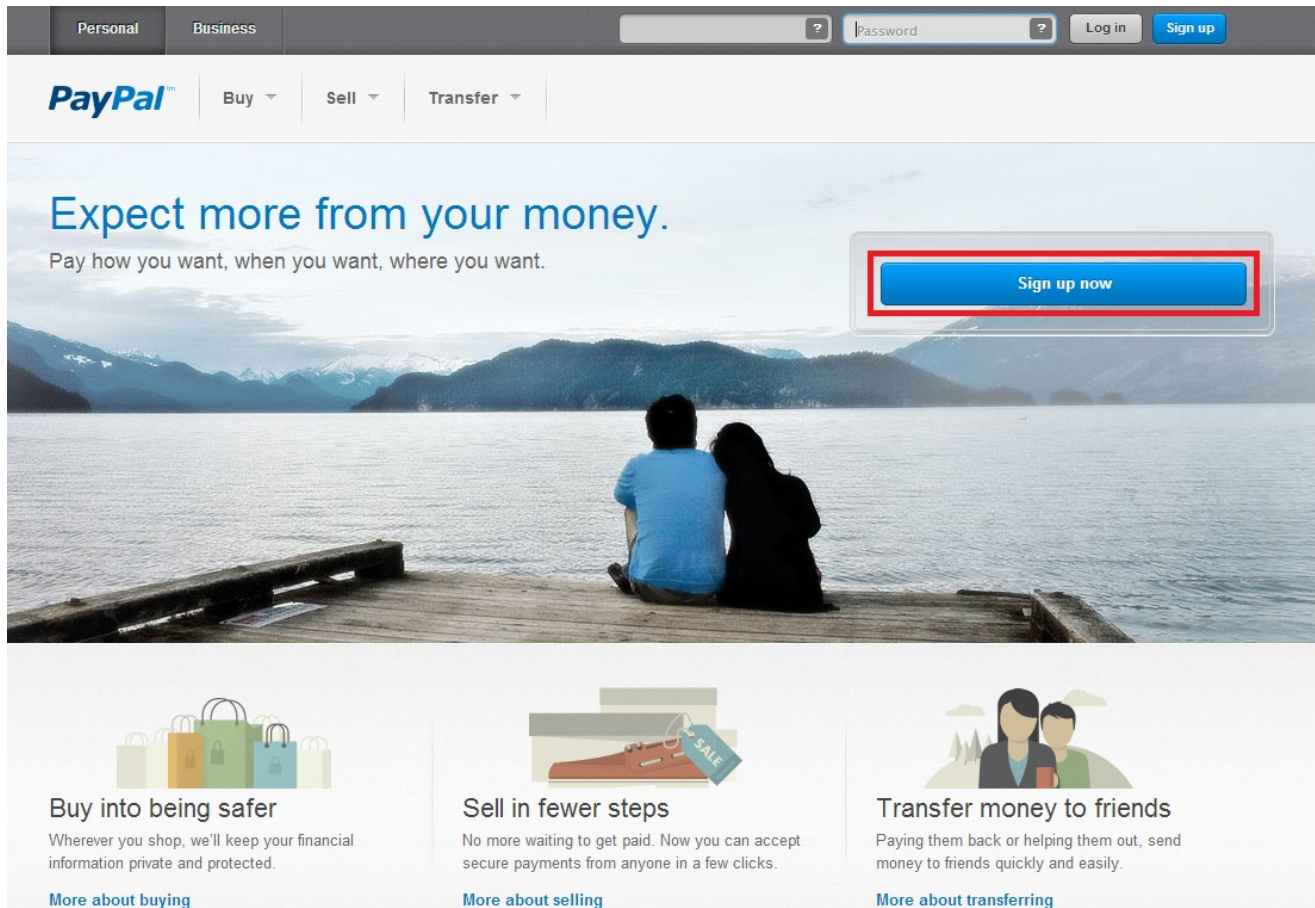
The PayPal logo, consisting of the word 'PayPal' in a bold, italicized, blue sans-serif font with a trademark symbol.The PayPal logo, consisting of the word 'PayPal' in a bold, italicized, blue sans-serif font with a trademark symbol.



1. Open PayPal business account

# Open PayPal business account

**Step 1** Enter [www.paypal.com](http://www.paypal.com) and click "Sign up now."



The screenshot shows the PayPal website homepage. At the top, there are navigation tabs for 'Personal' and 'Business', a search bar, and a password field with 'Log in' and 'Sign up' buttons. Below the navigation is the PayPal logo and menu items for 'Buy', 'Sell', and 'Transfer'. The main banner features the headline 'Expect more from your money.' with the subtext 'Pay how you want, when you want, where you want.' and a prominent blue 'Sign up now' button highlighted with a red border. The background of the banner shows a couple sitting on a wooden pier overlooking a lake and mountains. Below the banner are three promotional cards: 'Buy into being safer' with an icon of shopping bags, 'Sell in fewer steps' with an icon of a hand holding a 'SALE' tag, and 'Transfer money to friends' with an icon of two people. Each card includes a brief description and a 'More about' link.


# Open PayPal business account


**Step 2** Choose your country and language, then get started with PayPal.

[Log In](#) | [Help](#) | [Security Center](#)

**PayPal**

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**Sign up with PayPal** [Secure](#) 

Your country or region  
 

Your language

### PayPal for you

**For individuals who buy and occasionally sell online.**

- Sign up to PayPal for free.
- Buy on eBay and in thousands of online stores worldwide with free purchase protection.
- Sell on eBay for low fees.

### PayPal for your business

**For businesses of all sizes that want to pay and be paid online.**

- Sign up to PayPal for free.
- Accept payments quickly and easily from all around the world.
- Access our range of professional payment solutions.

To create a Business account, you need to provide some information about your business, including your business name, address, and type of business.

# Open PayPal business account

**Step 3** Add business and contact information for your group, organisation, government entity, individual business or partnership and click "Continue."



## Business Account Sign Up

[Secure](#)

1 Information 2 Account

### Business Information

Please enter the information for your group, organisation, government entity, individual business or partnership.

Business type

-- Choose a Value --

Business name

Address line 1

Address line 2 (optional)

City

State / Province / Region

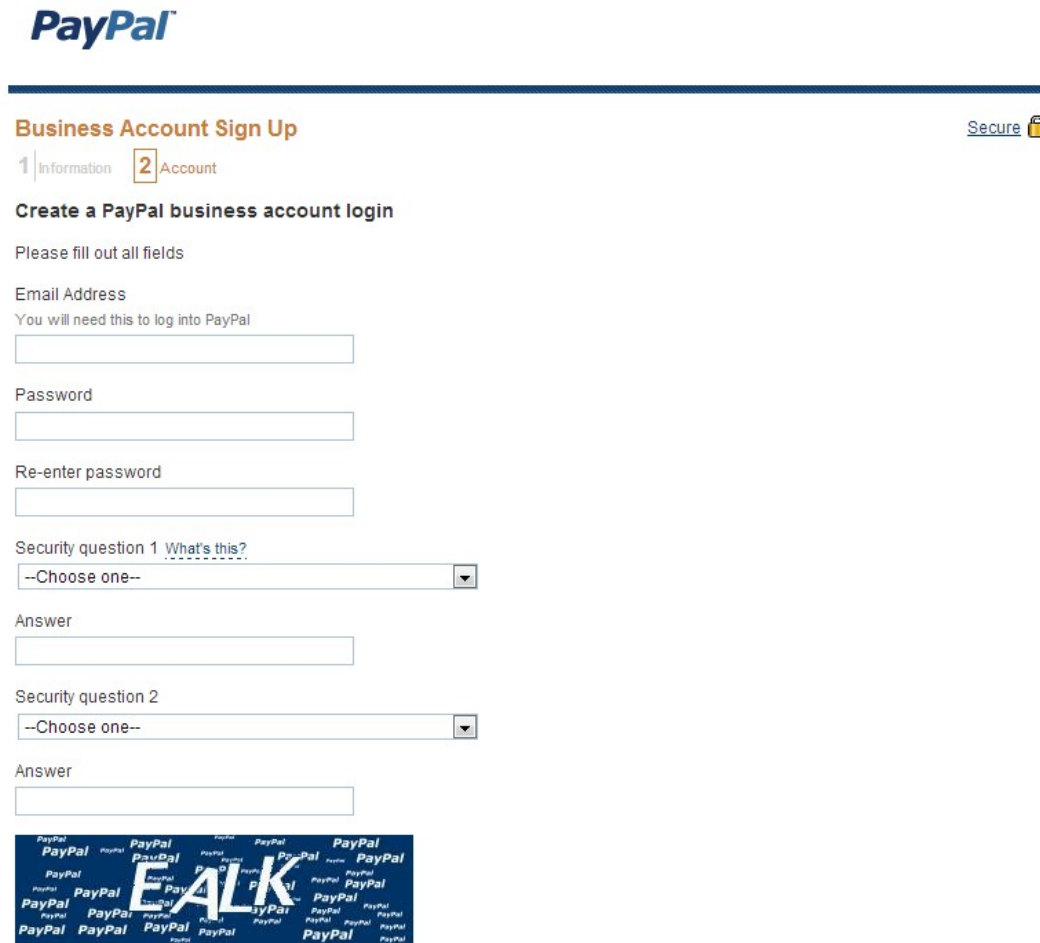
Postal code

Country

Hungary

# Open PayPal business account

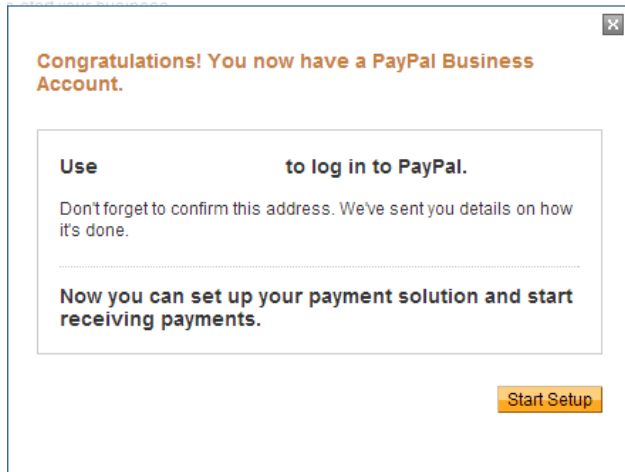
**Step 4** Create a PayPal business account login and security questions.



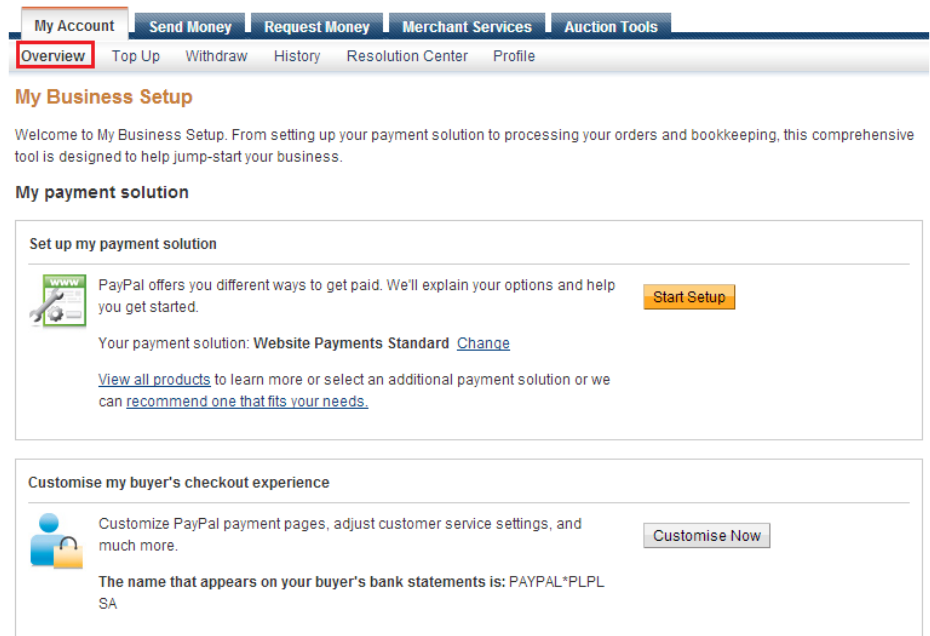
The screenshot shows the PayPal Business Account Sign Up page. At the top left is the PayPal logo. Below it, the text "Business Account Sign Up" is displayed in orange, with a "Secure" icon (a padlock) to its right. Below this, there are two numbered steps: "1 Information" and "2 Account", with "2 Account" being the active step. The main heading is "Create a PayPal business account login". Below this, a message says "Please fill out all fields". The form includes several input fields: "Email Address" (with a subtext "You will need this to log into PayPal"), "Password", "Re-enter password", "Security question 1" (with a subtext "What's this?" and a dropdown menu showing "--Choose one--"), "Answer" for the first question, "Security question 2" (with a dropdown menu showing "--Choose one--"), and "Answer" for the second question. At the bottom of the form, there is a blue banner with the word "FALK" in large white letters, surrounded by a pattern of smaller "PayPal" logos.

# Open PayPal business account

**Step 5** You have created PayPal business account, now choose "Start Setup".



**Step 6** Click "Overview."




# Open PayPal business account

**Step 7** Click "Confirm email address" in your "Notifications" box.

Welcome,

Business Name | Account Type: Business | Status: Unverified [Get verified](#) | Account Limits: [View Limits](#)

 **CONFIRM YOUR EMAIL ADDRESS** [CONFIRM EMAIL ADDRESS](#)

PayPal balance: **0 HUF** [Currency converter](#)

**Notifications**

- ▶ [Confirm email address](#)
- ▶ [Link and confirm my debit or credit card](#)

**Step 8** Click the link to confirm your email.

## Confirm your email address

1 | Choose Account Type 2 | Enter Information **3 | Confirm** 4 | Done

For your security, PayPal asks that you confirm your email address.



**Step 1. Go to your email**  
We sent an email to:



**Step 2: Click The Confirm Email Button**  
Click the Confirm Email button in the email and log in to PayPal.  
[Click here if the button does not appear in the email.](#)



# Open PayPal business account

## Step 9

Check your inbox and copy a unique confirmation number from the email message that PayPal sent you. Enter it and click "Confirm."



### Confirm Email

Because some email programs do not support hypertext links, we have also enabled you to confirm your email address by entering a unique confirmation number. The email message we sent you contains this number.

Please enter it here

Confirm

## Step 10

Choose "Profile", then click "Add or remove bank account."

The screenshot shows the PayPal 'My Account' page. The navigation bar includes 'My Account', 'Send Money', 'Request Money', 'Merchant Services', and 'Auction Tools'. Below the navigation bar, there are tabs for 'Overview', 'Add Funds', 'Withdraw', 'History', 'Resolution Center', and 'Profile'. The 'Profile' tab is selected. The main content area displays 'Welcome, User:' and 'Business Name: As sp. z o.o. | Account Type: Business | Status: Unverified'. A dropdown menu is open, showing options: 'Add or Remove Email', 'Add or Remove Bank Account' (highlighted with a red box), 'Add or Remove Card', 'Add or Edit Address', and 'More Options'. Below the dropdown, there is a 'PayPal balance: 0,00 PLN' section with a table showing available and total balances in PLN and USD. The table has columns for 'Currency' and 'Total'. The data rows are: PLN (Primary) with 0,00 PLN, and USD with \$0,00 USD. To the right of the dropdown, there is a 'Last log in' section with the date 'on 25 January 2013 10:15 GMT+01:00' and a 'Currency converter' link. Below the balance section, there is a 'My recent activity' section with links for 'Payments received' and 'Payments sent', and a 'View all operations on my account' link. The 'Recent account activity' section shows a table with columns: Date, Type, Name/Email, Payment status, Details, Order status/Actions, and Gross. The table is currently empty, displaying '-No New Items-'. At the bottom of the page, there are 'Archive' and 'What's this' links.

# Open PayPal business account

**Step 11** Type in bank name and account number, then click "Continue."



**My Account** | Send Money | Request Money | Merchant Services | Auction Tools

Overview | Top Up | Withdraw | History | Resolution Center | Profile

### Add a bank account in Hungary Secure Transaction

PayPal protects the safety and security of your bank account information. We don't share your financial information with merchants. PayPal will notify you by email whenever you initiate a withdrawal to this bank account.

Your bank account in Hungary must contain only **Hungarian Forints**. [Learn more](#)

Enter your name exactly as it appears on your bank account statement. If the names do not match exactly, the withdrawal will fail and a return fee will be charged.

Country:

Bank Name:

Account Number: 16-24 characters

Re-enter Account Number:

# Open PayPal business account

**Step 12** Choose "Profile", then "My settings" and click "Get started" next to "Manage users."

My Profile		
My business info Email, address, phone, more.	Account type	Business <span>Close account</span>
My money Banks, credit cards, more.	My checkout settings	
<b>My settings</b> Notifications, customer ID, more.	Digital goods at checkout	Manage payment settings for small amount transactions that do not require shipping. <span>Update</span>
My selling tools Getting paid, shipping, more.	Mobile checkout settings	Change automatic login and checkout settings for your mobile devices. <span>Update</span>
	Notifications	Send me alerts when I change my account info, or when there are discounts or special offers. <span>Update</span>
	Customer Service ID	When you call Customer Service, we'll ask you to confirm your identity using this account info. <span>Update</span>
	<b>Manage users</b>	Add additional users to my account. <span>Get started</span>
	Log in with PayPal	Websites where I'm logged in using PayPal <span>Change</span>
	Preferred language	English <span>Update</span>

**Step 13** Choose "Add User."

**Manage users** [Back to My Profile](#)

You don't have any additional users on your account.

You can add users to your account and give them various account access privileges. The ability to move money can be given to up to 20 additional users.

If you need to add more than 20 users with money-moving privileges, please [contact us](#).

**Add User**

# Open PayPal business account

**Step 14** Now you can add additional PayPal account users and set up their privileges. If you want to add more than 20 users, contact with PayPal.

privileges we recommend and check those you'd like this user to have. Note that you shouldn't add departments as aliases, only individual names.' The form includes fields for 'User's first name', 'User's last name', 'User ID' (with a note: '8-16 English alphabets characters, no special characters, must be unique'), 'Re-enter user ID', 'Password' (with a note: '8-20 characters, case sensitive, special characters allowed'), and 'Re-enter password'. At the bottom, there is a link for 'PayPal account privileges [What's this?](#)' and a note: 'These money-moving privileges require user [identification](#) and [authorization](#)'."/>

**My Account** | Send Money | Request Money | Merchant Services | Auction Tools

Overview | Top Up | Withdraw | History | Resolution Center | Profile

### Add Users

Please provide the user information below. View the [privileges we recommend](#) and check those you'd like this user to have. Note that you shouldn't add departments as aliases, only individual names.

**Create user account**

User's first name

User's last name

User ID  
8-16 English alphabets characters, no special characters, must be unique

Re-enter user ID

Password  
8-20 characters, case sensitive, special characters allowed

Re-enter password

PayPal account privileges [What's this?](#)

These money-moving privileges require user [identification](#) and [authorization](#)

# Open PayPal business account

## Step 15 Enter an electronic signature and click "Authorize."

### Authorize account users

Before we can confirm the identity of Jan Lewkowski, we need you to sign below to authorize all users with money-moving privileges. You'll then be able to confirm Jan Lewkowski's identity and that of the others too.

Your account is in the name of a legal entity. The person who is primarily responsible for managing \_\_\_\_\_ PayPal account should sign below to authorize the user accounts below. PayPal considers this person to have primary authority to make decisions affecting your PayPal account. [Why?](#)

You confirm on behalf of the legal entity whose name appears below, \_\_\_\_\_ that the following persons are authorized to access and use p/SA's, PayPal account and that the information provided for them is accurate. \_\_\_\_\_ acknowledges its responsibility for the acts and omissions of the persons whom it authorizes or enables to use its PayPal account.

	Name	UserID
1		

[Change this list](#)

Electronic signature [What is this?](#)

I'm authorized to sign on behalf of \_\_\_\_\_ and what I've typed above should be taken as my legal signature on behalf of \_\_\_\_\_

Name of signer [What is this?](#)

Job title [What is this?](#)

Date

3/1/2013

Authorize

Cancel



## 2. Activate PayPal in IdoSell Shop



# Activate PayPal

**Step 1** Choose "Profile", then "My selling tools" and click "Update" next to "API access."

My Account					
Send Money	Request Money	Merchant Services	Auction Tools		
Overview	Add Funds	Withdraw	History	Resolution Center	<b>Profile</b>
<b>My Profile</b>					
<b>My business info</b> Email, phone, password...		<b>My business setup</b> Tools to help boost my business.	Get started		
<b>My money</b> Banks, credit cards, balance....		<b>eBay ID</b> Link my eBay ID to my PayPal account.	Update		
<b>My settings</b> Notifications, customer PIN....		<b>Selling online</b>			
<b>My selling tools</b> Getting paid, shipping....		<b>PayPal buttons</b> Manage my payment buttons.	Update		
		<b>Credit card statement name</b> Name of my business as it appears on customer card statements: AS SP Z O O	Update		
		<b>Sales tax</b> Set up sales taxes for multiple regions.	Update		
		<b>Custom payment pages</b> Set up PayPal payment pages to look like my website.	Update		
		<b>Website preferences</b> Bring customers back to my website after they pay with PayPal.	Update		
		<b>API access</b> Manage API credentials to integrate my PayPal account with my online store or shopping cart.	Update		
		<b>Invoice templates</b> Create and manage my invoices.	Update		

**Step 2** Click "Add or edit API permissions."

**API Access** [Back to My Profile](#)

An API (Application Programming Interface) allows PayPal software to communicate with your online store or shopping cart.

**Setting up API permissions and credentials**

Choose one of the following options to integrate your PayPal payment solution with your online store or shopping cart.

<p><b>Option 1 - Add or edit API permissions</b> to view your current API settings, change your settings, or set up additional carts or online stores.</p> <p>This option applies to:</p> <ul style="list-style-type: none"><li>Hosted online stores and shopping carts integrated with PayPal</li><li>Websites hosted and managed by third-party service providers</li></ul> <p><a href="#">Add or edit API permissions</a></p>	<p><b>Option 2 - Request API credentials</b> to create your own API username and password.</p> <p>This option applies to:</p> <ul style="list-style-type: none"><li>Custom websites and online stores</li><li>Pre-integrated shopping carts running on your own server</li></ul> <p><a href="#">Request API credentials</a></p>
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# Activate PayPal

**Step 3** Enter Third Party Permission Username and click "Lookup."



My Account   Send Money   Request Money   Merchant Services   Auction Tools

Overview   Add Funds   Withdraw   History   Resolution Center   Profile

## Add New Third Party Permissions

Manage permission given to a third-party application to access specific information in your account and take actions on your behalf.

For more information about the permissions you are granting, see [Third Party Permissions](#).

Third Party Permission Username

Lookup

Cancel



# Activate PayPal

**Step 4** Grant permissions showed below and click "Add" button.

**My Account** | Send Money | Request Money | Merchant Services | Auction Tools

Overview | Add Funds | Withdraw | History | Resolution Center | Profile

### Add New Third Party Permissions

Manage permission given to a third-party application to access specific information in your account and take actions on your behalf.

For more information about the permissions you are granting, see [Third Party Permissions](#).

Third Party Permission Username

Organization

#### Available Permissions

See the [Third Party Definitions](#) for help.

- Use Express Checkout to process payments.
- Issue a refund for a specific transaction.
- Process your customers credit or debit card payments.
- Authorize and capture your PayPal transactions.
- Create and manage PayPal payment buttons on your website.
- Obtain your PayPal account balance.
- Obtain information about a single transaction.
- Search your transactions for items that match specific criteria and display the results.
- Charge an existing customer based on a prior transaction.
- Create and manage Recurring Payments.
- Obtain authorization for pre-approved payments and initiate pre-approved transactions.
- Accept or deny a pending transaction.
- Issue a refund for any prior transaction.
- Initiate transactions to multiple recipients in a single batch.
- Dynamically encrypt PayPal payment buttons on your web site.



# Activate PayPal

**Step 5** Login to IAI-Shop admin panel.

Could you Please help us with the next steps? -  
thank you very much!



THANK YOU



**PayPal**<sup>™</sup>