

# PayPal account

Tutorial



See for yourself why millions of people love PayPal.

Join PayPal now. Signing up is free!

Choose from 2 types of accounts:



**Personal Account**

Shop in Israel and around the world from your computer or on your mobile – all without sharing your financial info with the sellers.



**Business Account**

Accept payments and send Detailed Payment Requests to your customers. It's easier and more secure to sell to anyone, anywhere, and any time.

[Continue](#)

# Pros and cons of Personal account

## Personal account pros

- There is no charge for transfers made from a linked bank account, PayPal Cash, or a balance from PayPal Cash Plus.
- There are no setup costs, monthly fees, or termination costs.
- It offers a fast, easy way to make online purchases or send money to friends and family.
- It provides an easy payment option for those who make occasional sales on eBay, Etsy, or other websites.
- It's free to transfer money from sales to a linked personal bank account. If you prefer, you can pay a 1-percent fee (up to a maximum of \$10) to instantly transfer funds to your account.

## Personal account cons

- Users selling goods and services online have limited access to merchant services.
- You can't collect payments via credit card from customers who don't have a PayPal account.
- It's challenging to separate business and personal transactions for tax purposes.

# Pros and cons of Business account

## Business account pros

- It's easy to set up.
- There are no setup costs, monthly maintenance fees (for PayPal Payments Standard), or termination fees.
- You get more privacy than you do with a personal account, thanks to the ability to register the account under a company or business name.
- Users can collect payments via credit card from customers who don't have a PayPal account.
- Up to 200 employees can access the account, and you choose which of your account features each employee can access.
- You can track payments, profits, and more.
- You get live customer support.
- You get access to PayPal business tools and products.
- Sellers can collect and process payments in store via PayPal Here.

## Business account cons

- Once established, there's no automatic way to downgrade from a business account to a personal account. You have to call customer service.

# Business account fees vs personal account fees

The best part about both PayPal's personal and standard business accounts is that neither charge for setup, maintenance, or cancellation. The payment processor only applies transaction fees when you sell your first item via your PayPal account

	PayPal Business Account	PayPal Personal Account
Online payment made with a PayPal account in the U.S.	2.9 percent + \$0.30 USD	2.9 percent + \$0.30 USD
Online payment made with a credit card or debit card in the U.S.	2.9 percent + 0.30 USD	2.9 percent + \$0.30 USD
Online payment made from an international account or card*	4.4 percent + fixed fee based on currency	4.4 percent + fixed fee based on currency
In-store payment made in the U.S.	2.7 percent	Not available
In-store payment made outside the U.S.	4.2 percent	Not available

\*International sales incur a 3-percent currency conversion charge and 1.5 percent fee for receiving a payment from a different country.

## NOTE:

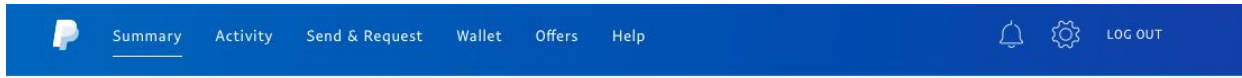
You can have one Personal and one Business account.

But each account needs to have a unique email address.

## Here's what you need to set up a PayPal personal account:

1. Your first and last name
2. Address
3. Phone number
4. Email address
5. Debit or credit card information (optional)
6. Checking account number and routing number (optional)

# How to create detailed payment request in Personal account



Good afternoon, Nathalie



Send



Request



More

## PayPal balance



Estimated total of all currencies

Transfer Funds

## Seller Tools



Good afternoon, Nathalie

## PayPal balance



Estimated total of all currencies

Transfer Funds



Send



Request



Close



Create an Detailed Payment Request



Create an estimate



Go to Resolution Centre

## Seller Tools



Manage Buttons



Manage Detailed Payment Requests




# How to create recurring payment request

Manage ▾ Create ▾ Items Settings ▾ Help


Create Detailed Payment Request Preview Send ▾ Save as draft ▾

My templates Amount only ▾ Search templates 🔍

 Nathalie Garson

[+] Your Business Information [Edit](#)

Frequency	Once only <input checked="" type="checkbox"/>	
Request number	Once only	<span>i</span>
Request date	Every 1 week	<span>i</span>
Reference	<b>Every 1 month</b>	
Due date	Every 1 year	
	Every quarter	
	Custom	

Bill to:   [+ Bill multiple customers](#) i

Cc:

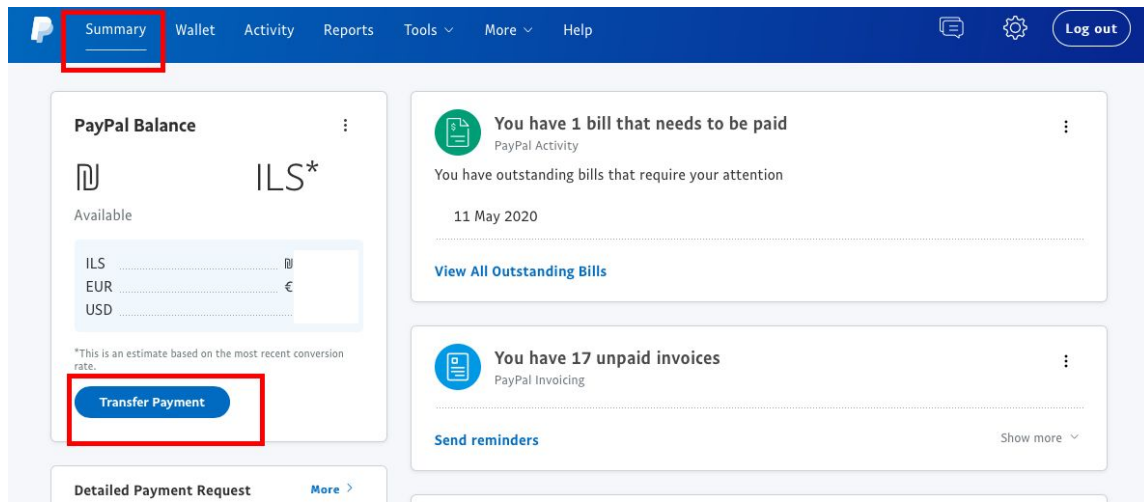
# How to transfer money to bank account

Here is how:

1. Click Transfer Payment below your PayPal balance.
2. Select where you're transferring the money from, and then select to where you're transferring the money.
3. Choose the amount you want to transfer.
4. Click Continue.
5. Review your request, and then click Transfer.

Note: Some banks may charge fees for electronic funds transfers. You can contact your bank directly for more information.

To **automatically transfer PayPal funds to your linked bank account**, contact our PayPal Business Support department and ask to have Auto-Sweep enabled on your account. A Business Support representative will walk you through setting up this feature on your account.



The screenshot shows the PayPal Business dashboard interface. At the top, there is a navigation bar with the following items: Summary (highlighted with a red box), Wallet, Activity, Reports, Tools, More, and Help. On the right side of the navigation bar, there are icons for messages, settings, and a Log out button. The main content area is divided into several sections. The first section is 'PayPal Balance', which shows the current balance in ILS\* and a list of available currencies: ILS, EUR, and USD. Below this, there is a blue button labeled 'Transfer Payment' (highlighted with a red box). The second section is 'You have 1 bill that needs to be paid', which includes a date of 11 May 2020 and a link to 'View All Outstanding Bills'. The third section is 'You have 17 unpaid invoices', which includes a link to 'Send reminders' and a 'Show more' dropdown menu. At the bottom, there is a 'Detailed Payment Request' section with a 'More' link.

# Here's what you need to set up a PayPal Business account:



## **Your email address**

Use it to sign in as well as send and receive payments through PayPal



## **Business information**

- Contact information for this account
- Legal name of the business



## **Account holder's information**

- Name
- Address
- Date of birth

# Getting started with your PayPal business account:



1

## **Confirm your email**

Click the link in the email we've sent you to verify your account.

2

## **Link your bank account**

This allows you to transfer funds directly from your PayPal account to your bank account. To facilitate the transfer, please ensure your PayPal account name matches your bank account name.

3

## **Get paid**

PayPal has different payment solutions to suit your business needs. You can choose to send a detailed payment request, add a payment button to your website, or receive payments via your personal PayPal.me link.

More info:

[How to set up and start using your PayPal Business account](#)

[How To Sign Up For PayPal Business Account](#)

# 1. Confirm your email address

PayPal sent you an email when you signed up for your PayPal business account. Click the link in the email to confirm your email address.

# 2. Verify your PayPal account

## **Confirm your credit card**

Add or review your Visa or MasterCard to your PayPal account and proceed to confirm the card. This generates a 4-digit code, which will be reflected in your credit card statement within 2-3 business days. Log in to your PayPal account, enter the code to complete the verification process.

More info: [How to verify your financial details](#)

# Confirm credit card

The screenshot displays the PayPal 'Wallet' section. The top navigation bar includes 'Summary', 'Wallet' (highlighted with a red box), 'Activity', 'Reports', 'Tools', 'More', and 'Help'. Below the navigation bar, the 'Banks' section features four cards: 'Bank Hapoalim' (card number ending in 2966), 'Leumi' (card number ending in 0013), 'Bank Leumi' (card number ending in 0015), and a dashed box with a plus sign and the text 'Link a new bank'. The 'Cards' section below shows a 'mastercard' credit card (card number ending in 8491) and a dashed box with a plus sign and the text 'Link a new card', which is also highlighted with a red box.

Summary **Wallet** Activity Reports Tools ▾ More ▾ Help

### Banks

- Bank Hapoalim (Card number: \*\*\*\*2966)
- Leumi (Card number: \*\*\*\*0013)
- Bank Leumi (Card number: \*\*\*\*0015)
- Link a new bank

### Cards

- mastercard Credit (Card number: \*\*\*\*8491)
- Link a new card

3

Enter your credit card details and click Add Card.

PayPal Summary Money Activity Customers Tools More

Secure Transaction

### Add Credit or Debit Card

Number of cards active on your account: 0

Surname  
Hong

Given name  
[Input field]

Card Number  
Enter your card number without any spaces or dashes.  
[Input field]

Card Type  
Identify your card type

VISA [Icons for Mastercard, American Express, Discover, Visa]

**Buyer protection**  
Add your card and enjoy shopping securely with PayPal Buyer Protection.

**Billing Address**  
Enter the address where you receive billing statements for this card. In order to confirm your bank card number, the billing address must be the one displayed on your statements.

Use this address as billing address  
[Address dropdown: test, Shanghai Municipality 200002 China (Business)]

Enter a new address as billing address

[Add Card] [Cancel]

4

Click Confirm My Card. This generates a 4-digit code required to complete verification.

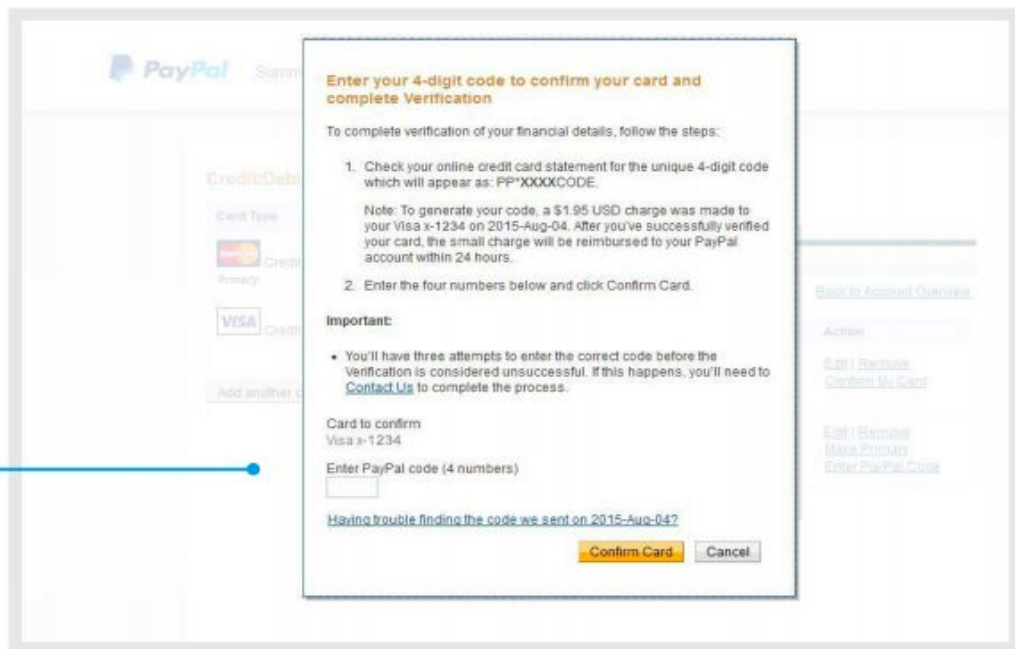
Card Type	Last 4 digits on card	Expiration Date	Billing Address	Action
VISA Credit Card Primary	1234	9/2020	China	<a href="#">Edit</a>   <a href="#">Remove</a> <a href="#">Confirm My Card</a>

5

In 2-3 business days, retrieve the code from your online credit card statement. Then log in to your PayPal account, click Confirm my debit or credit card

6

Enter the code and click Confirm Card.



The screenshot shows the PayPal verification interface. A blue line points from the text in step 6 to the 'Enter PayPal code' input field. The page title is 'Enter your 4-digit code to confirm your card and complete Verification'. It includes instructions, a note about a \$1.95 USD charge, and a list of steps. An 'Important' section states there are three attempts. Below, it shows the card type as 'Visa x-1234' and the 'Enter PayPal code (4 numbers)' input field. At the bottom, there are 'Confirm Card' and 'Cancel' buttons.

**Enter your 4-digit code to confirm your card and complete Verification**

To complete verification of your financial details, follow the steps:

1. Check your online credit card statement for the unique 4-digit code which will appear as: FP\*XXXXCODE.

Note: To generate your code, a \$1.95 USD charge was made to your Visa x-1234 on 2015-Aug-04. After you've successfully verified your card, the small charge will be reimbursed to your PayPal account within 24 hours.

2. Enter the four numbers below and click Confirm Card.

**Important:**

- You'll have three attempts to enter the correct code before the Verification is considered unsuccessful. If this happens, you'll need to [Contact Us](#) to complete the process.

Card to confirm  
Visa x-1234

Enter PayPal code (4 numbers)

[Having trouble finding the code we sent on 2015-Aug-04?](#)



# How to create detailed payment request in Business account

The screenshot displays the PayPal Business account dashboard. The top navigation bar includes 'Summary', 'Wallet', 'Activity', 'Reports', 'Tools', 'More', and 'Help'. A red arrow labeled '1' points to the 'Tools' dropdown menu, which is open and shows options like 'PayPal buttons', 'Detailed payment request', 'Recurring Payments', 'Request Money', 'Resolution Center', 'Send Payment', and 'All Tools'. The 'Detailed payment request' option is highlighted with a red box. Below this, a second red arrow labeled '2' points to a '+ Create New Request' dropdown menu, which is also open and shows options like 'Detailed Payment Request', 'Estimate', 'Batch request', and 'Request a Payment'. The 'Detailed Payment Request' option is highlighted with a red box. The main content area shows 'Manage Detailed Pay' with filters for 'Active', 'All', 'Scheduled', and 'Unpaid'. A search bar and 'Advanced Search' link are visible. At the bottom, there is a 'Batch Actions' dropdown and a 'Download' button. A table header is partially visible with columns: Date, Request #, Recipient, Status, Action, and Amount.

Summary Wallet Activity Reports Tools More Help

Manage Create Items

Manage Detailed Pay

Active All Scheduled Unpaid

Advanced Search

Batch Actions Download

Date Request # Recipient Status Action Amount

Enjoy! :)