**how to receive payments via people-first tourism**

- In order to receive payments through [www.PeopleFirstTourism.com](http://www.PeopleFirstTourism.com), entrepreneurs in the U.S. will need to:
  1. Open a [PayPal](https://www.paypal.com) Account (if you have already a PayPal account, please skip to slide 5)
  2. Link your banking and PayPal accounts
**STEP 1: GETTING STARTED**

- Go to: [https://www.paypal.com](https://www.paypal.com)
- Under the “Business” heading, select “Get paid on your website”

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- Click the “Sign up for free” button
**STEP 2: SELECTING AN ACCOUNT TYPE**

- Using PayPal, there are three account types you can choose from: Personal, Premier, and Business.
- You will be selling services online through People-First Tourism, so you will need to select either the Premier or Business option (For People-First Tourism, you should select the Premier option)
  - For those entrepreneurs who already have an established, registered business, you may select the Business option (this is a higher-level account with additional features).
  - For those entrepreneurs who do not have a registered business, please select the Premier option.

**STEP 3: SIGNING UP**

- Follow the instructions and fill in the appropriate fields with your information.
  - This is the Premier Account sign-up.
STEP 4: CHOOSING A PAYMENT METHOD

![PayPal Payment Methods]

STEP 4: ADDING YOUR BANK ACCOUNT

1. Once you have created an account and are logged-in, please go to your “My Account” page
2. Click on the “Profile” tab
3. Select the “My money” tab from the left menu
4. Next to the “Bank accounts” heading, click on “Add my bank”
5. Select whether you would like to link a checking or savings account
6. Enter the Routing and Account numbers that correspond with your selected account
7. Click “Continue”
8. Select whether you would like for PayPal to confirm your bank account instantly or over 2-3 days

If you do not use online banking, you will select the “Confirm in 2-3 days” option. Please note that this requires an additional step to be completed after 2-3 days!!

STEP 5: LET US KNOW YOU HAVE SET UP YOUR ACCOUNT!

- Email us at info@peoplefirsttourism.com to let us know that you have set up your PayPal account and also confirm that you have linked your bank account.
- We also need to know which email address you used to set up your PayPal account

- **Don't forget:** If you selected the “Confirm your bank account in 2-3 days” option, you will need to log back into your PayPal account after that time to confirm your account before you can transfer payments from PeopleFirstTourism.com to your bank account! The money you receive for your services will still be held by PayPal, but you will not be able to withdraw this until you complete this step.
AND...THAT’S IT!

CONGRATS!

You are now ready to start receiving payments via
www.PeopleFirstTourism.com