



PAYPAL ACCOUNT SET-UP

Tutorial on how to set up your PayPal account for People-First Tourism

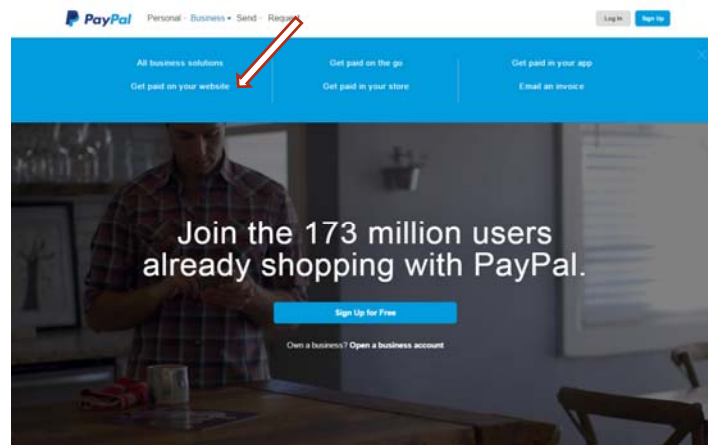
HOW TO RECEIVE PAYMENTS VIA PEOPLE-FIRST TOURISM

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

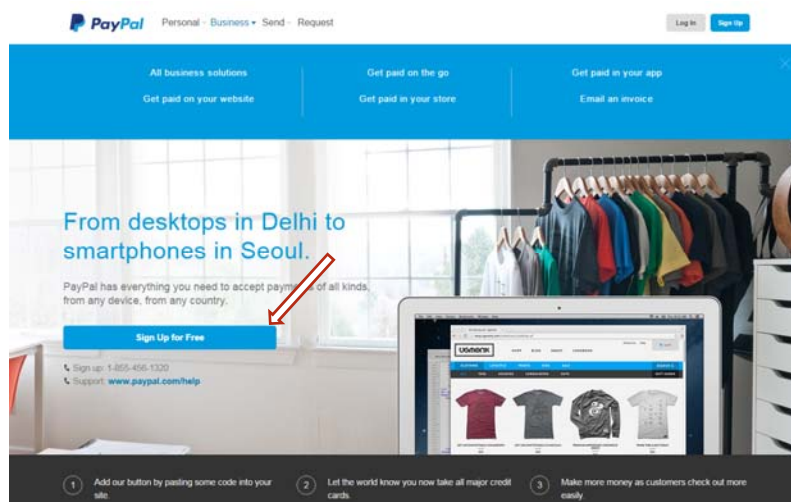


STEP 1: GETTING STARTED

- o Go to: <https://www.paypal.com>
- o Under the “Business” heading, select “Get paid on your website”



- o 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

The screenshot shows the PayPal account creation interface. At the top, it says 'Create your PayPal account'. Below this, there are fields for 'Your country or region' (United States) and 'Your language' (English). Three account type options are presented: 'Personal' (circled in blue and crossed out with a red 'X'), 'Premier' (circled in red), and 'Business' (circled in blue and crossed out with a red 'X'). Each option has a 'Get Started' button. A green circle with the number '5' is visible in the bottom right corner of the slide.

STEP 3: SIGNING UP



- Follow the instructions and fill in the appropriate fields with your information

The screenshot shows the 'Enter your information' page on PayPal. It contains various input fields for personal information: 'Email address', 'Choose a password', 'Legal first name', 'Legal last name', 'Date of birth', 'Address line 1', 'Address line 2', 'City/State', 'ZIP code', and 'Phone'. A red circle highlights the 'Premier' account type selection, with an arrow pointing to it and the text 'This is the Premier Account sign-up'. A green circle with the number '6' is visible in the bottom right corner of the slide.

STEP 4: CHOOSING A PAYMENT METHOD



PayPal

How would you like to pay for your purchases?

Pay with my bank account

- Pay directly from your checking or savings account
- Pay without exposing your bank account to merchants
- Stay in control of your spending

[Continue](#)

Pay with my credit card

- Pay right away - get set up in seconds
- Pay without exposing your card number to merchants
- No need to retype your credit card information

[Continue](#)

[Go to My Account](#)

[Contact Us](#)

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7

STEP 4: ADDING YOUR BANK ACCOUNT

1. Once you have created an account and are logged-in, please go to your “My Account” page

- 1.

PayPal

My Account | [Send Money](#) | [Request Money](#) | [Merchant Services](#) | [Products & Services](#)

Overview | [Add Money](#) | [Withdraw](#) | [History](#) | [Statements](#) | [Resolution Center](#) | [Profile](#)

Welcome [Name]

Account Type: Premier | Status: [Verified](#) | Account Limits: [View Limits](#)

Keeping you safer
No matter how you use PayPal, we'll keep your financial information private and protected. [Learn more](#)

PayPal balance: **\$0.00 USD**
Pay however you want
Even with a zero balance, you can still use PayPal - just link your bank account, debit, or credit card. [Learn more](#)

My recent activity | [Payments received](#) | [Payments sent](#) | [View all of my transactions](#)

My recent activity - Last 7 days (Jul 25, 2012-Aug 1, 2012)

Date	Type	Name/Email	Payment status	Details	Order status/Action	Close
- No New Items -						

Have a question? Visit [Help](#) or [Contact us](#)

8

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

PayPal

Confirm your bank account

For your security, we need to confirm that you are the owner of this SunTrust Bank account.

Confirm Instantly ↔ **Confirm in 2-3 days**

Enter your online banking login information for ██████ Bank. We will not save this information.

User ID for your ██████ bank account

Password for your ██████ Bank account

Verify Password for your ██████ Bank account

By clicking Confirm Instantly, I agree to the instant bank account confirmation [terms and conditions](#).

Confirm Instantly

PayPal makes 2 small deposits (less than \$1.00 USD) into your bank account. (We'll retrieve them soon afterwards.) You'll need to:

1. Check your bank account in 2-3 business days for the exact amounts.
2. Log in to your PayPal account.
3. Click **Confirm Bank Account** from your Account Overview and enter the 2 deposit amounts.

Confirm in 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!

- o 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.
- o 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

