



## What is PayPal?

PayPal is an online tool for safely storing your card and bank account details so you don't have to type them into a website to shop or sell online. It acts as an intermediary, so you don't have to share your bank details with any third parties.

## PayPal's key benefits and features

- It's free to open a PayPal account.
- PayPal saves your bank details securely so you don't have to keep typing them into different websites.
- All you need is your email address and a password to make a payment.
- You can use PayPal on lots of websites, such as eBay, the charity donation site JustGiving, and small and large retailer sites – just look for the PayPal logo.
- When you buy using PayPal, the seller won't see your bank details, only PayPal's. If you don't receive an item, PayPal can help you track down the seller so that you can receive a refund.
- Most eBay purchases made through PayPal are covered by 'eBay Buyer Protection' insurance.
- If you use PayPal as a seller on eBay, you can receive payments without having to disclose your bank details. The buyer pays into your PayPal account, and PayPal passes on the funds to you, after removing its transaction fee.

## You'll need:

- A computer/tablet/mobile device with an internet connection
- A bank account and/or credit/debit card.

## Follow these step-by-step instructions to learn how to use PayPal

**Step 1:** Go to the PayPal website and click 'Sign Up'

**Step 2:** A new page will open that will ask you to select your country or region and to choose between a 'Personal' or 'Business' account. A personal account is all you need for buying online. Select the type of account and then click Continue.

**Step 3:** You now have to fill in your email address, plus a password. You will have to complete a CAPTCHA code to prove you are not an automated robot spammer. When you have added your details, click Continue.

**Step 4:** A new page will open, asking for your personal details such as name and address. Again, there is also a CAPTCHA box to complete. You should also read the user agreement and privacy policy, as you must tick to say that you have read these legal documents. Click Agree and Complete Account.

**Step 5:** You will now be prompted to connect your bank account and/or debit and credit cards to your PayPal account. This will enable you to use PayPal to pay for goods and services using money in your personal bank or credit card accounts. Choose which to link up first, and click Continue.

**Step 6:** Follow the steps to link up your bank account or credit/debit card. Alternatively, click on Go to My Account to see a summary of your new account.

### **Additional Information**

- When shopping or even donating to a charity online, you can use PayPal whenever you see their logo. All you need to do is enter your email address and password to make a payment.
- If you're selling something online using Paypal, once a payment has been made to your PayPal account, you will receive an email receipt. Log into the PayPal website using your email address and password and you'll see that you've been credited with the total amount minus PayPal's transaction fee.
- Money in your Paypal account (from selling or sent my friends/family) can sit in your account to be used for payments or it can be transferred to your bank account. To do this, click withdraw funds on your account features. If you haven't already added your bank account details, you'll need to enter them now and then click Add Bank Account. The money will appear in your account within 48 hours.