



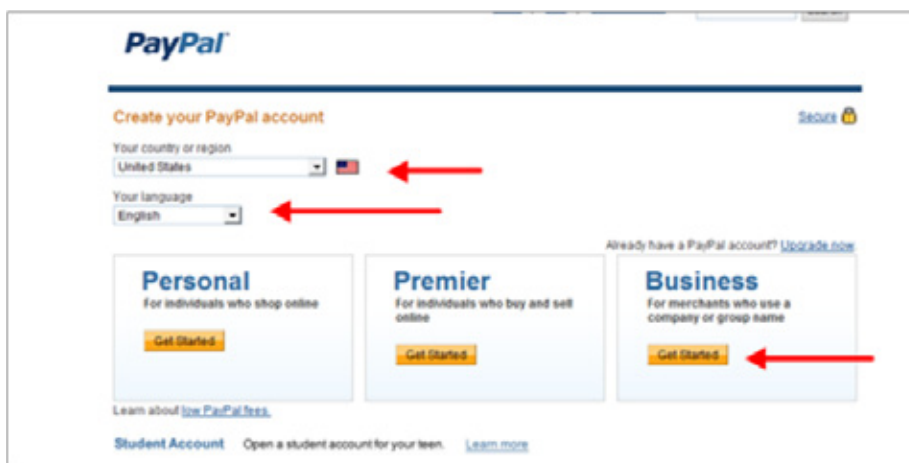
CREATING A PAYPAL NONPROFIT ACCOUNT

In order to receive donations through Generocity, your nonprofit must have an active PayPal account. If your organization doesn't already have one, follow the 10 steps below to submit an application to PayPal. They will follow-up with you shortly afterwards to confirm your status as a charity. Once verified, your organization will be able to use PayPal to accept online donations, including via Generocity.

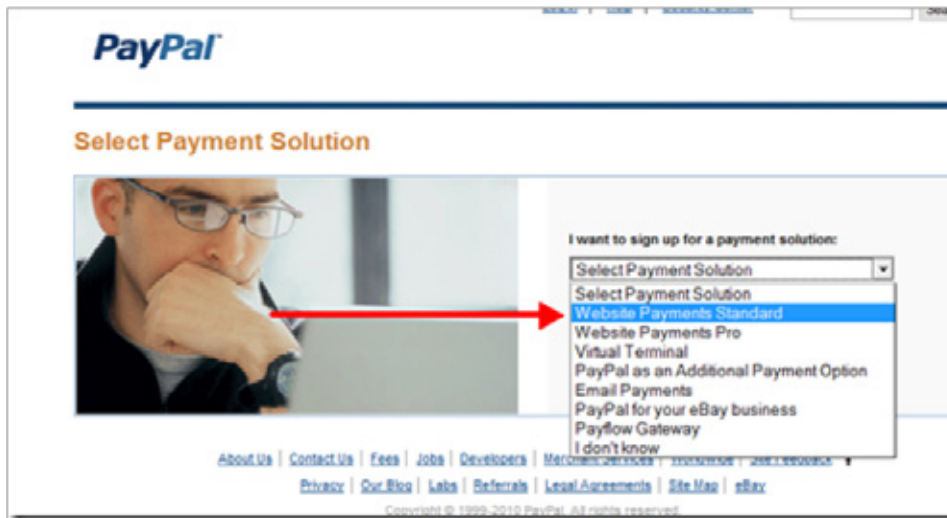
1. Go to www.paypal.com.
2. Click on the "Sign Up" link at the top of the page.



3. Confirm or change the country and language options as needed and then click the "Get Started" button in the "Business" section. Please note the "Personal" and "Premier" options only apply to individuals, and cannot be registered as nonprofits.



4. On the "Payment Solution" screen that appears next, select "Website Payments Standard."



This is a base level account, and because a PayPal representative will have to walk you through the confirmation phase, it's the best initial option. If you need additional or higher level services, they can be added later. However, it's recommended that you get your nonprofit designation confirmed before you attempt to do anything else.

5. Depending on your browser or how many times you might have explored the PayPal site, the next screen you see will provide an outline of the sign up steps. Click the "Go" button (may also show up as the "Continue" button) to proceed.

The screenshot shows the PayPal website's 'Sign up for a Business Account - Getting Started' page. At the top left is the PayPal logo. Below it is the heading 'Sign up for a Business Account - Getting Started'. Underneath is the text 'Follow these steps to start accepting payments with PayPal'. A flowchart shows three steps: 1. Sign up for a PayPal Business account, 2. Verify your information, and 3. Set up your preferred payment solution. Below the flowchart is a table with columns for 'Step', 'Info Required', 'Time', and 'Status'.

Step	Info Required	Time	Status
1 Sign up for a Business Account.			
Sign up now	<ul style="list-style-type: none">Account/business owner's name, address, and emailBusiness name and addressCustomer service information	5-10 minutes	Go
Why is a PayPal Business account good for my business? <ul style="list-style-type: none">Use it to accept credit cards, bank transfers, and PayPal balancesSave money and sell more with our merchant solutions			
2 Verify your information.			
Confirm email address	<ul style="list-style-type: none">The email address you used to sign up	2 minutes	
Add and confirm bank account	<ul style="list-style-type: none">Bank nameAccount and routing numbersName associated with bank account	Up to 3-5 business days	
Why should I verify my information? Get your money faster: Transfer funds from PayPal directly to your bank account			
3 Implement your preferred payment solution.			

6. Start completing the application form by selecting your "Business Type" as a "Non Profit Organization." Pay special attention to these fields as they are very important for nonprofit consideration.

PayPal

Signup Account Provide Financial Details

Business Account Setup

• Required

Business Information

•Business Type: -- Choose a Category--
•Business Name: -- Choose a Category--
•Address Line 1: Individual
Address Line 2: Sole Proprietorship
Partnership
Corporation
•City: Non Profit Organization
•State: Government Entity
•ZIP Code: _____
Country: United States
•Work Phone: _____ ext. _____
•Category: -- Choose a category --
•Subcategory: -- Choose a category --
•Average Transaction Price: -- Choose a Value --
•Average Monthly Volume: -- Choose a Value --
•Sales Venue(s): eBay
 Other Marketplace
 My Own Website: _____

Address Line 2: _____
•City: _____
•State: _____
•ZIP Code: _____
Country: United States
•Work Phone: _____ ext. _____
•Category: Nonprofit
•Subcategory: Charity
•Average Transaction Price: _____
•Average Monthly Volume: _____
•Sales Venue(s): Personal
 Educational
 My Own Website: _____
http:// _____

Providing us with this information about your business helps ensure the security of your account and allows us to serve your business needs better. Please make sure that the information you provide is accurate. [Learn more](#)

Note: This information will not be shared with your customers.

7. Don't worry too much about the figures requested in this section of the form. It's okay to use conservative numbers, especially if your nonprofit has never received donations online.

*Business Type:	Non Profit Organization
*Business Name:	Test
*Address Line 1:	123 main st
Address Line 2:	
*City:	Cramerton
*State:	NC
*ZIP Code:	28032
Country:	United States
*Work Phone:	7045555555 ext. <input type="text"/>
*Category:	Nonprofit
*Subcategory:	Charity
*Average Transaction Price:	\$25 USD-\$50 USD
*Average Monthly Volume:	\$50,000 USD-\$100,000 USD
*Sales Venue(s):	<input type="checkbox"/> eBay <input type="checkbox"/> Other Marketplace <input checked="" type="checkbox"/> My Own Website: <input type="text" value="http://everywhere.com"/> <input type="checkbox"/> Other
	Please describe your business below: <input type="text"/>
*Percentage of annual revenue from online sales:	Less than 25%
*Date Business Established:	01 / 1980 mm yyyy
Customer Service Contact Information	
*Customer Service Email :	<input type="text" value="bmaster@everywhere.com"/>
*Customer Service Phone:	7045555555 ext. <input type="text"/>

8. Hit continue.

9. In order to set up your PayPal account, you will have to provide a valid email address and create a password. Be sure to use an official email address for someone at your organization who checks their email regularly, and has authority from your treasurer or equivalent. If needed, you can add other email addresses later.

Country: United States

PayPal Account Login
To access your PayPal Business account, enter your email address and create a password.

*Email Address:
For PayPal account login

*Re-enter Email Address:

*Password:

*Confirm your password:

I want to [learn more](#) about granting multiple employees limited access to my Business account.

Password Recovery

*Security question 1:
[For password recovery](#)

*Answer 1:

*Security question 2:

*Answer 2:

User Agreement

I agree to the [User Agreement](#) and [Privacy Policy](#).

I have read my rights with regard to the arbitration of claims as outlined in the [Legal Disputes](#) section of the User Agreement.

Security Measure

Enter the characters: [Need help?](#)

This step automatically saves the information you enter.

10. After you hit "Continue," you will need to link your checking account before PayPal begins processing your account set-up and application. They will send you a request for the additional information they need, which will include proof of your nonprofit status.

