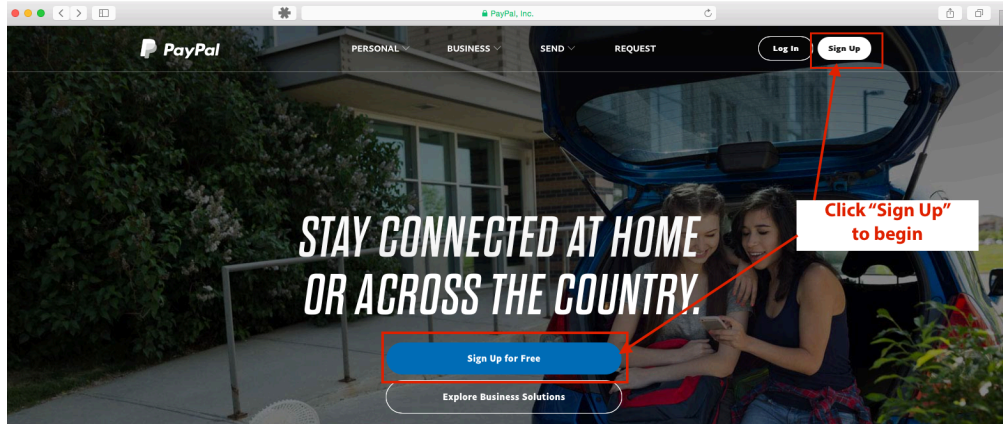


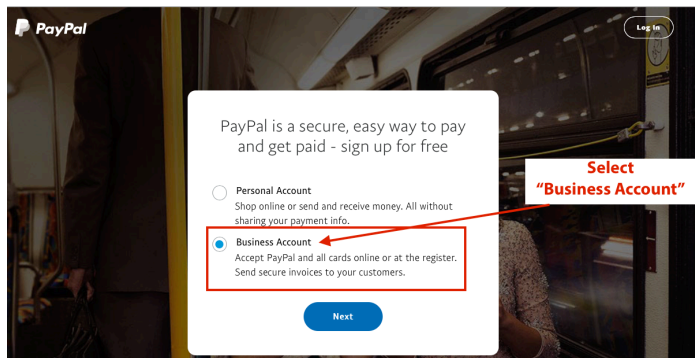


Creating a PTA PayPal Account

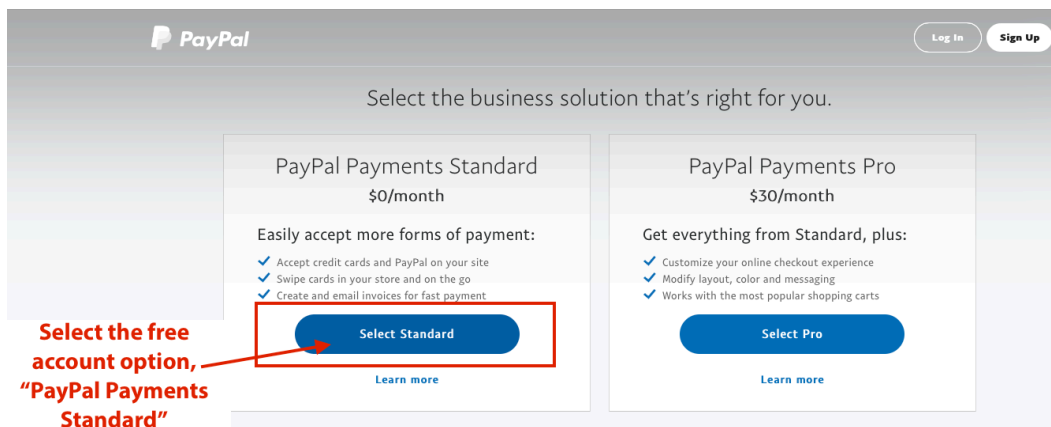
Step 1: Goto www.paypal.com




Step 2: Sign Up for a Business Account



Step 3: Select the free version of Paypal



Step 4: Provide PTA email address



Get started

Enter an email address to sign up or log in

Email address


Next

Enter your PTA Email Address to be linked to your PTA bank account. This is not a personal email address.

It is recommended you open an email account that can be passed on to future PTA officers each year. Example: myschoolpta@gmail.com

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Step 5: PTA Information



Sign up for a Business account

Create a login

Email address

Password Re-enter password

Enter your business contact information

Legal first name Legal last name

Legal business name Business phone

Street address (No PO Box)

City State ZIP code

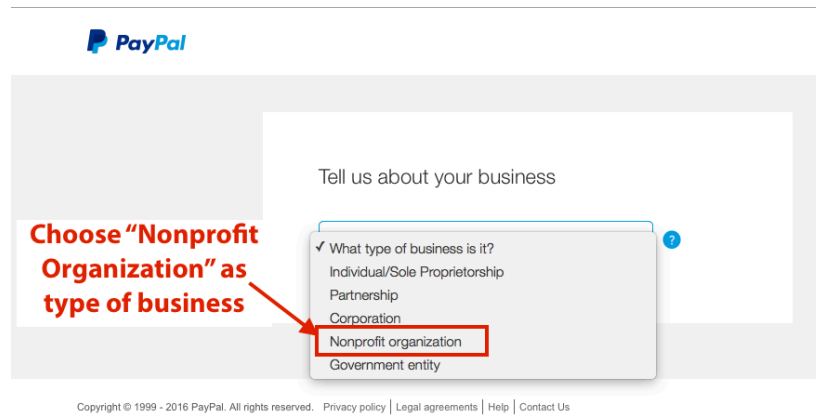
Enter your PTA Email Address and choose a password.

Enter your name as a contact, but use your school address as the business address.

You have read and agree to [PayPal User Agreement](#), [Privacy Policy](#), and [E-Communication Delivery Policy](#). If you provide your mobile number, you confirm that you are authorized to add this number and give us permission to contact you about your PayPal branded accounts using automated calls or texts to service your accounts, investigate fraud, or collect a debt, but not for telemarketing. If you don't want to receive automated calls or texts, you can change your preferences in your account settings at any time.

Agree and Continue

Step 6: Set account to Non-Profit



PayPal

Tell us about your business

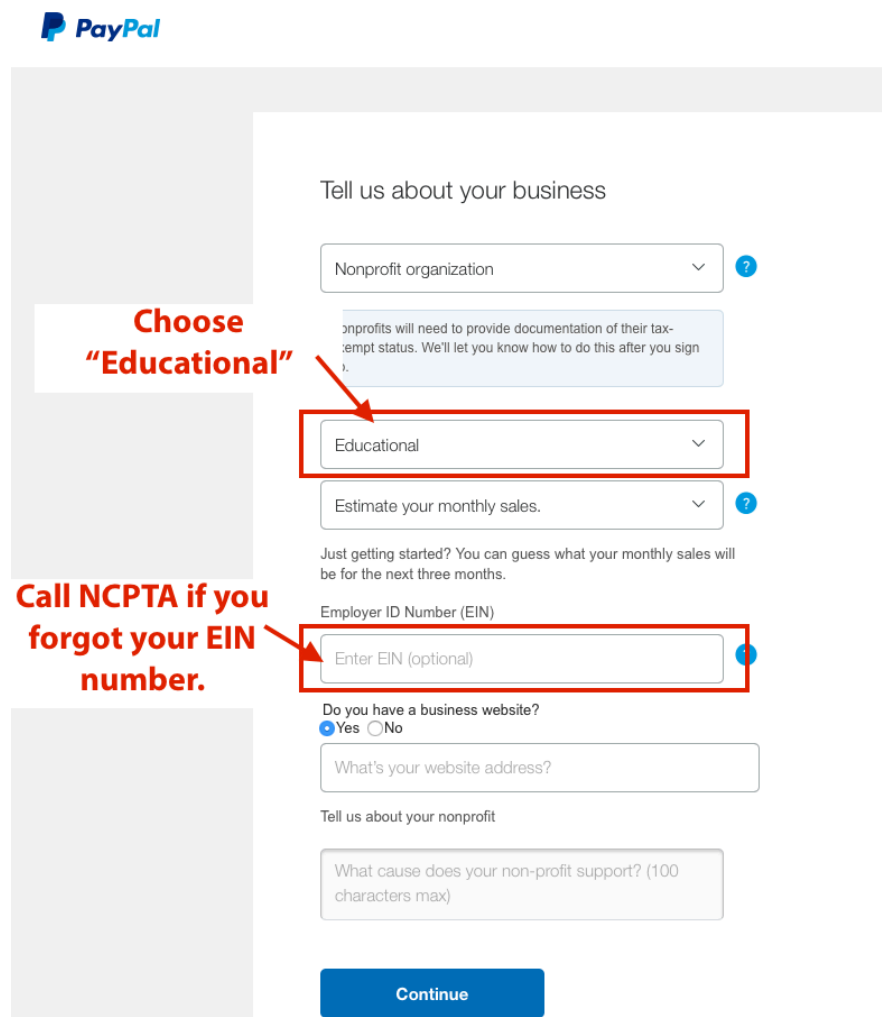
Choose "Nonprofit Organization" as type of business

What type of business is it?

- Individual/Sole Proprietorship
- Partnership
- Corporation
- Nonprofit organization**
- Government entity

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Step 7: Nonprofit information



PayPal

Tell us about your business

Nonprofit organization

Nonprofits will need to provide documentation of their tax-exempt status. We'll let you know how to do this after you sign in.

Choose "Educational"

Educational

Estimate your monthly sales.

Just getting started? You can guess what your monthly sales will be for the next three months.

Employer ID Number (EIN)

Call NCPTA if you forgot your EIN number.

Enter EIN (optional)

Do you have a business website?

Yes No

What's your website address?

Tell us about your nonprofit

What cause does your non-profit support? (100 characters max)

Continue

Step 8: Personal Contact



PayPal must associate the business account with a personal contact.

Enter last 4 digits of Social Security number, date of birth and home address.

Personal information is used for verification only.

Personal information

This information is required to verify your identity. This helps us to keep the PayPal community safe as well as meet government regulations.

<input type="text" value="Social Security Number (last 4)"/>	<input type="text" value="Date of birth"/>
--	--

The **Patriot Act** requires all financial institutions to ask for your Social Security number and confirm your identity to help prevent money laundering.

Enter Your personal contact information

<input type="text" value="Home street address (No PO Box)"/>		
<input type="text" value="City"/>	<input type="text" value="State"/>	<input type="text" value="Zip code"/>

Step 9: Activate account and link to PTA Bank Account



Summary Money Activity Reports Tools More

Profile Log out

Welcome to your PayPal Business Account

Need help? 800.852.1973

Payment setup

Account setup

Click on "Account Setup"



First, let's confirm your email

You'll need to do this to accept payments.

Paypal will send an email with a link to activate the account to your PTA Email Address provided. Click on the link in the email to activate your account.



Link your bank account

Quickly transfer money from your PayPal account to your bank.

When members join your PTA, the money will go to your Paypal Account. You will need to link to your PTA bank account to transfer money from the Paypal Account into your PTA bank account.



Make your business name clear for customers

Be sure your customers will recognize your business name on their credit card statements.



Get the PayPal Business Debit MasterCard®

Use your PayPal balance everywhere Debit Mastercard® is accepted, and withdraw your money at any ATM. You'll also earn 1% rewards on eligible purchases¹ without an annual fee.