



## PAYPAL BUSINESS ACCOUNT

### How to Create a PayPal Business Account

Create a PayPal Business Account by providing business details and linking the Council's bank account: [https://www.paypal.com/c2/webapps/mpp/how-to-guides/sign-up-business-account?locale.x=en\\_C2](https://www.paypal.com/c2/webapps/mpp/how-to-guides/sign-up-business-account?locale.x=en_C2) When you are setting up your account, remember that PayPal reports will go to the email address tied to the account. According to best practices, the PayPal Account owner should be your Council's president or treasurer. For security purposes, the login information should be shared with as few people as possible.

**Important: PayPal only allows one account per EIN.**

### PayPal Fees

PayPal's online credit and debit card transaction fee is 2.59% +\$0.49 per transaction. Donors will be given the option to cover credit card fees at the time of the transaction. For more information regarding fees, please visit <https://www.paypal.com/us/business/pricing>

### PayPal Client ID

To allow online donations to an event, a PayPal app must be created to accept payments from the Walk website. The Client ID of the app is used to connect the PayPal account with the Walk website's donation page.

### How to Get Your PayPal Client ID

1. Log into PayPal Account
2. Click Developer in the upper right to get to PayPal Developer
3. Mouse over "Go to Dashboard" and select "Developer Dashboard"
4. Select "Apps and Credentials"
5. Select "Create App"
6. Complete Application Details
  - a. Name (i.e., FOP Walk 2023)
  - b. App Type – Merchant
  - c. Create App
7. Copy and Paste Client ID into Establish A Walk Form on National FOP Walk site

**Note: For your PayPal account to take donations, you need to be in "Live" mode.**

### Questions Regarding PayPal or PayPal Business Accounts?

Please contact PayPal at 1 (888) 221-1161 or visit <https://www.paypal.com/us/smarthelp/home>.