



2023 FOP WALK WEBSITE DONATION PROCESS ENHANCEMENTS

Previously, all donations were processed at the National Council Office and then distributed to Walk sites, which caused a significant delay between when a donation was made and when the Council or Conference received the donation. To process the gifts, the FOP Walk website had to close for four months every year, limiting when donations could be accepted. To solve these problems, the National Council has made substantial improvements to the website, and Councils and Conferences can now receive online donations directly without delay. As of 2023, the National FOP Walk website will now use an external processor to receive donations. **This means that all donations made to an event, team, or walker, will be processed through PayPal.**

What Are the Benefits?

- Councils and Conferences will receive donations in *real time*, with no delay.
- The National FOP Walk website will remain open year-round. The website will not close for reconciliation.

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 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.


What About 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.

Establishing a District Walk

There are two options for setting up a District Walk based on how the Conference wants to collect funds: to their own PayPal account, or to a District PayPal account.

1. Establish **one** District Walk that will be tied to **one** PayPal account. Walkers have the option to enter the specific Conference they want to receive their donation.
2. Because PayPal only allows one account per EIN, another option is to establish a Walk for each Conference. This allows each Conference to receive funds directly to their own PayPal account, regardless of the number of Conferences participating in a District Walk.

Are There Other Options Available?

If a Council or Conference wants to use the Walk website for registration purposes **ONLY**, they can collect donations in alternate ways, including accepting donations the day of the event or using another digital payment option (i.e., parish website online donation form, etc.).

If you choose another way to accept donation, leave the "PayPal Client ID" section blank when establishing your Walk.

Questions Regarding PayPal or PayPal Business Accounts?

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

Questions Regarding Establishing a Walk?

Please contact Alyssa Bergman, Director of National Fundraising Programs at (314) 576-3993 ext. 218 or abergman@svdpusa.org.