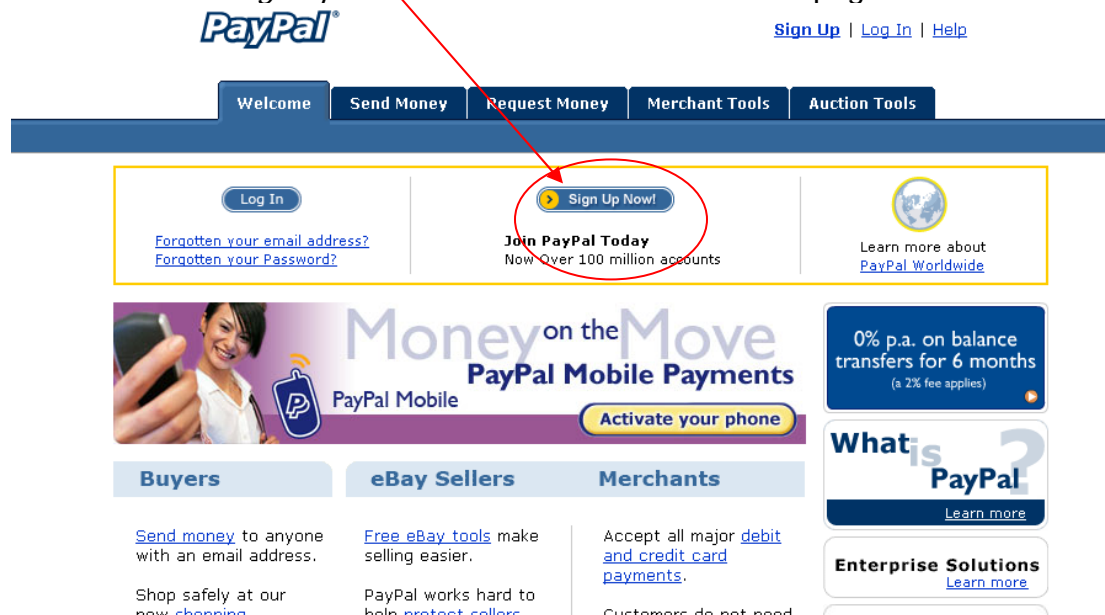


How to Create a Business Account with PayPal

1. First go to the 'PayPal' website at www.paypal.co.uk
2. Click on the 'Sign up Now' button in the center of the page.



3. In the next window select the type of account you want to set up e.g. 'Personal' or 'Business Account', Select the correct 'country or region where you live' drop down box below and then click the 'Continue' button in the bottom right of the page.
4. Next fill in all your details in the Account Sign Up form. (Use the help boxes in blue on the right of the page.)
5. In the next page fill in the required information and read the Terms and Conditions supplied then select the 'Yes' or 'No' tick boxes if you agree to the Terms and Conditions.
6. Now click the 'Sign Up' button at the bottom of the page to finish the Account Activation service

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Any information that is needed but not filled in will result in a Warning box with red text. DON'T WORRY just read what it says and fill in the information it needs.

The screenshot shows the PayPal Business Account sign-up process. At the top, the PayPal logo is on the left, and 'Log In | Help' is on the right. Below the logo is a navigation bar with 'Choose Account Type' → 'Enter Information' → 'Confirm' → 'Done'. The main heading is 'Account Sign Up Business Account' with a 'Secure Transaction' lock icon. A yellow warning box with a red border and a warning icon contains the following text: 'Your information is incomplete or incorrect. Please correct the fields below and try again:'. Below this are five red bullet points: 'Email Address: Please enter a valid address in the format name@domain.com', 'Password: Your password must contain between 8 and 20 characters. Please enter a longer password.', 'Security Questions: Please select two security questions and enter an answer for each.', 'User Agreement: Please read and click button to acknowledge.', and 'Security Measure: Please type the characters you see into the field.'. Below the warning box are four input fields: 'Email Address:' (with a subtext '(e.g. name@domain.com)'), 'Re-enter Email Address:', 'Password:', and 'Retype Password:'. To the right of these fields is a blue box titled 'Your Email Address and Password' with instructions: 'You will use this information to log in to PayPal. Please enter your full email address, for example, name@domain.com. Your password must be at least 8 characters long and is case-sensitive.'

Hope this helps you.

Peter J O'Leary