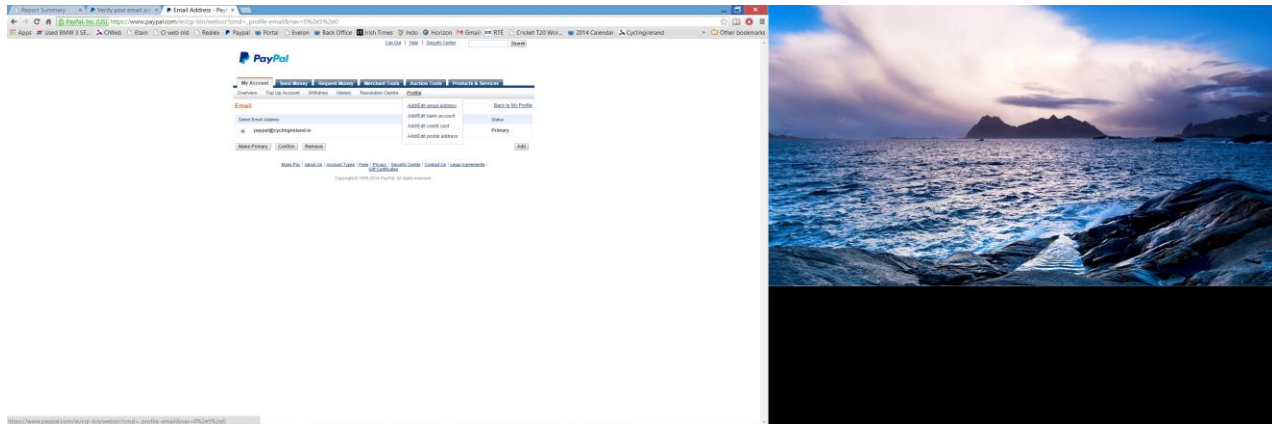


How to Open a PayPal Business Account.

Step 1: Detach your e-mail address from your current PayPal Account

If you want to retain your existing e-mail address for the new account, you need to unattach it from your existing PayPal Account by logging in to PayPal and clicking on **Profile =>Edit email address**.



To continue accessing your old account, add another e-mail address to this and mark it as **Primary**. This will allow you to use your existing address for your new account (You cannot use the same primary address for different PayPal accounts!)

Step 2: Complete the Business Account Sign up

To open a Business PayPal account click [Euro](#) or [Sterling](#) depending on the currency area you are in. Complete the following details as they appear in your browser:

Business Account Sign Up Page 1

Business Information:

Please enter the information for your group, organization, government entity, individual business, or partnership.

Business Type.	<input type="text" value="Non-profit organization"/>	
Business Name	<input type="text"/>	<u>Business name:</u> If the club has a Bank account in its own name then use this otherwise insert the name on the bank account as it will be verified against the bank statement
Address line 1	<input type="text"/>	
Address line 2	<input type="text"/> (optional)	<u>Address:</u> If the club has a permanent address in its own name then use this, otherwise insert the address of the bank account holder as it will be verified against the bank statement
City	<input type="text"/>	
Province	<input type="text"/>	
Postal code	<input type="text"/>	
Country	<i>Ireland for Euro or United Kingdom for Sterling</i>	
Category?	<input type="text" value="Sports and outdoors"/>	
Sub Category?	<input type="text" value="Sports and outdoors"/>	Choose Exercise and Fitness here

Business URL website. (optional)

Business owner contact information

Please enter the contact information for the owner of this business or the primary contact person for this account.

First name

Last name

Country of citizenship

Ireland



(or United Kingdom as applicable)

Work phone

ext.

Home address



Same as business address



Enter different address

Business Account Sign Up Page 2

Create a PayPal business account login

Email Address

You will need this to log into PayPal

Password

Re-enter password

Security question

Answer.

Security question 2

Answer



[Listen to the code](#) [Show a new code](#)

Enter the code

Please view, print or save the documents linked below. For more information on the main characteristics of the PayPal service, please read our [Key Payment and Service Information](#).



By clicking **Agree and Continue**,:

Agree and Continue

Step 3: Activating your Account

Contact Niall Smyth at PayPal nsmyth@paypal.com so that he can activate your account.

Step 4: Attaching a Bank Account:

You cannot have the same Bank account attached to two PayPal accounts so further down these options, allows you to edit/remove your bank account (be sure you have cleared out the balance beforehand). Confirm that you have received the small lodgements €0.1/0.02c! from PayPal .

Step 5: Verifying your Account:

Once the Account is set up, its status will be set at “**To be verified**”. You will receive notification on screen if additional information is needed for verification such as a bank statement etc..

You will only be able to withdraw limited amounts when the account is verified

Step 6: Inform Cycling Ireland of your Account Details:

We need certain technical detail specific to your new PayPal account (API's) so that we can link it to your club on Azolve.

These can be found by clicking [here](#) , Send a snapshot of this screen (Shift + PrtSc) to frank.keenan@cyclingireland.ie

Step 7: Confirming set up with CI:

Once we have your API details set up on Azolve we will advise you and ask you to confirm that the correct e-mail address appears in the PayPal field on your club portal

You're done!