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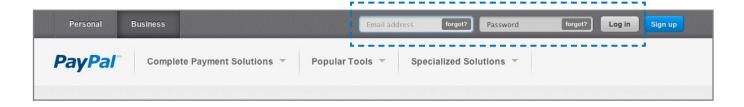




How to get started

1. Log in to PayPal

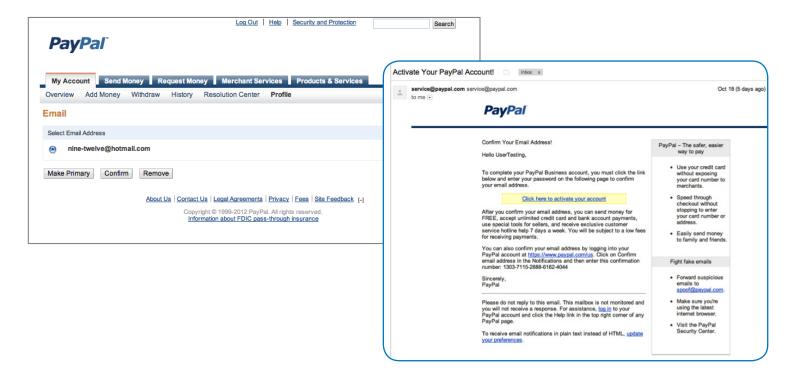
Go to PayPal.com and enter your login details at the top of the page. If you don't have a PayPal Payments Standard account, sign up **here**. It's free to set up, and all your information is securely protected.





2. Check that your email address is confirmed

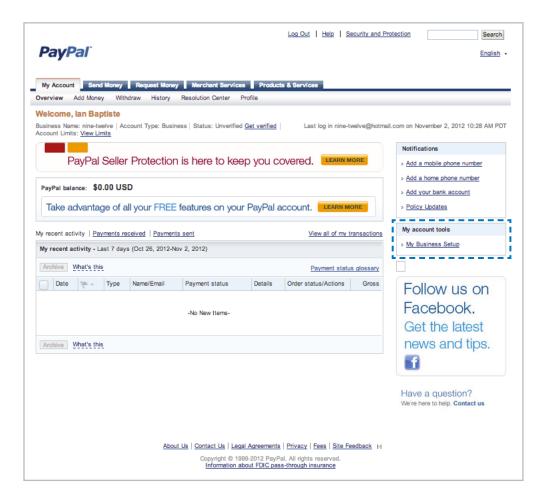
You probably did this when you first signed up for your account, but it's worth double-checking. After logging in to your account, click **Profile** at the top of the page. Next, click **Update** to the right of **Email**. If your primary email address needs to be confirmed, click **Confirm** and follow the instructions. Once your email is confirmed, you can add your button and start receiving money immediately.





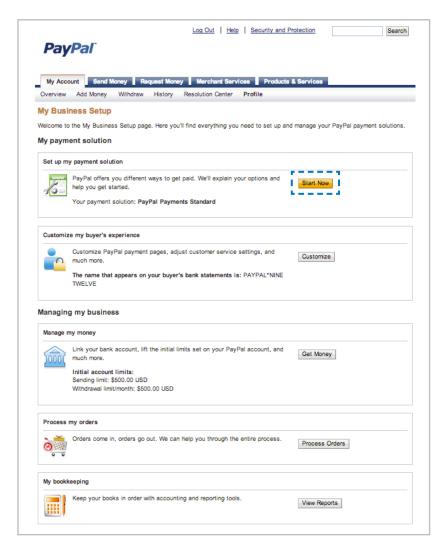
3. Go to the Button Factory

Once you've logged in, you'll arrive at the **Account Overview** page. On the right-hand side, click on **My Business Setup**.





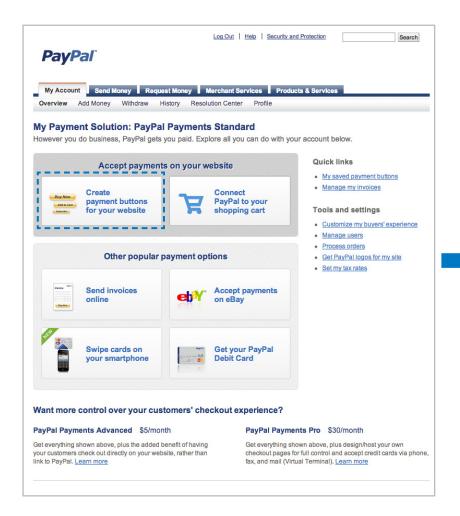
Next, click the **Start Now** button near the top of the **My Business Setup** page.

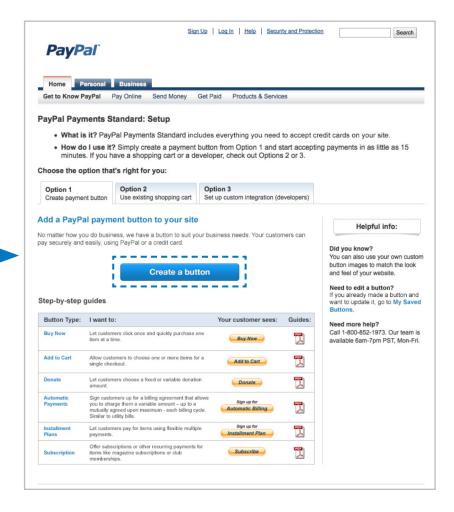






Next, select the first option, **Create payment buttons for your website**. On the next page, click **Create a button**, and you'll arrive at the **Button Factory**, where you can create your button.





Step 1: Create your Add to Cart button

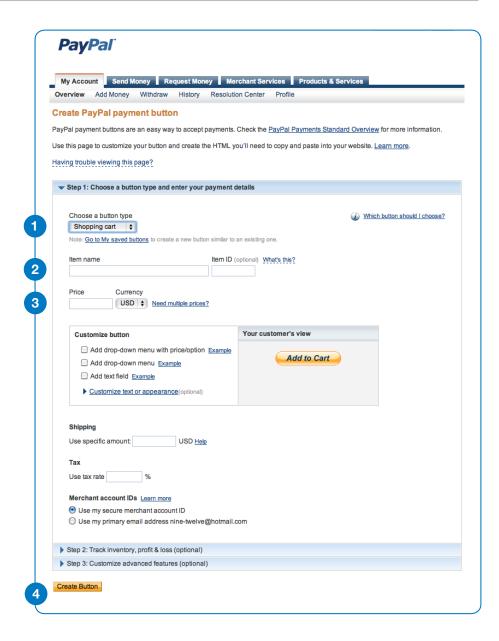
- 1 Choose a button type—To begin, choose **Shopping Cart** from the dropdown menu.
- 2 Item name—Type in the name of the item or service you'd like to sell. E.g., "Flashlight."
- 3 Price—Enter the price and select your currency.

If you're offering different options and prices, leave **Price** blank and fill out the **Customize button** section.

If you need to allow your customers to enter their own price (e.g., if they're paying for a custom invoice or service), then leave this blank and continue.

Optional steps for advanced buttons—The other steps on this page are not required for creating your button. But if you're interested in creating an advanced button, follow the instructions on the next page.

4 Create button—When you're done, click Create Button.



Optional steps for advanced buttons

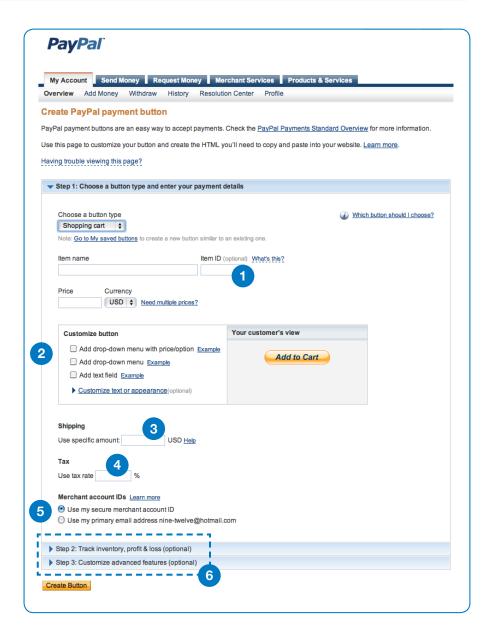
- Item ID—If appropriate, add the inventory ID or tracking number.
- Customize button—Customize your button by clicking on any of the four options. At any point, click **Done** to see how your button looks in the **Your customer's view** window.
- Shipping—Enter your shipping charge.

If you need more flexible options or multiple shipping methods, you need to set this up first within your account **Profile** by clicking **Shipping Calculations** and following the instructions. Then return to this page, and you'll see a new option to enter the weight of your item. See **FAQs** for more details.

Tax—Enter your tax amount.

If you need more tax options or multiple taxable regions, leave **Tax** blank. Once you've added your button, go to **Sales Tax** within your PayPal profile and follow the instructions. See **FAQs** for more details.

- 5 Account ID—To minimize the risk of spam emails, choose Use my secure merchant account ID.
- 6 More advanced button features—See Appendix for instructions on button customization and tracking inventory, profit and loss.

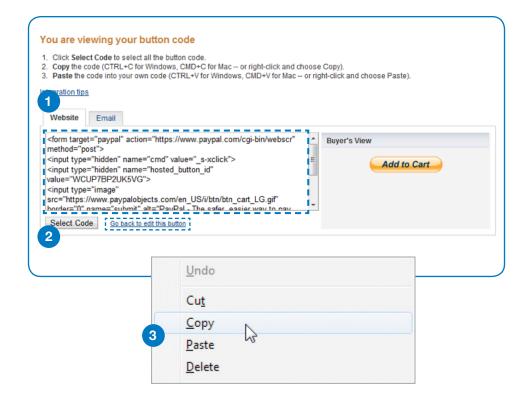


Step 2: Copy your Add to Cart button

Copy your button to your website

- 1 Button location—To begin, click the **Website** tab.
- Select code—Click Select Code to highlight your HTML button code.
- 3 Copy code—Do this the same way you normally copy something on your computer (CTRL+C for Windows, CMD+C for Mac—or right-click and choose Copy). Don't worry if nothing happens. The HTML code has been successfully copied to your computer's memory and is ready to add to your website.

The button you just created is shown in the **Buyer's View** window. This is exactly how your customers will see the button on your website. If you'd like to make some changes, click the **Go back to edit this button** link.



Step 3: Add your Add to Cart button

You are now finished with the PayPal button page. For the next step, you need to open your website code editor or the email where you want to add your button.

Adding button code to your webpage

Each website code editor will have its own instructions for adding or pasting HTML code. Here are the instructions for **WordPress**, **Joomla** and **Yahoo Site Builder**. For all other companies, log in to your website account and look for the option to add or paste HTML code into your webpage.

Alternatively, contact your website code editor software company or your website hosting provider and ask them for specific instructions for getting your HTML code to work with your website. They'll provide you with the final instructions for getting your new button up and running.

If you're using an iFrame, you can safely add a PayPal button code within your iFrame. Simply add the red text below to the first line of your HTML code and save your changes.

<form action="https://www.paypal.com/cgi-bin/webscr" target="PayPal" method="post">

Step 4: Create your View Cart button

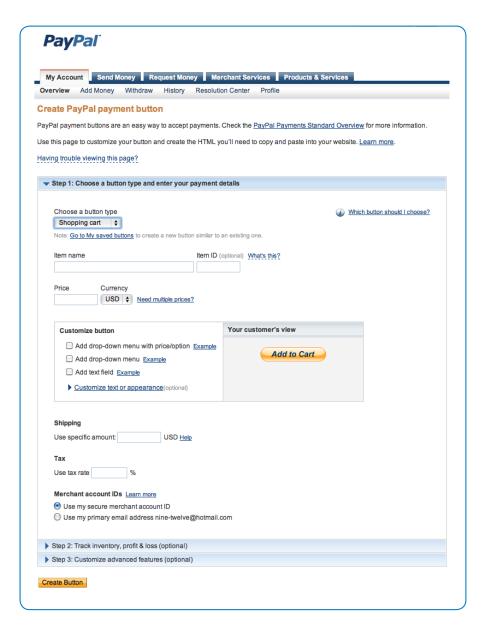
Create your View Cart button

Before you begin, follow the instructions on page 3 that show you how to get to the **Create PayPal payment button** page.

- 1 Choose a button type—To begin, choose **Shopping Cart** from the dropdown menu.
- 2 Item name—Type in any name. It really doesn't matter what name you use here, e.g., "XYZ."
- 3 Price—Enter any price. It doesn't matter what price you use, e.g., "123."
- 4 Save button at PayPal—Select Step 2 and uncheck (deselect) the Save button at PayPal option. You don't want to save this button at PayPal.

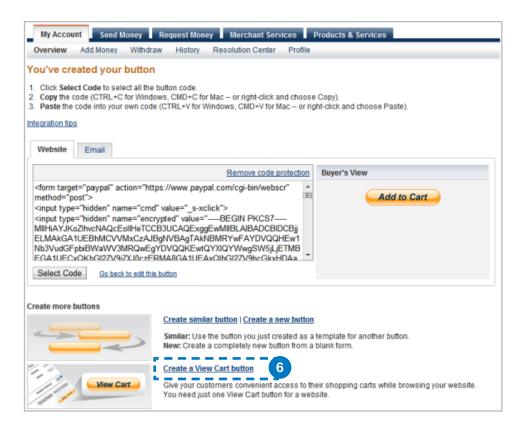
Leave all the other sections blank and skip Step 3.

5 Create button—When you're done, click Create Button.



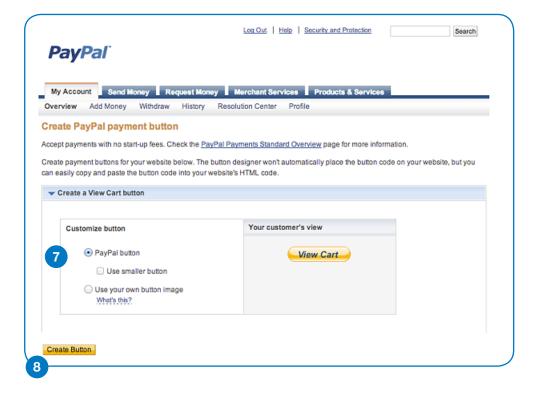
Create your View Cart button (continued)

6 Create View Cart button—Scroll down the page and click on the Create a View Cart button link. You can ignore everything else on this page.



Create your View Cart button (continued)

- 7 Choose button—In the **Customize button** section, select the PayPal button you see in the **Your customer's view** window or choose to enter your own button image.
- 8 Create button—When you're done, click Create Button.

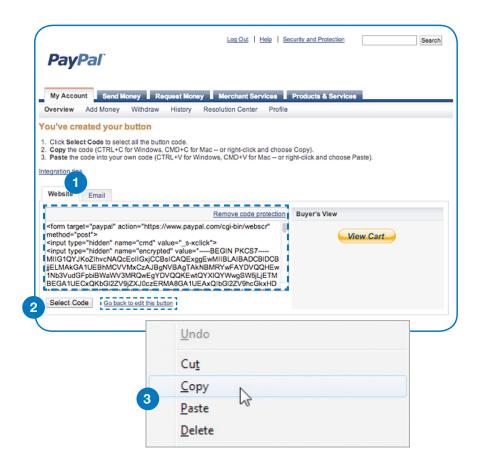


Step 5: Copy your View Cart button

Copy your button to your website

- 1 Button location—To begin, click the **Website** tab.
- 2 Select code—Click Select Code to highlight your HTML button code.
- 3 Copy code—Do this the same way you normally copy something on your computer (CTRL+C for Windows, CMD+C for Mac—or right-click and choose Copy). Don't worry if nothing happens. The HTML code has been successfully copied to your computer's memory and is ready to add to your website.

The button you just created is shown in the **Buyer's View** window. This is exactly how your customers will see the button on your website. If you'd like to make some changes, click the **Go back to edit this button** link.



Step 6: Adding your View Cart button

You are now finished with the PayPal button page. For the final step, you need to open your website code editor or the email where you want to add your button. Once installed, we recommend road-testing both buttons by clicking them and following the process.

Adding button code to your webpage

Each website code editor will have its own instructions for adding or pasting HTML code. Here are the instructions for **WordPress**, **Joomla** and **Yahoo Site Builder**. For all other companies, log in to your website account and look for the option to add or paste HTML code into your webpage.

Alternatively, contact your website code editor software company or your website hosting provider and ask them for specific instructions for getting your HTML code to work with your website. They'll provide you with the final instructions for getting your new button up and running.

If you're using an iFrame, you can safely add a PayPal button code within your iFrame. Simply add the red text below to the first line of your HTML code and save your changes.

<form action="https://www.paypal.com/cgi-bin/webscr" target="PayPal" method="post">

FAQs

- 1. How do I calculate shipping costs?
- 2. How do I set up Sales Tax?
- 3. Why does nothing happen when I click on my new button?
- 4. I use an iFrame. Can I still add PayPal buttons?
- 5. How do I confirm my email address?
- 6. How do I verify my account?
- 7. Where do I get PayPal logos and credit card logos for my website?

1. How do I calculate shipping costs?

Shipping costs are automatically calculated based on rates that you specify in your account profile. If you wish to override shipping calculations for an item (e.g., for heavier ones that cost more to ship), you can set up additional rates based on currency, region, shipping method and delivery time. You can also specify fixed amounts or fixed percentages.

- 1) Log in to your PayPal account
- 2) Click **Profile** near the top of the page
- 3) Select My Selling Tools
- 4) Locate Shipping calculations and click Update to the far right
- 5) Click Start under Set Up Domestic Shipping Methods or Set Up International Shipping Methods. If you've already set up shipping methods, you can click Add new shipping method or Add another shipping method
- 6) Select the currency and regions and then click Continue
- 7) Specify your preferences for shipping method, delivery time and shipping rate—and then click **Continue**
- 8) Review your selections and then click **Save Shipping Methods**.

To enable your shipping calculations, you must select **Use settings saved in your PayPal profile** within each PayPal button you have created. To offer free shipping, select **Use specific amount** and enter 0.00 as the amount. The HTML code in your shopping cart buttons under "Shipping" overrides the shipping methods in your Profile.

If you calculate costs by weight, you must enter the weight of each item within each Buy Now button.

2. How do I set up Sales Tax?

We can automatically calculate the correct amount for Sales Tax based on where your customers complete their orders. If you wish extra flexibility in setting your tax amounts, follow these steps:

- 1) Log in to your PayPal account
- 2) Click **Profile** near the top of the page
- 3) Click on My Selling Tools
- 4) Locate Sales Tax and click Update to the far right
- 5) Choose to create either a new **Domestic** or **International** tax rate by clicking the **Add New Sales Tax** link in the appropriate region (Domestic/International)
- 6) Select the Country/State/Territory to apply the correct tax rate. You can choose multiple locations by holding down the **Ctrl** key and clicking each location.
- 7) Enter the value to charge for tax as a whole or decimal number. Don't include the percentage.
- 8) Check Apply rate to shipping amount
- 9) Click Create Another if you have multiple rates
- 10) Click Continue.

In most cases, tax rates will only apply to physical items being sold to buyers within your state. Contact your accountant with questions related to local tax laws and rates.

3. Why does nothing happen when I click on my new button?

One of the most common reasons involves iFrames. If you use an iFrame, follow the instructions in the next FAQ. If you're not sure whether your website uses an iFrame, contact your platform provider.

4. I use an iFrame. Can I still add PayPal buttons?

Yes. You can safely add a PayPal button code within your iFrame by adding the red text below to the first line of your HTML code and saving your changes.

<form action="https://www.paypal.com/cgi-bin/webscr" target="PayPal" method="post">

5. How do I confirm my email address?

Follow these instructions:

- 1) Log in to your PayPal account
- 2) Click **Profile** near the top of the page
- 3) Click **Update** next to Email
- 4) Choose an email address and click Confirm. We'll send an email to that address.
- 5) Open the email and click the link to confirm your address. You will automatically return to the PayPal site, where you'll be asked to enter your password.

If the link doesn't work, here's how to confirm your email address using the 20-digit code included in the email.

- 1) Log in to your PayPal account
- 2) Click Confirm email address under notifications
- 3) Select Click here if the button does not appear in the email
- 4) Enter the 20-digit code from the email we sent you and then click Confirm.

6. How do I verify my account?

Follow these instructions:

- 1) Log in to your PayPal account
- 2) Click Get Verified below your name
- 3) Follow the steps given to complete the verification process.

7. Where do I get PayPal logos and credit card logos for my website?

You can download the source code for PayPal and credit card company logos right here.

Appendix

Instructions for Advanced Button Features

Step 2: Track inventory, profit and loss

Select **Step 2** if you wish to enter information that PayPal will use to track inventory, profit and loss for your item.

- 1 Save button at PayPal—We recommend you keep this selected. Your button will be saved in your PayPal account, and you'll be able to track inventory, profit and loss.
- 2 Track inventory—To activate the inventory feature, check this box and enter the details we'll use to track inventory for your item.

By Item—Track inventory regardless of product options selected by buyers.

By option—Track inventory by the product options you entered in the **Customize button** section.

Enter all the information requested and set your alert level.

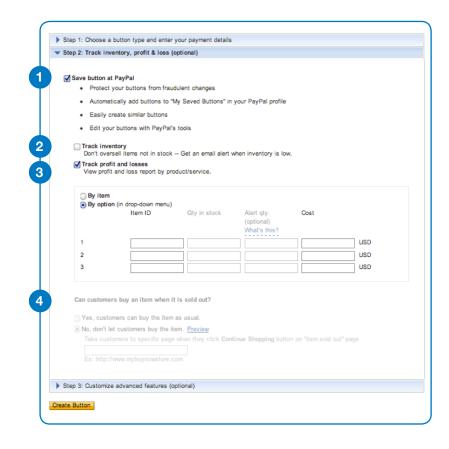
Track profit and losses—To activate this feature, check the box and enter the details we'll use to track inventory for your item.

By Item—Track profit and loss regardless of product options selected by buyers.

By option—Track profit and loss by the product options you entered in the **Customize button** section.

Enter all the information requested.

4 Sold-out items—Choose whether or not your customers can buy an item when it is sold out.





Step 3: Customize advanced features

Select Step 3 if you wish to add advanced features to your button.

1 Customer instructions—This allows your customers to include a message with their order, e.g., "Gift wrap if possible."



- 2 Shipping address—Select "no" for items that don't require shipping, e.g., digital goods.
- 3 Destination URL—Once they complete or cancel their order, you can direct your customers to a particular webpage, e.g., a page thanking them for their order.
- 4 Advanced variables—If you're familiar with HTML programming and the advanced HTML variables supported by PayPal Payments Standard payment buttons, enter them here. See the PayPal Standard Integration Guide for more details.

