

How to Create a Paypal Account and Link Your Bank Account

1. Go to www.paypal.com
2. Click in the top right corner where it says "Sign Up"



3. Select Personal Account on the following screen, and hit "Next".

PayPal is a secure, easy way to pay
and get paid - sign up for free

- Personal Account**
Shop online or send and receive money. All without sharing your payment info.
- Business Account**
Accept PayPal and all cards online or at the register. Send secure invoices to your customers.

Next

4. Enter your chapter email in the indicated box, and create a password and enter that into the corresponding boxes, then hit next.

See for yourself why millions of people love
PayPal – Sign up for free

Personal Account

Shop online or send and receive money. All without sharing your payment info.

Your email

Create your password

Confirm your password

5. Fill in the boxes on the following page with all of the correct information, check the box at the bottom of the page, and when you're done, hit "Agree and Create Account". Where it asks for legal first and last name, just put the Chapter name in the first name box, and the word Chapter in the last name box. For example, North Texas Chapter would put the words "North Texas" in the first name box, then the word "Chapter" in the last name box, so it would look like the example below. Address can be changed as Officers change, if desired. Click on "Agree and Create Account".

North Texas	
Chapter	
Street address	
City	
State	ZIP code
Mobile	Phone number

- I have read and agree to PayPal's [User Agreement](#), [Privacy Policy](#) and [Electronic Communications Delivery Policy](#). If you provide a mobile phone number, you agree that PayPal may contact you to service your account, investigate fraud, or collect a debt, using autodialed or prerecorded calls or texts. You may decline to receive autodialed or prerecorded calls or texts and still use PayPal by contacting [customer support](#).

Agree and Create Account

6. On the next page, it will ask you to link a debit or credit card to your account. You can do this, or instead simply connect your PayPal directly to your bank account. If you choose to connect a debit or credit card, simply enter the information on your card. If you instead choose to use a bank account, click the link on the bottom left of the page.

Link a debit or credit card, no need to enter it again when using PayPal

Debit or credit card number 	
Expiration date	CSC 

Billing address

Street address 	
City 	
State 	ZIP code 

Link Card



[Link a bank instead](#)



[I'll do it later](#)

7. If you have decided to link a bank account, this is the page that will come up. Select if your account is checking or savings, then enter the routing and account numbers. Then click "Link Bank."

Link your bank account to send money for
free in the U.S.

Checking Savings

MEMO _____

[Link Bank](#)

8. Skip the following step:

Enjoy 6 months of special financing on purchases of \$99+ with PayPal Credit



Find out in seconds if you qualify for a flexible credit line available wherever PayPal is accepted.

Apply Now

Skip this step



9. On the next page, scroll down and click “Go to your account”

Millions of shops around the world accept PayPal.



Explore Store Offers

Go to your account



10. You'll be dropped into your account page, at which point you are done with your account creation. At this time you can look over your account or click “Log Out” in the upper right hand corner of the page.

To use your account, again go to www.paypal.com and click sign in, then enter your Username (the Username will be the email address you used to set up the account), and your password (the password you used to set up the PayPal account).

11. If you use PayPal to Register Members online you can simply select PayPal when you get to the payment page, and then enter your PayPal Username and Password to complete the payment.
12. If you receive money to your PayPal account you will receive an email to notify you. Go to your PayPal account at www.paypal.com and withdraw the money from the PayPal account and send it to your bank account that will already be showing in your PayPal account. There will be no need to input the bank account information again.
13. NEVER GIVE YOUR PAYPAL ACCOUNT INFORMATION AND PASSWORD TO ANYONE EXCEPT FOR THOSE MEMBERS WHO HAVE ACCESS TO YOUR CHAPTER BANK ACCOUNT. NO ONE, INCLUDING PAYPAL, WILL EVER ASK YOU FOR YOUR PASSWORD OVER THE PHONE OR IN AN EMAIL OR REGULAR MAIL. IF SOMEONE DOES, IMMEDIATELY CONTACT PAYPAL WITH ANY PHONE NUMBER OR EMAIL FROM THAT SOURCE THAT YOU CAN PROVIDE THEM, AND LET THEM HANDLE IT. DO NOT EVEN RESPOND TO THOSE REQUESTS. WHEN CHAPTER OFFICERS CHANGE, CHANGE THE PAYPAL PASSWORD WHEN YOU CHANGE THE NAMES ON YOUR CHAPTER BANK ACCOUNT.
14. If you have problems you can call PayPal directly or call the National Office for assistance. Thank you, I hope this tutorial is helpful to you.