THE WEB PEOPLE

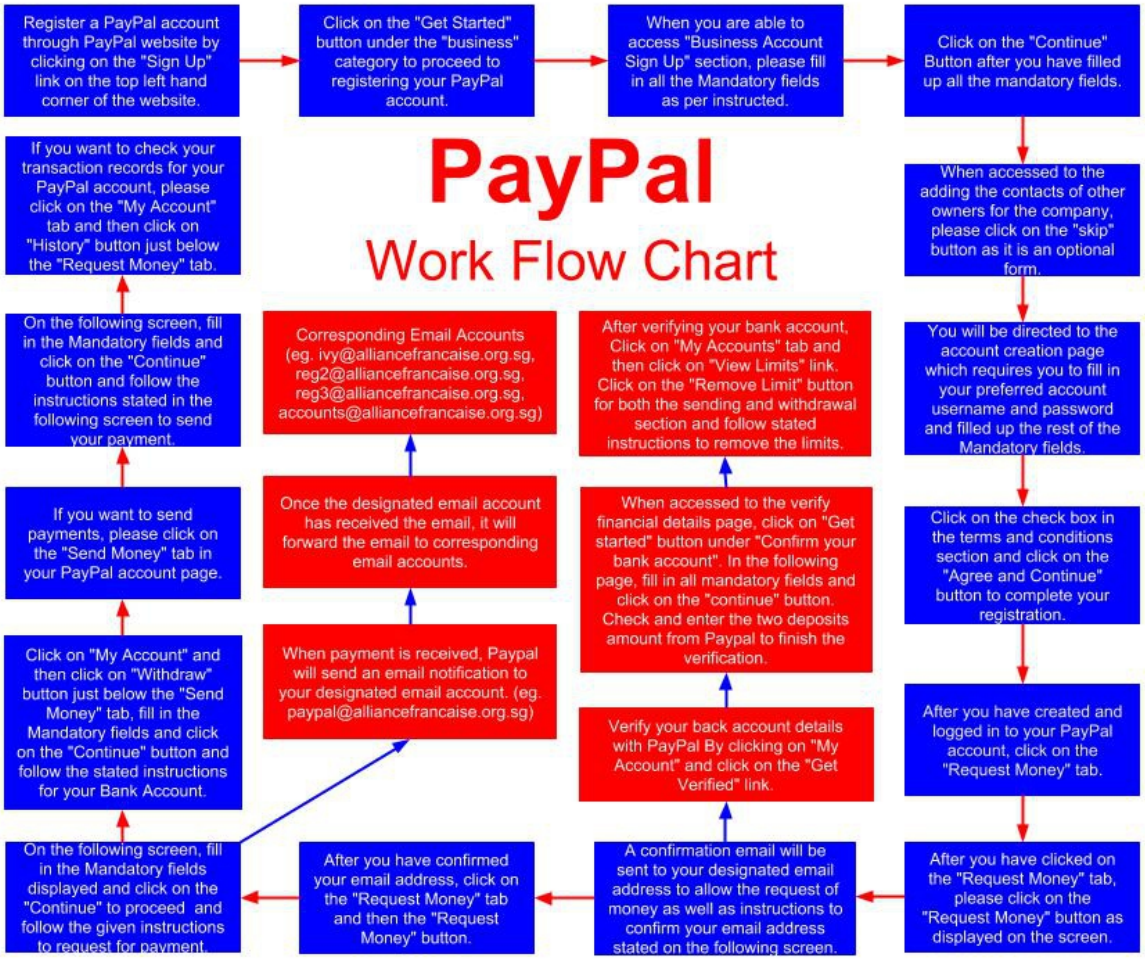
Cloud Generation

User Guide

PayPal Solution

www.thewebpeople.com.sg

PayPal Work Flow Chart



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Linking to Bank Account

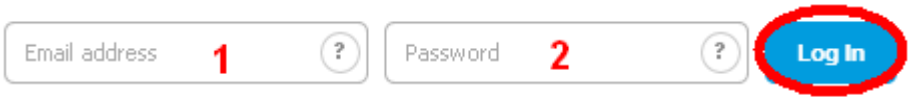
This section would teach you how to verify your Bank Details and removing the limits for sending and withdrawal of money from your PayPal account.

1. Type in PayPal URL

Type in http://www.paypal.com/ into the URL field of your internet browser (eg. Google Chrome, Internet Explorer 7 and Firefox).

1.1 Logging In

Type in your business email address and PayPal account password and click on the “Log In” button to log-in into your PayPal account.s



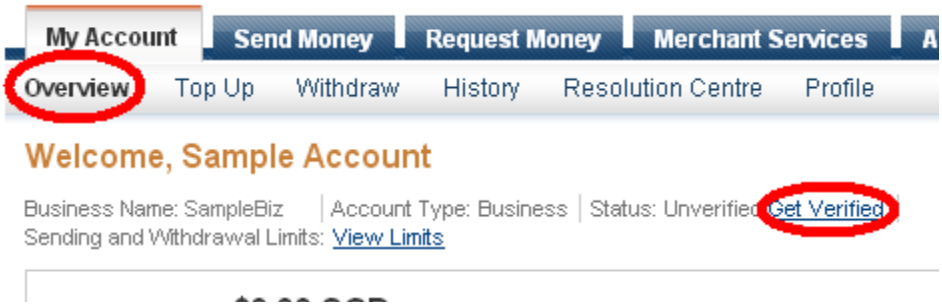
1. Email Address - Type in the business email address.
2. Password - Type in the password.

Click on the **“Log In”** button to proceed.

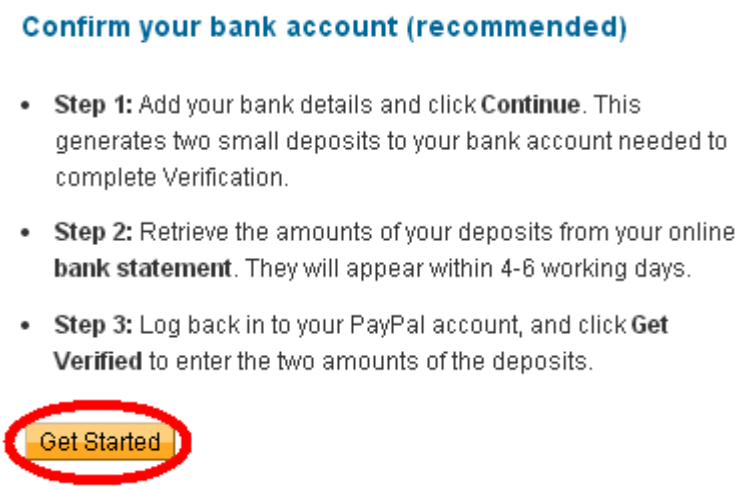
1.2 Access to verifying bank details web page

In your Paypal Account, click on the “My Account” tab. Then, click on the “Overview” link and the “Get Verified” link as displayed on the web page. In the following page, Click on the “Get Started” button to begin confirmation of your bank details.

Click on “My Account” tab, then “Overview” and on the “Get Verified” link.



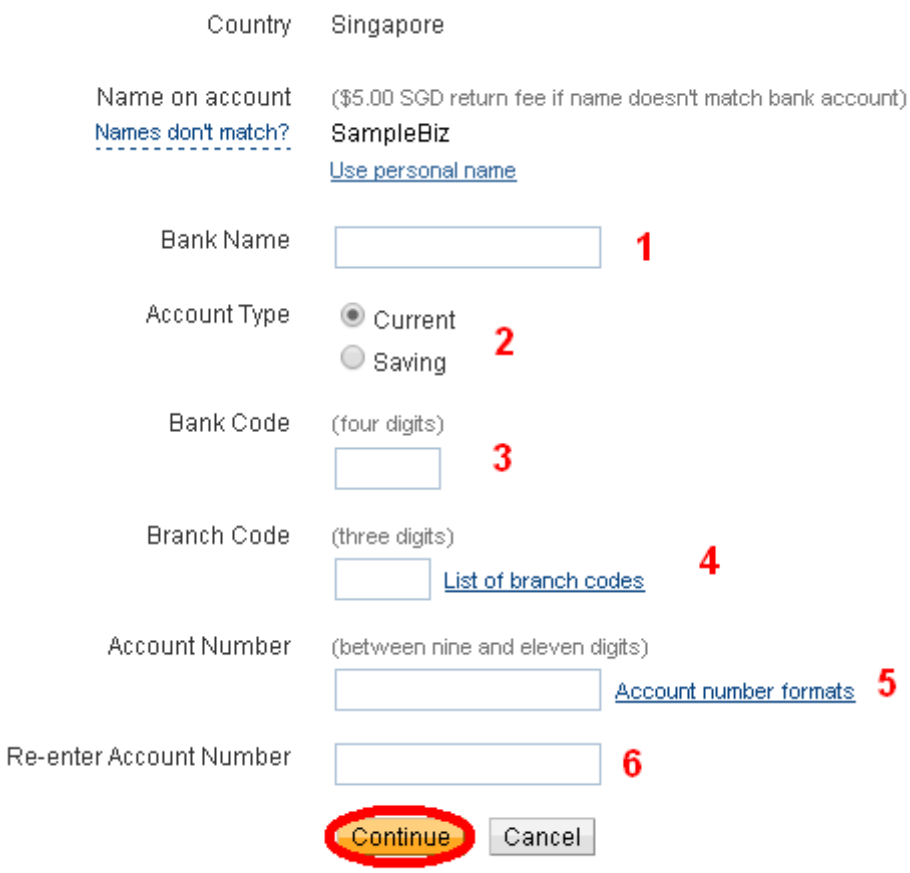
Click on the “Get Started” button under “Confirm your bank account” panel.



1.3 Verifying bank details with PayPal

After you have clicked on the “Get Verified” link, you will be directed to a web page to confirm your bank details. Fill up all the mandatory fields displayed on the web page with your business and bank details.

Fill in the mandatory field with the details of your bank

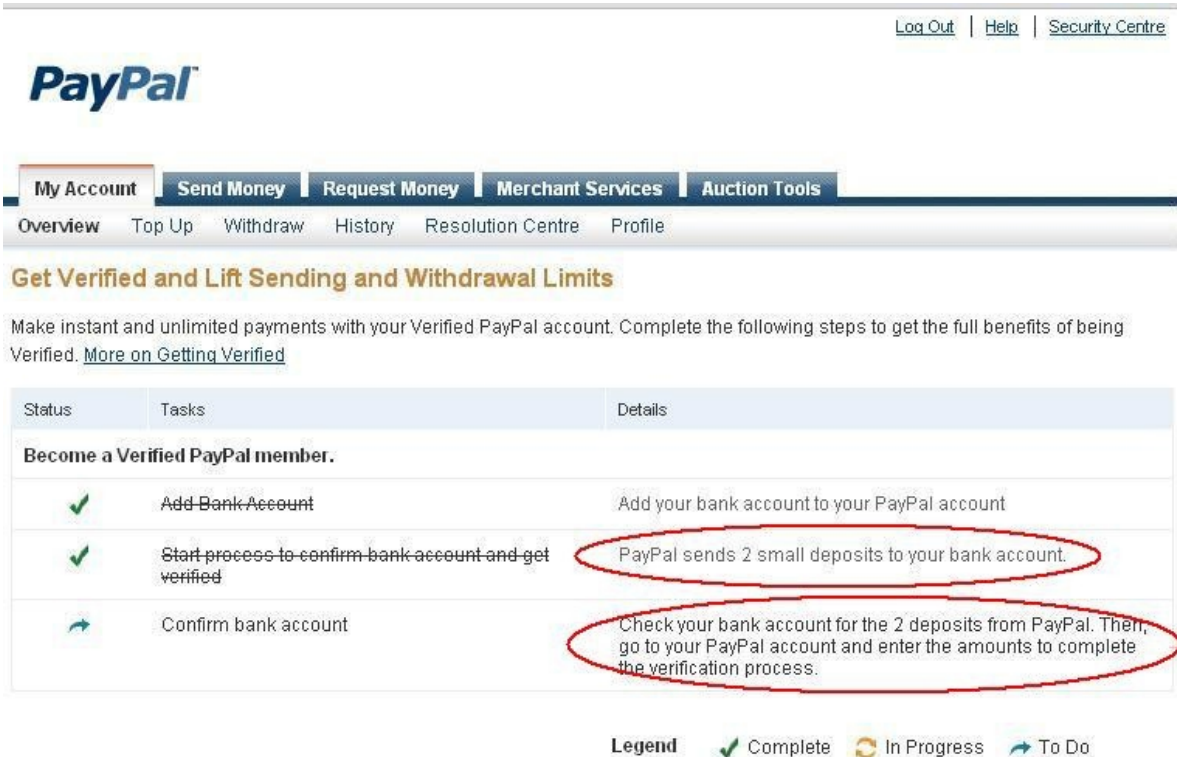


Bank Details

1. Bank Name - Type in the name of the bank that your business is using.
2. Account Type - Choose the “current” option.
3. Bank Code - Type in your four digits bank code.
4. Branch Code - Type in your three digits Branch Code.
5. Account Number - Type in your bank account number which ranges from nine to eleven digits.
6. Re-enter Account Number - Re-type the Account Number that you typed in previously.

Next, click on the “Continue” button after you have filled up all the fields of your bank details.

Follow the instructions stated on the following screen to confirm your bank account.



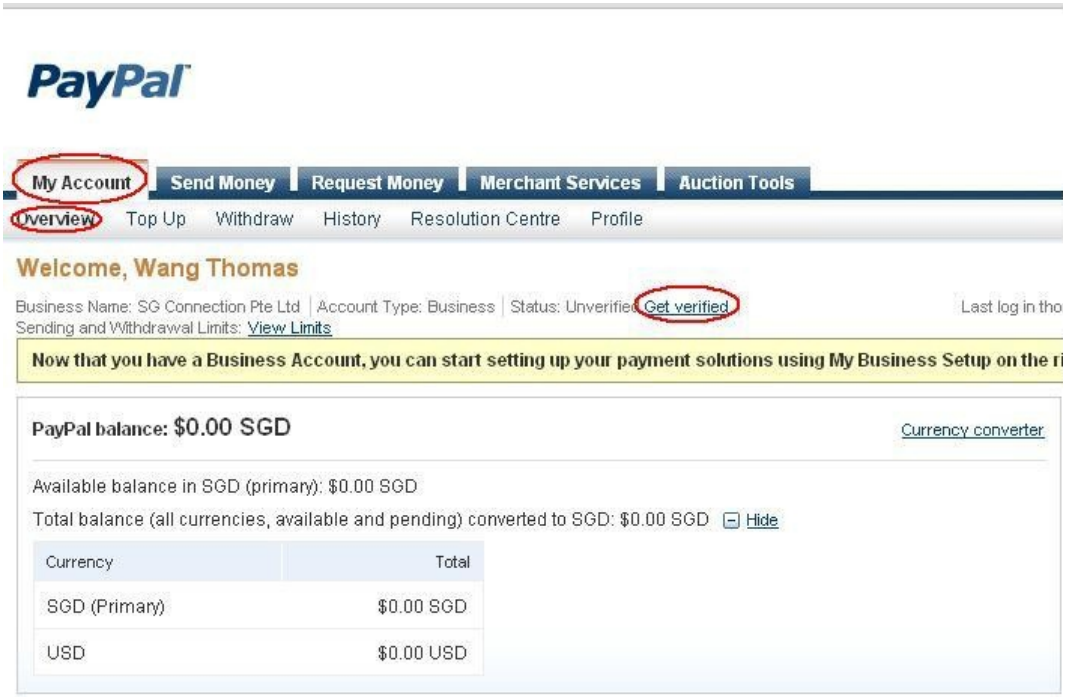
In the following screen as displayed above, PayPal has sent two small deposits to your bank account after you have submitted your bank account details. Check your bank account for the two deposits made by PayPal to you as shown in an example below.

For people who are logging in using OCBC bank, Click on “Cash” tab and then “Statements” tab, type in the transaction date range and then two PayPal transaction statements will be displayed as shown.

Note*:Since different banks have different online interface, thus you may be using a different method in accessing your transaction history as compared to the above example.

Next, click on the “Get Verified” link again by click on “My Account” tab and “Overview” tab which is just below “My Account” tab in your PayPal account.

Click on “My Account” tab, then “Overview” and on the “Get Verified” link.

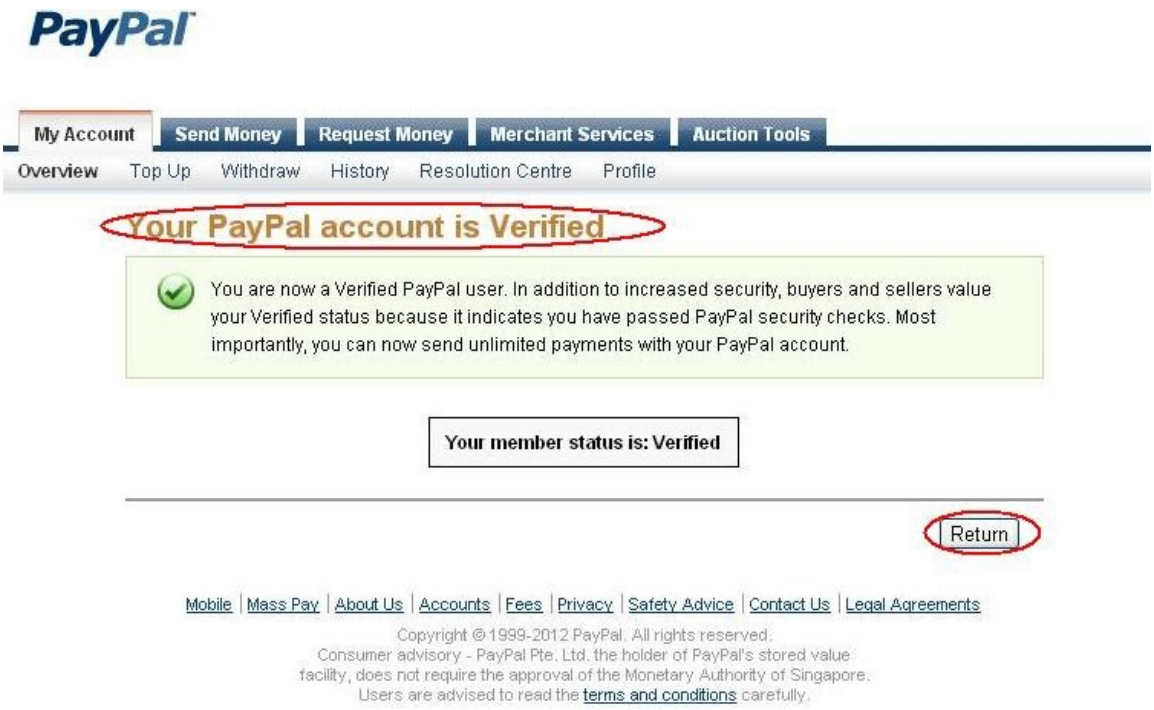


You will be directed to “Confirm your bank account” page, you will be required to fill in the two amounts deposited into your bank accounts as stated previously. After you have fill in the two fields, click on the “Confirm” button to proceed to confirm your bank account.

Fill in the “Amount 1” and “Amount 2” fields with the two amounts shown in your bank account and click on the “Confirm” button.

After you have clicked on the “Confirm” button, you have finished verifying your bank account and the message to confirm your verification will be displayed on your screen as shown below.

The web page displays “Your member status is: Verified” and click on the “Return” button



Click on the “Return” button as your bank account has been verified.

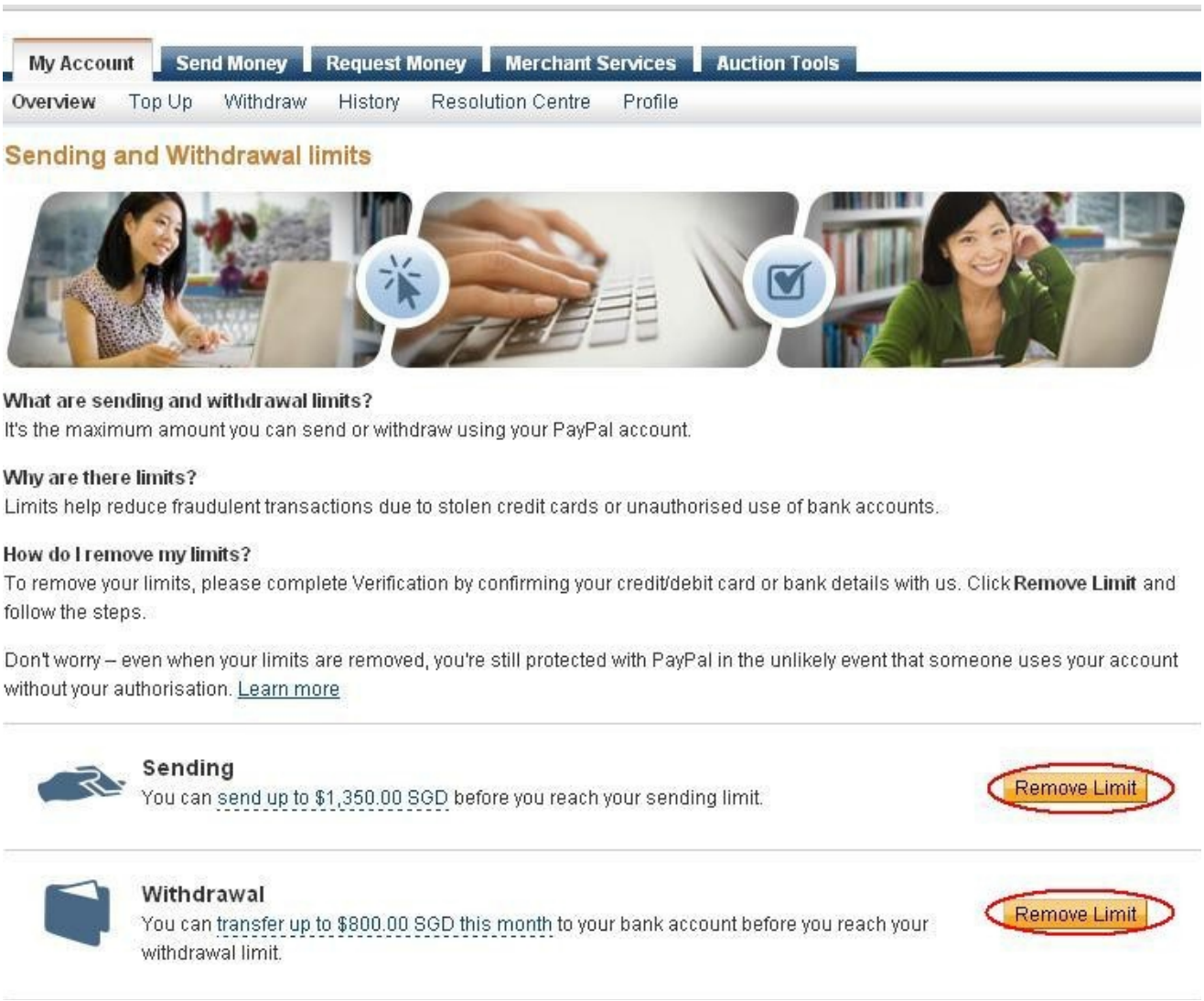
1.4 Removing sending and withdrawals limits

After you have finished the verification of your bank account details, you are now able to remove the limits of sending and withdrawal of money from your PayPal account. In your PayPal account, click on the “My Account” tab, then the “Overview” link and the “View Limits” link as shown below.

Click on “My Account” tab, then the “Overview” link and the “View Limits” link

After you have clicked on “View Limits”, you will be directed to the “Sending and Withdrawal Limits” web page which enables you to remove your sending limits and the withdrawal limits. Next, click on the “Remove Limit” button under both the “Sending” and “Withdrawal” pane to enable sending and withdrawing of money from your PayPal account without any limits.

Click on the “Remove Limit” button for both the “Sending” and Withdrawal” pane.



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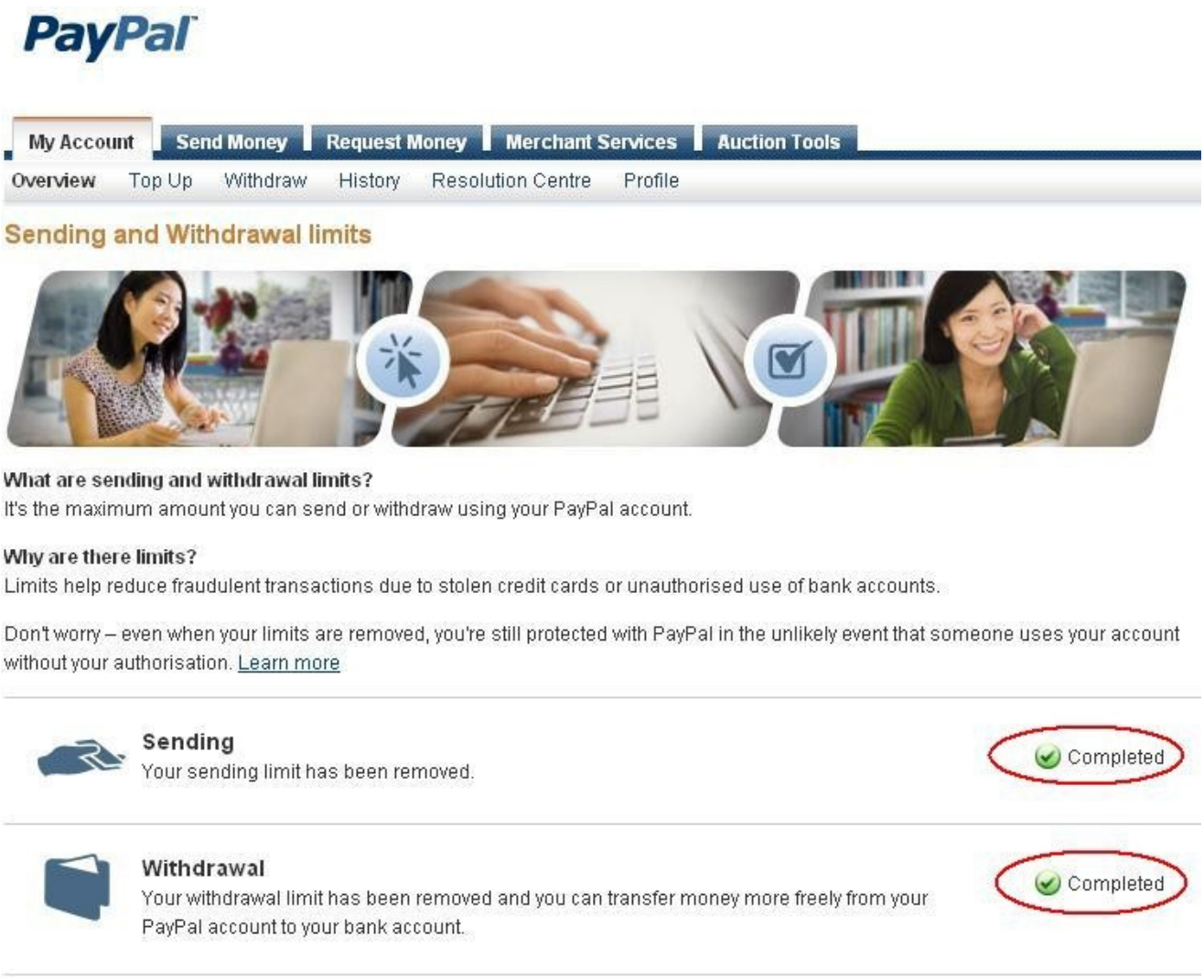
After you have clicked on the “Remove Limit” buttons, you have removed the limits for both “Sending” and “Withdrawal” and the “Remove Limit” buttons changes into a message stating that you have completed the removing of limits as shown below.

The “Completed” message is displayed, after you have removed the limits.



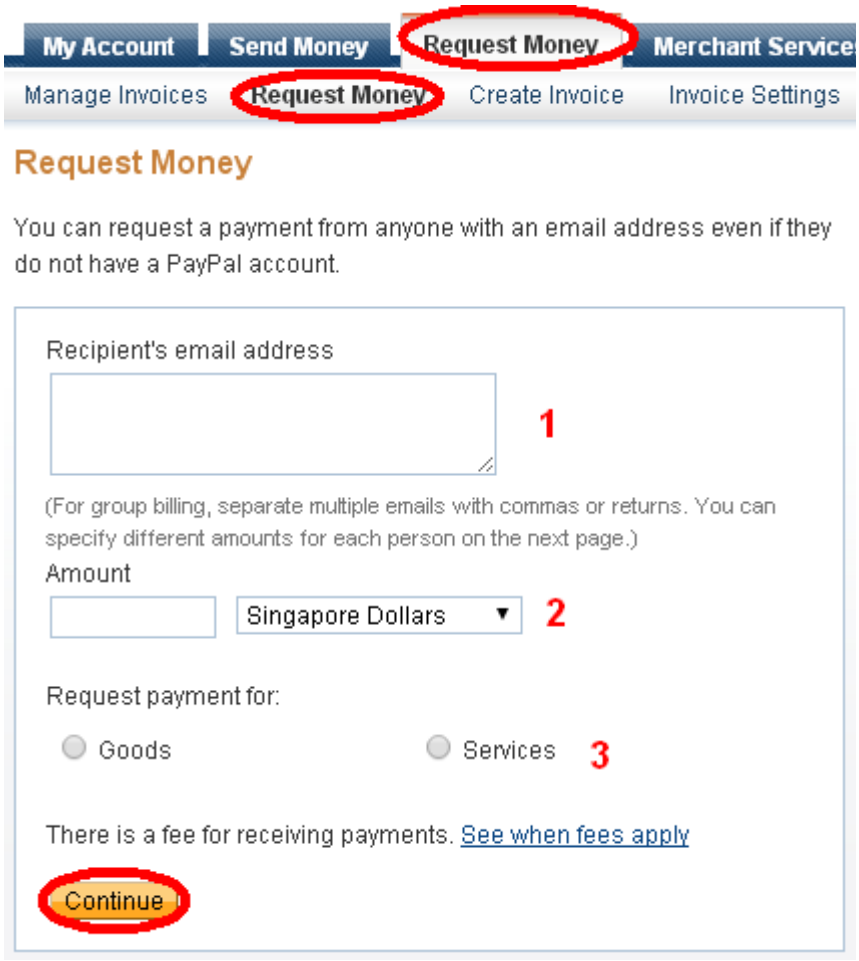
Requesting for Money

This section would teach you how to request for money from anyone that has not paid you.

2. Access to the "Request Money" web page and fill in required fields

Click on the "Request Money" tab and the "Request Money" Link to access the "Request Money" web page. When accessed to the web page, fill in the mandatory fills that requires the details of the person who is issuing the payment to you.

Click on the "Request Money" tab and the "Request Money" link



Request Money

1. Recipient's email address - Type in email address of the person who is issuing the payment to you.
2. Amount - Type in the amount that the person should be paying to you.
3. Request payment for - Choose either the "Goods" or "Services" option which the payment is for.

Click on the "Continue" button and follow any further instructions displayed on the following screen to request payment from the person that you have emailed to.

When the payment is received, Paypal will send an email notification to your designated email for your PayPal account. Once the designated mail has received the email, it will forward the email to corresponding email accounts. An example work flow of when the payment is received can be seen from the PayPal Work Flow Chart at the beginning of the user guide.

Withdrawal of Money

This section teaches you on how to withdraw money from your PayPal Account.

3. Access to withdrawal of money web page

Click on the “My Account” tab and the “Withdraw” link.

3.1 Access to the withdrawal of funds page

After you have clicked on the “Withdraw” link, you will be directed to the “Withdraw Funds” web page. Click on the Withdraw funds to your bank account” link as displayed on the screen.

Click on the “Withdraw funds to your bank account” link.

3.2 Fill in the mandatory fields to withdraw funds

Next, you will be directed to the “Withdraw Funds by Electronic Transfer” web page which requires you to fill in the mandatory fields that is required to withdraw funds into your bank account.

Withdraw Funds by Electronic Transfer

1. Amount - Type in the amount to withdraw from your Paypal account to your bank account.
2. To - Choose from the options of which bank accounts you wan to withdraw the money to.

Click on the “Continue” button to proceed to withdrawing the money from your PayPal account to your bank account. If there is any further instructions displayed on the directed web page, please follow the instructions to withdraw the money from your PayPal account.

Sending Money

This section teaches you how to send out money for any of your payments using your PayPal Account.

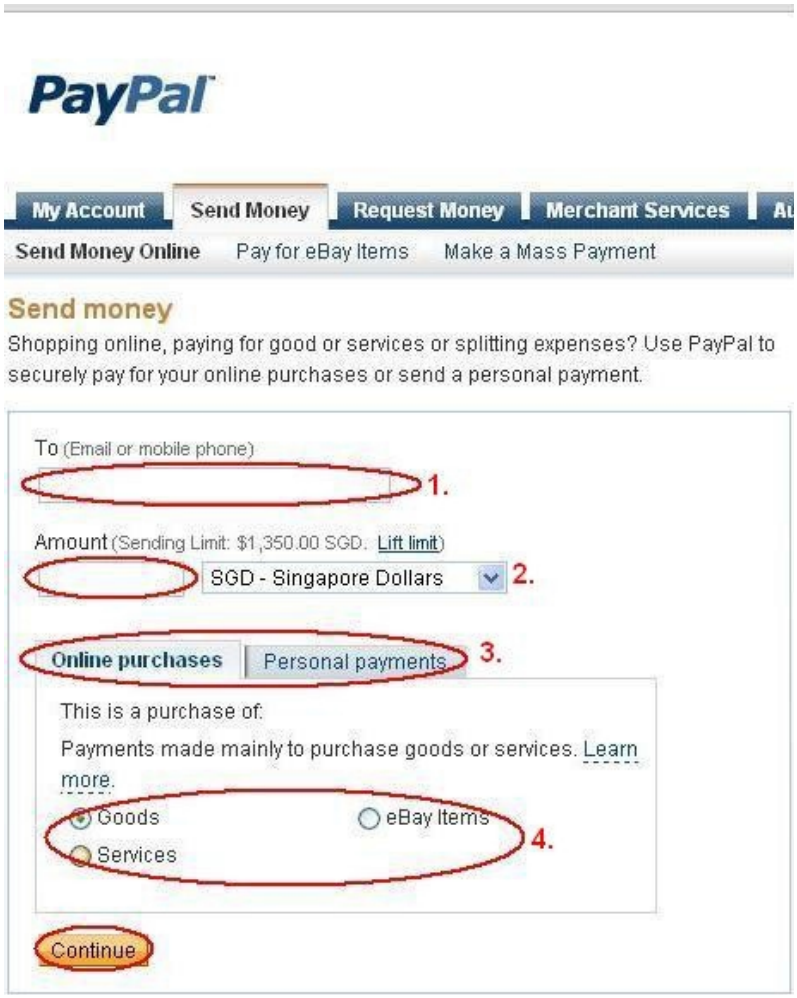
4. Access to the "Send Money Online" web page

In your PayPal account, click on "Send Money" tab and the "Send Money Online" link.

4.1 Fill in the mandatory fields to send money

After you have “Send Money Online” link, you will be directed to the “Send Money” web page which will require you to fill up the mandatory fields that is displayed on the web page.

Fill in the mandatory fields that is displayed on your screen.



Send Money

1. To (Email or mobile phone) - Type in the email address or the mobile number of the person you are sending the payment to.
2. Amount – Type in the amount of money that you will be sending out.
3. “Online Purchases” and “Personal payments” tab – Choose if the sending of money is for online purchases purpose or for the personal payments purpose.
4. “Goods”, “eBay Items” or Services options - Choose either one of the three options that the sending of the money is for.

After you have filled up all the mandatory fields, click on the “Continue” button to proceed with the sending of money. If there is any further instructions displayed on the following screen, please follow the instructions to enable the sending of your money.

View Transaction Records

This section teaches you how to view your PayPal account transaction records.

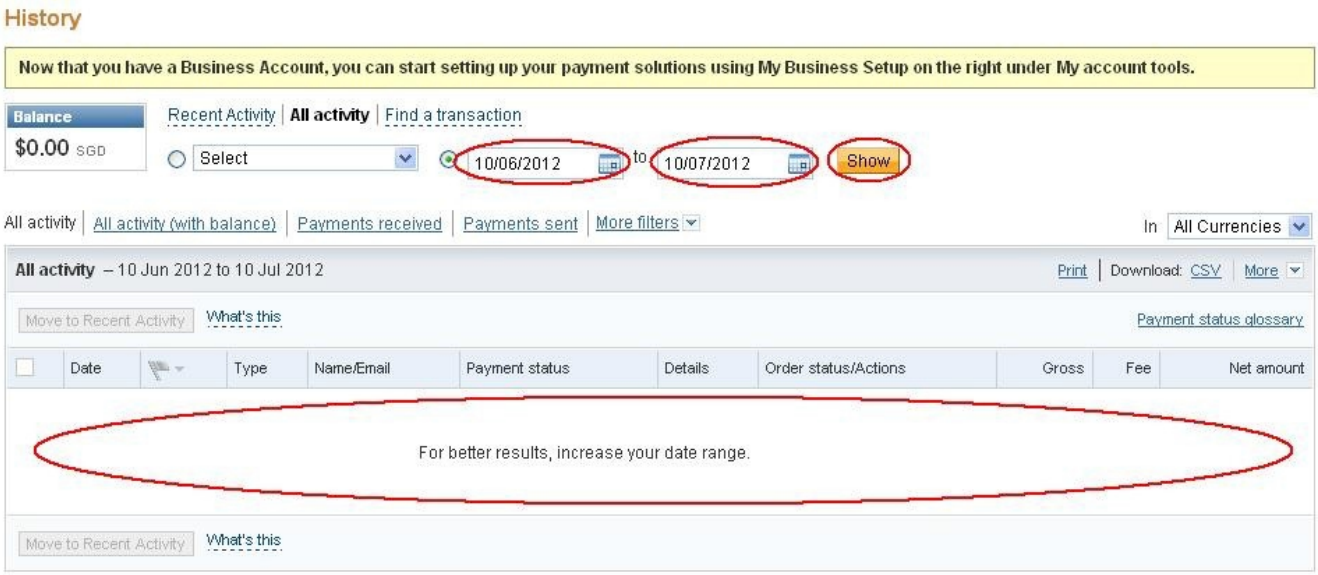
5. Access to “Account History” web page

Click on “My Account” tab and then the “History” link.

5.1 View history between the range of the dates

After you have click on the “History” link, you will be directed to the “History” web page which enquires the filling of the dates range to display the Transaction records between the date range. Click on the “Show” button when you have filled up the date range.

Fill in the date range from “date” to “date” and click on the “Show” button.



After you have clicked on the show button, all the transaction records hat has occurred between the date range will be displayed below which will allow you to view each transaction details.