How To Add a PayPal User

1. Sign into PayPal and click the gear icon



2. From Your Name > Click Account Settings > Account Access > Manage Users

Home Activity Pay & Get Paid Marketing For Growth Financing App Center We've updated your Profile an Account Settings	Message Center Profile Settings
We've updated your Profile an	i tome sectings
Account Settings	d Settings experience. Let us know what yo Account Settings
Account access	Log out
Q. Search	
Log in with PayPal Websites where you've logged in with	h PayPal. Change
Account access API access Manage API credentials to integrate	your PayPal Update
Account preferences account with your online store or she	opping cart.
Payment preferences Manage Users Manage secondary users who can acc	tess your Update
BUSINESS PROFILE account.	
Business information Limits Limits on your account.	View
Money, banks and cards	
Notifications	
PRODUCTS & SERVICES	
Website payments	
Invoicing	
Shipping	

3. Click the Blue Add User Button



4. Fill Out the Information in the Add User Pop Up.

Add a new user			
Enter the new u	ser's information, and create their user ID.		
Jser information	n		
First name			
Last name			
Email			
Confirm Email			
Jser login infor	nation		
Create user ID	- -		
Optional user in	formation		
Phone type	~		
Code 🗸	Phone number		
	Mark		

5. Now select the appropriate permissions - generally you only need reporting permissions, but PayPal changes all the time. Once you are assigned access, be sure to login and confirm you can see the monthly reports and any additional information you need.

Q :	Search for permissions	
	Contact customer service to resolve issues with your account.	
	Set up automated payments Set up automatic billing to charge customers credit cards or PayPal accounts.	
	Process refunds and resolve disputes Send full or partial refunds and resolve buyer disputes.	
	Request and accept payments, send invoices Accept payments, send invoices, or request money. Required for PayPal Here.	
	Access reports See and download reports detailing your account activity and history.	
	Send money Send money from your account to anyone where PayPal is accepted.	
	See balance, access money movement Users need this to use any other money movement	
	Continue	