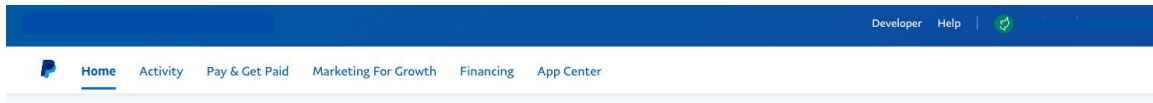
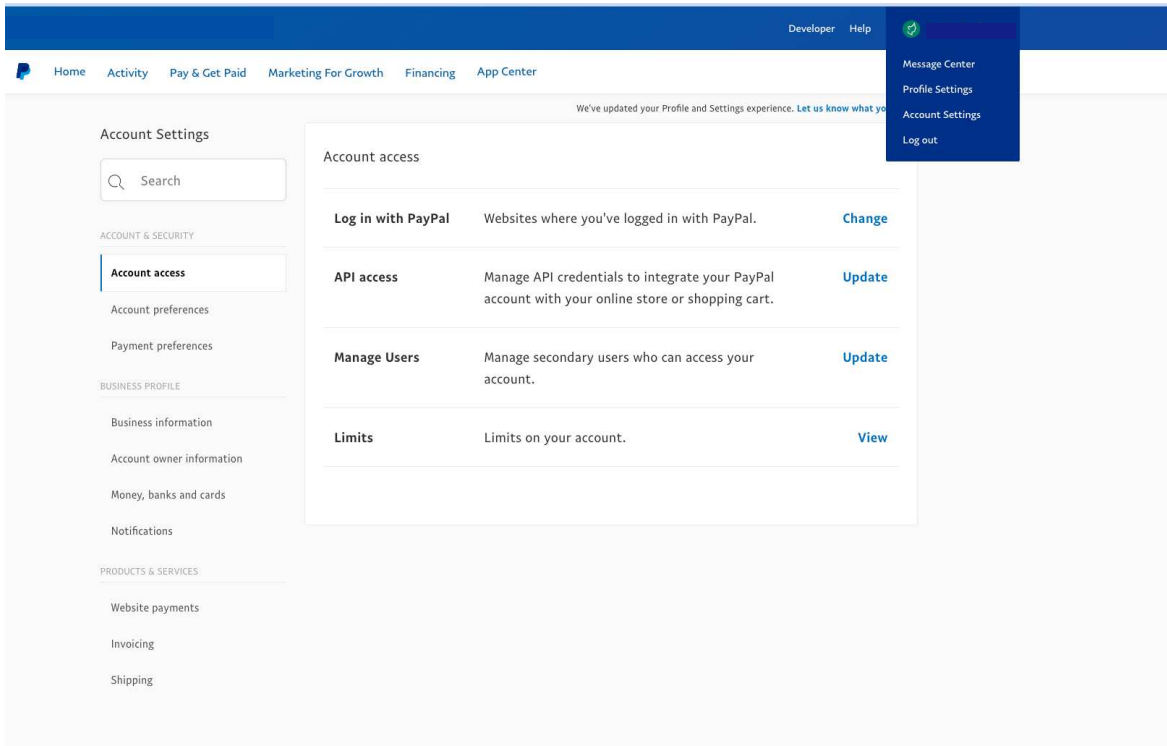


How To Add a PayPal User

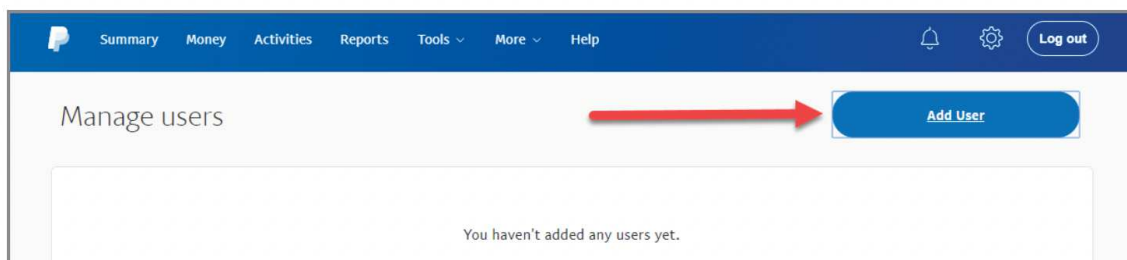
1. Sign into PayPal and click the gear icon





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



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 user's information, and create their user ID.

User information

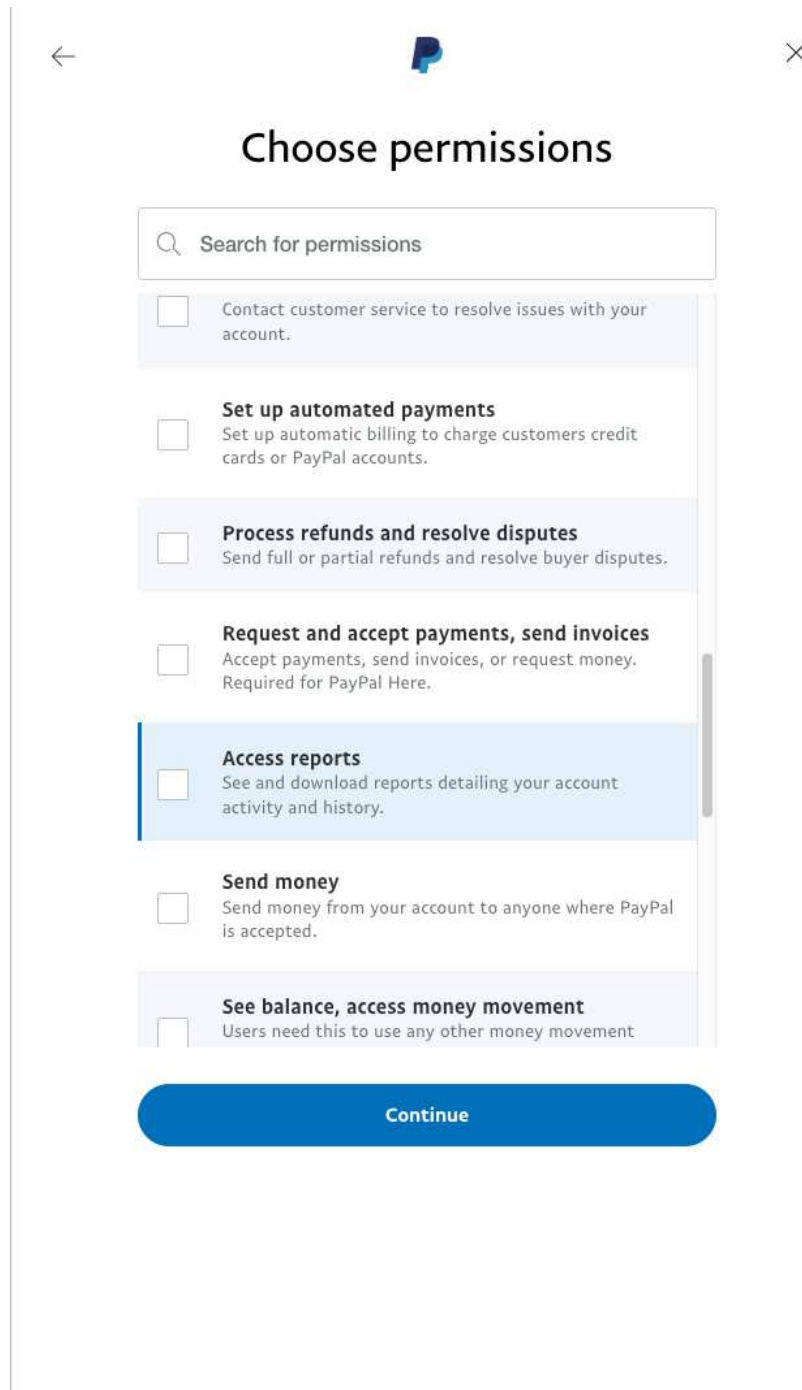
User login information


Optional user information

Code	Phone number
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Next

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.



←  ×

Choose permissions

🔍 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](#)