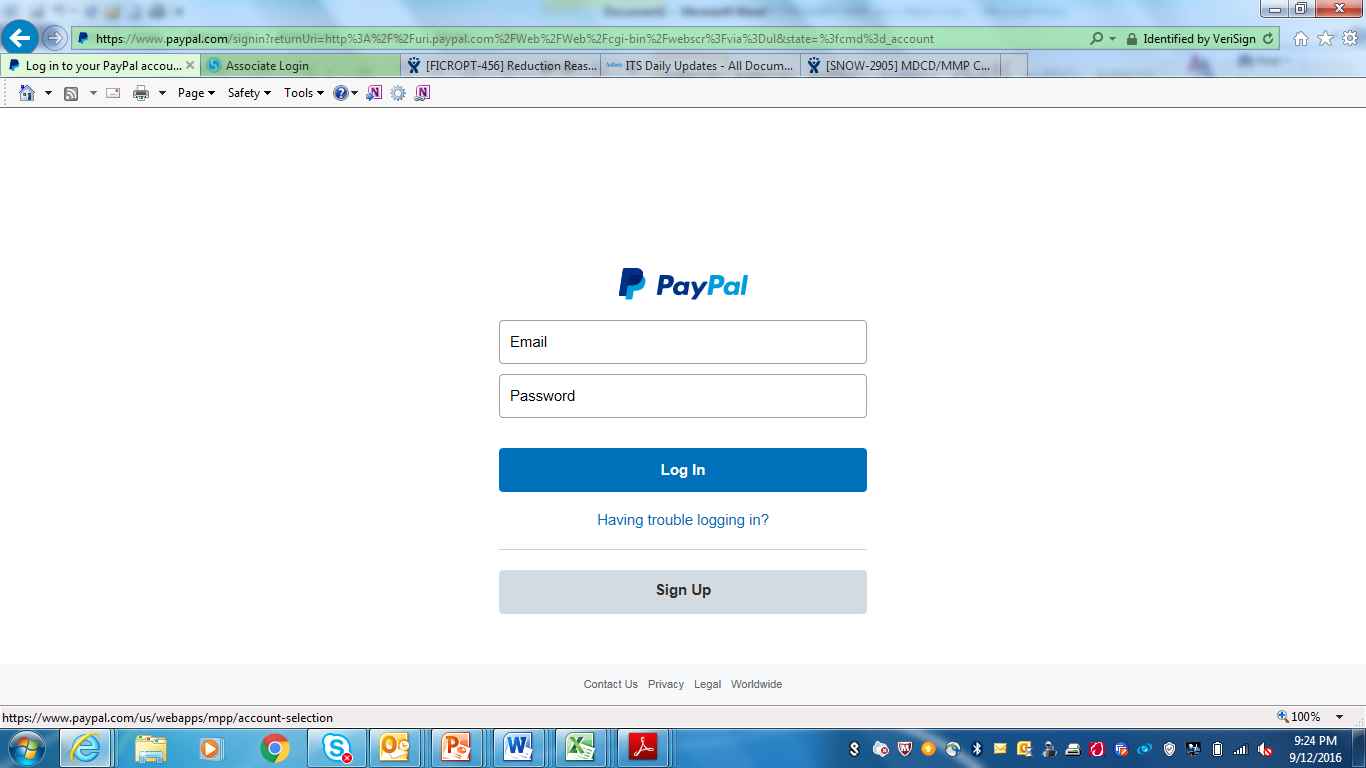
Lynnhaven Shores Service Unit

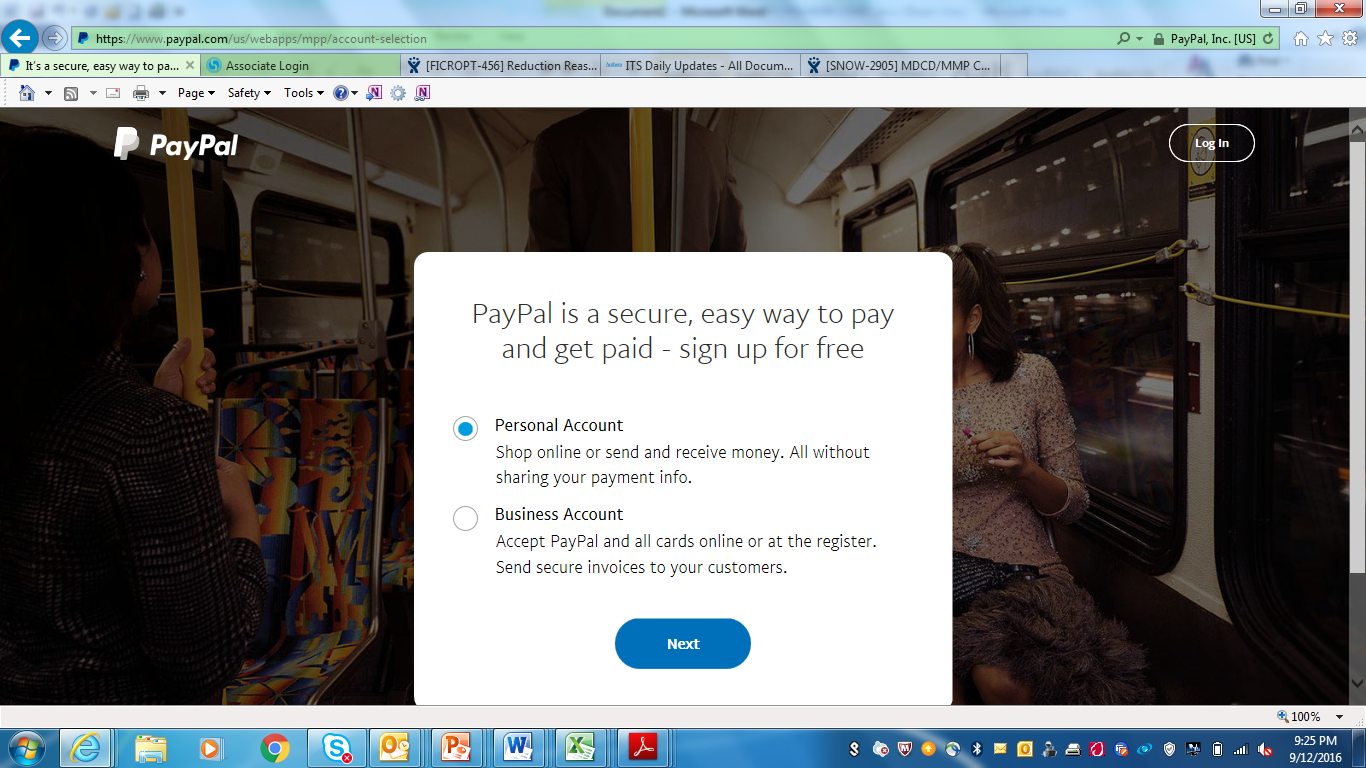
Pay Pal Guide

**SECTION 1: Setting up an Account**

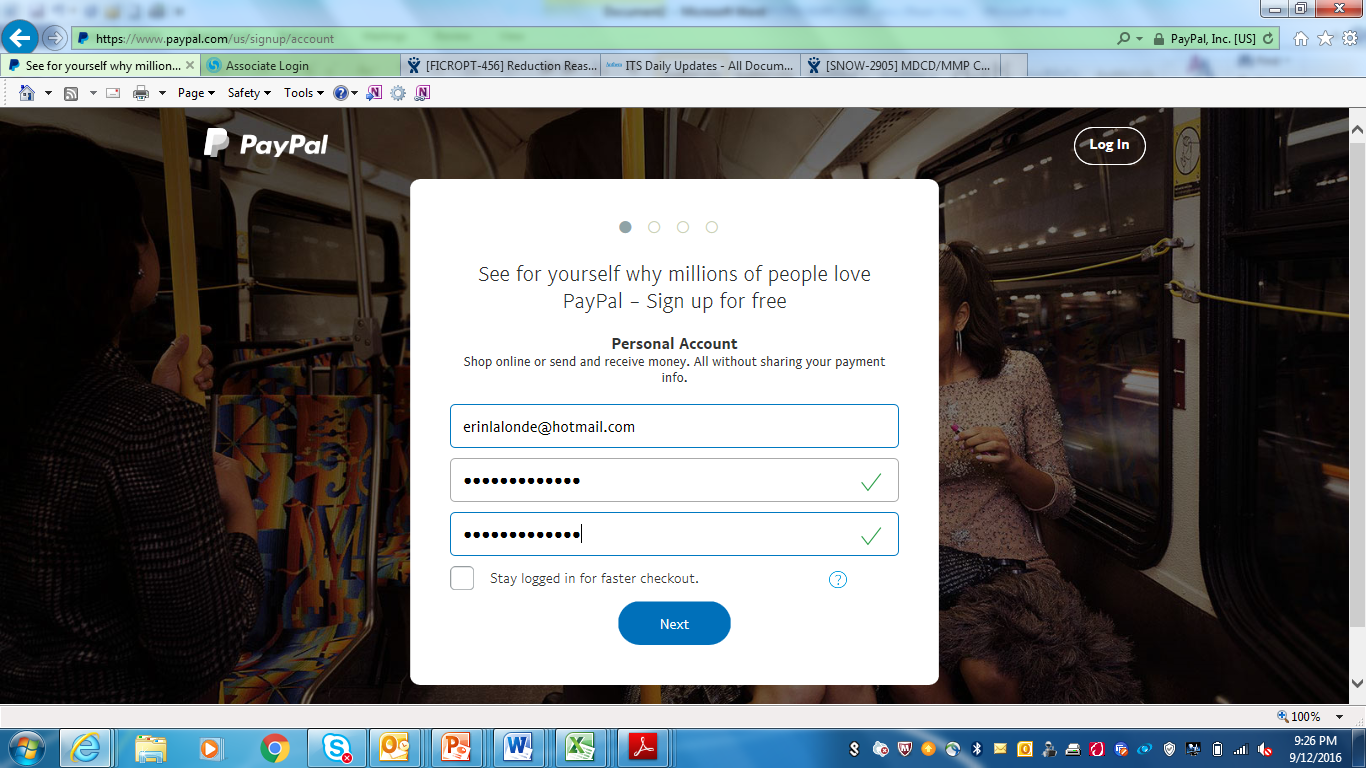
1. Navigate to [www.paypal.com](http://www.paypal.com). Choose Sign Up.



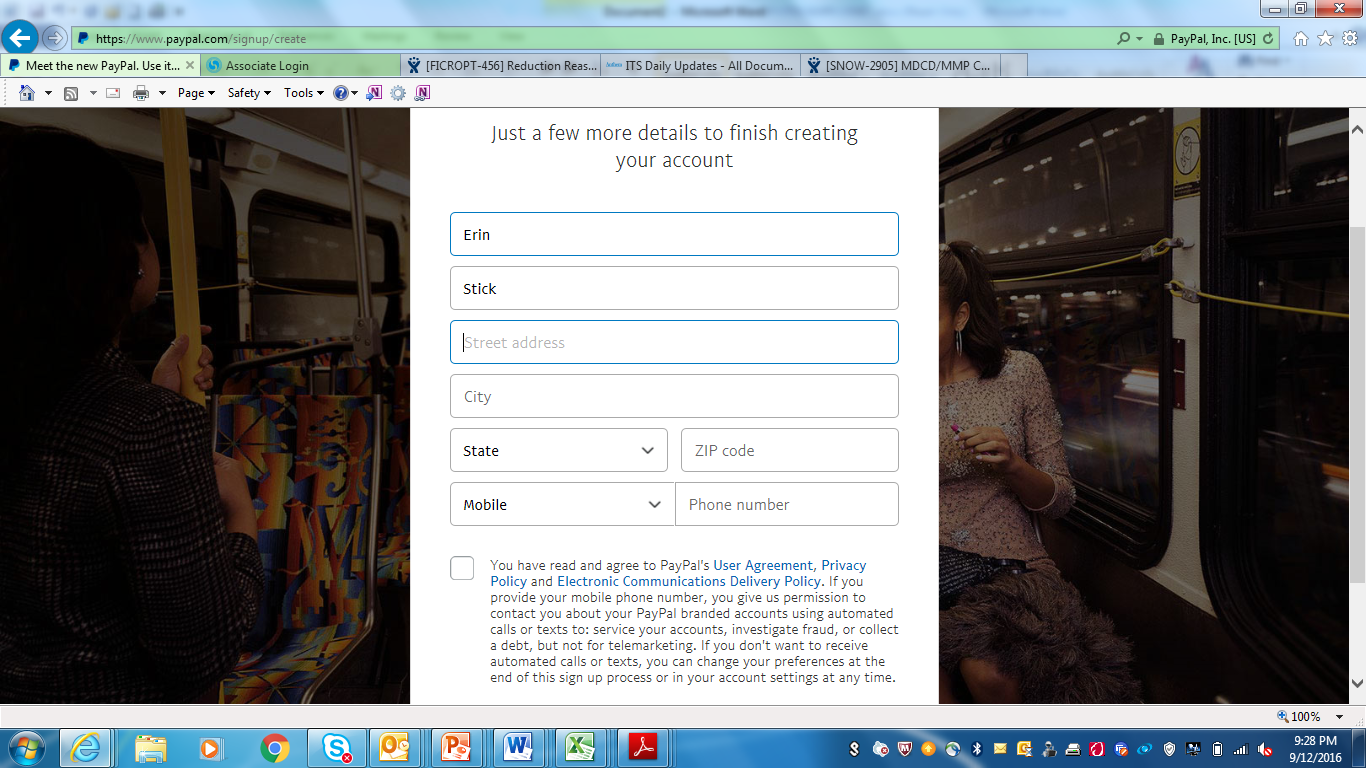
1. Choose Personal Account



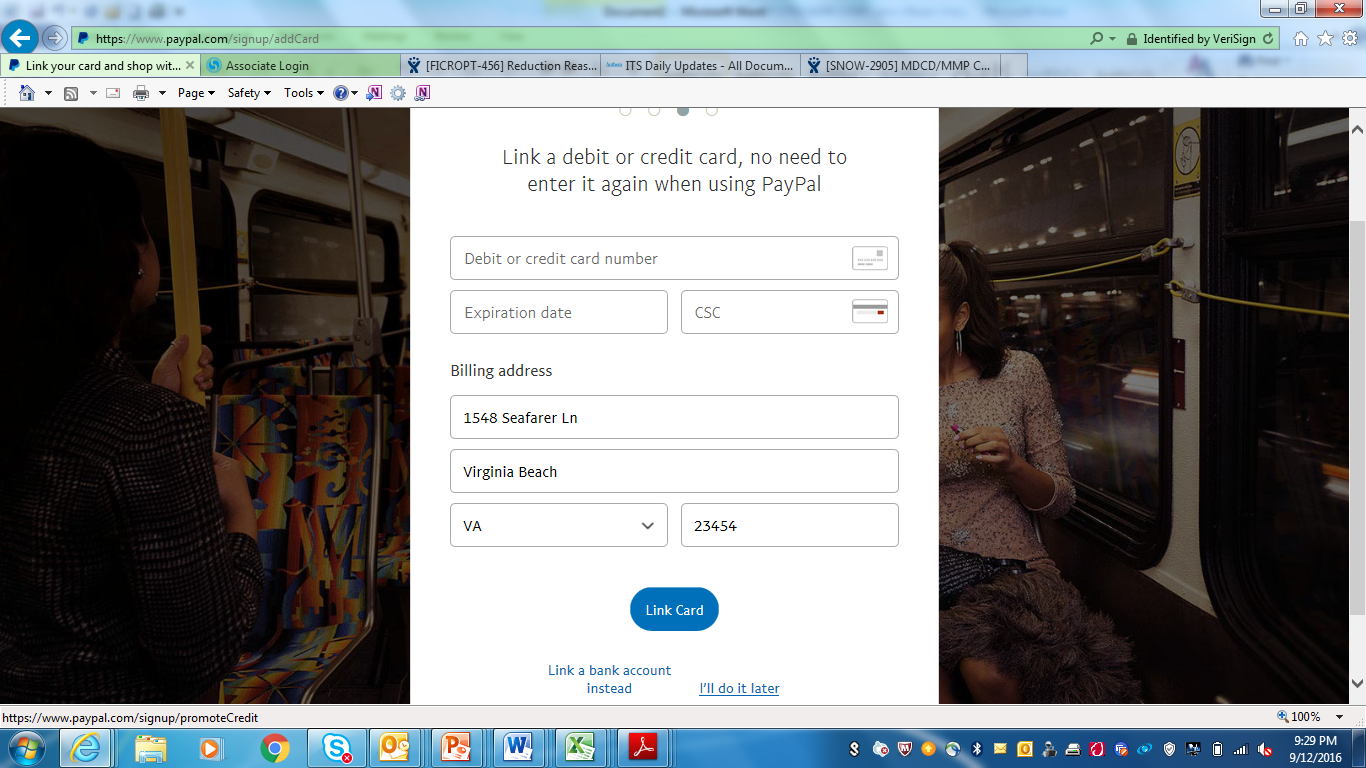
1. Create account using email address. NOTE: You may want to create a troop email for this.



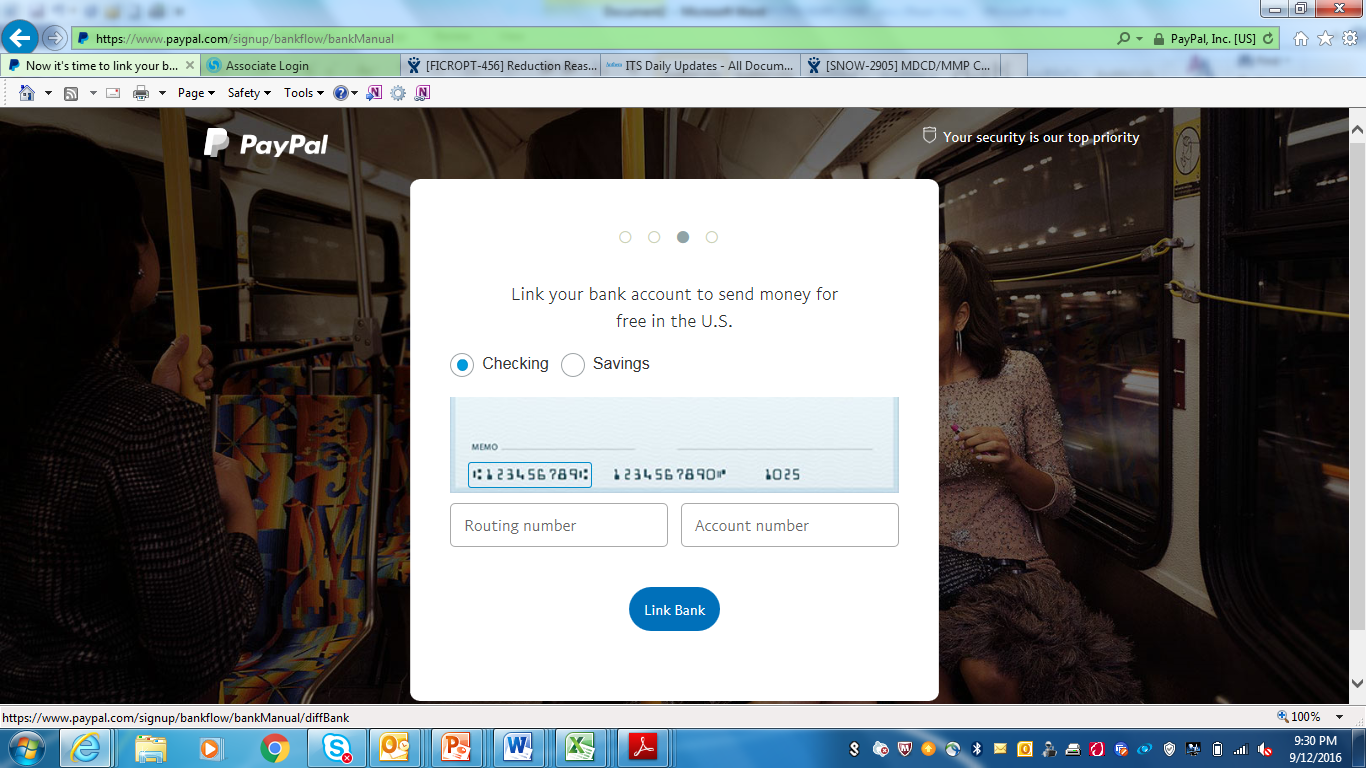
1. Enter the information of the Bank Account signer.



1. Choose “Link Bank Account Instead”

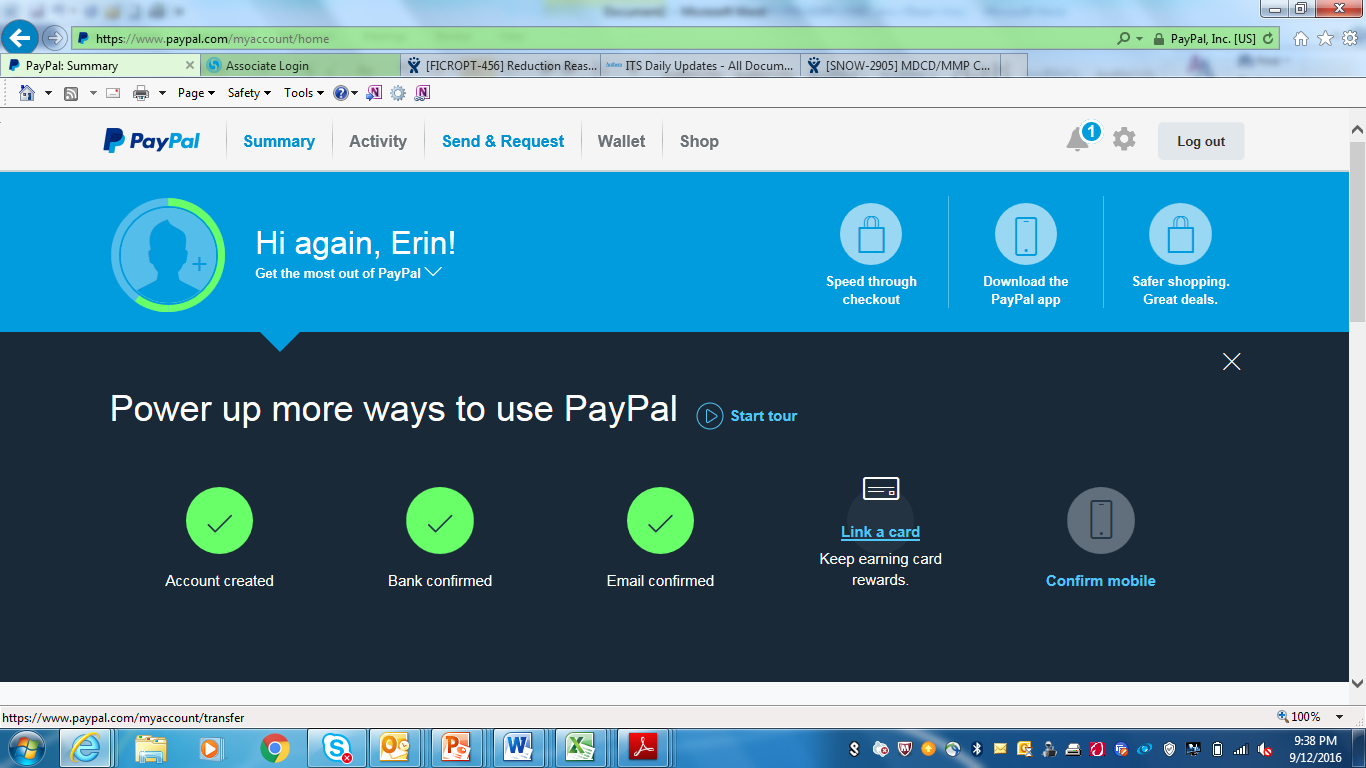


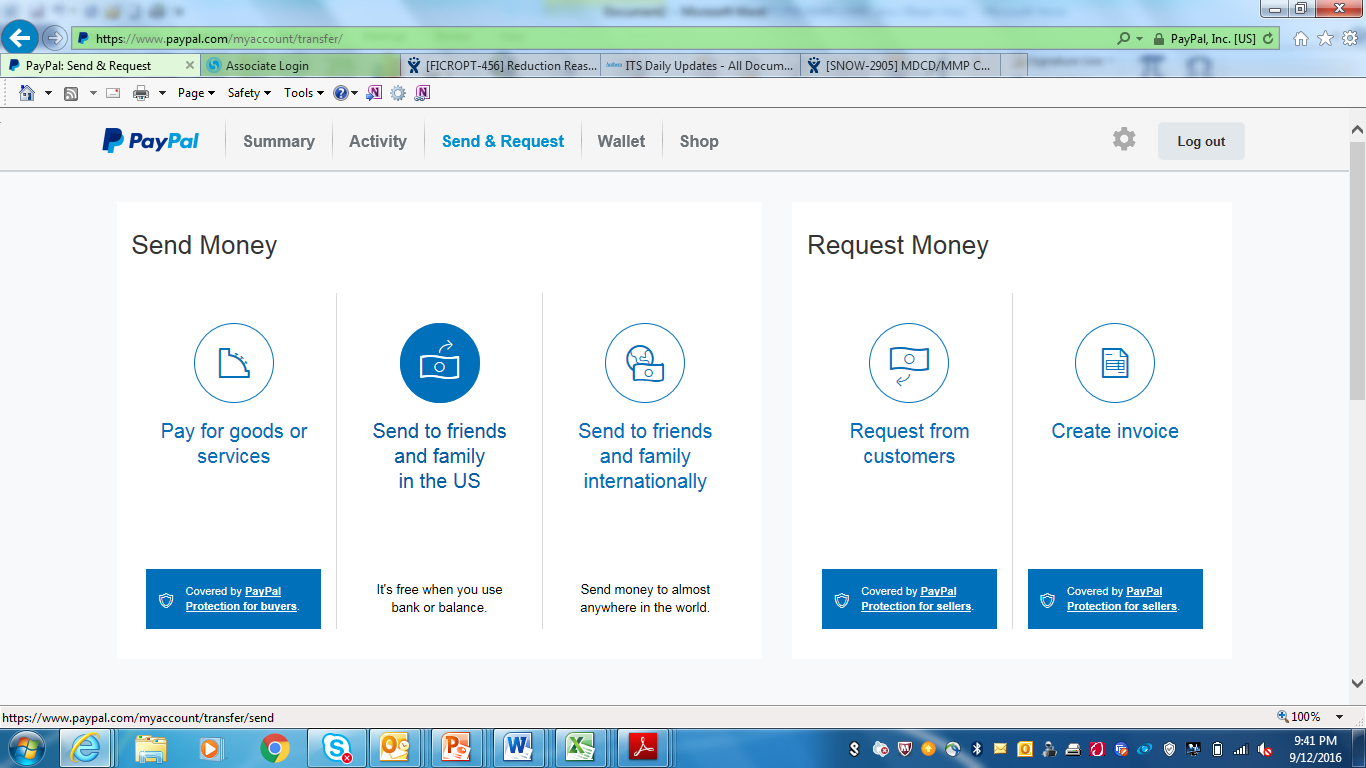
1. Enter Bank Account Information. After finishing signup you will be emailed confirmation and a link you can provide to those paying you without paypal accounts.

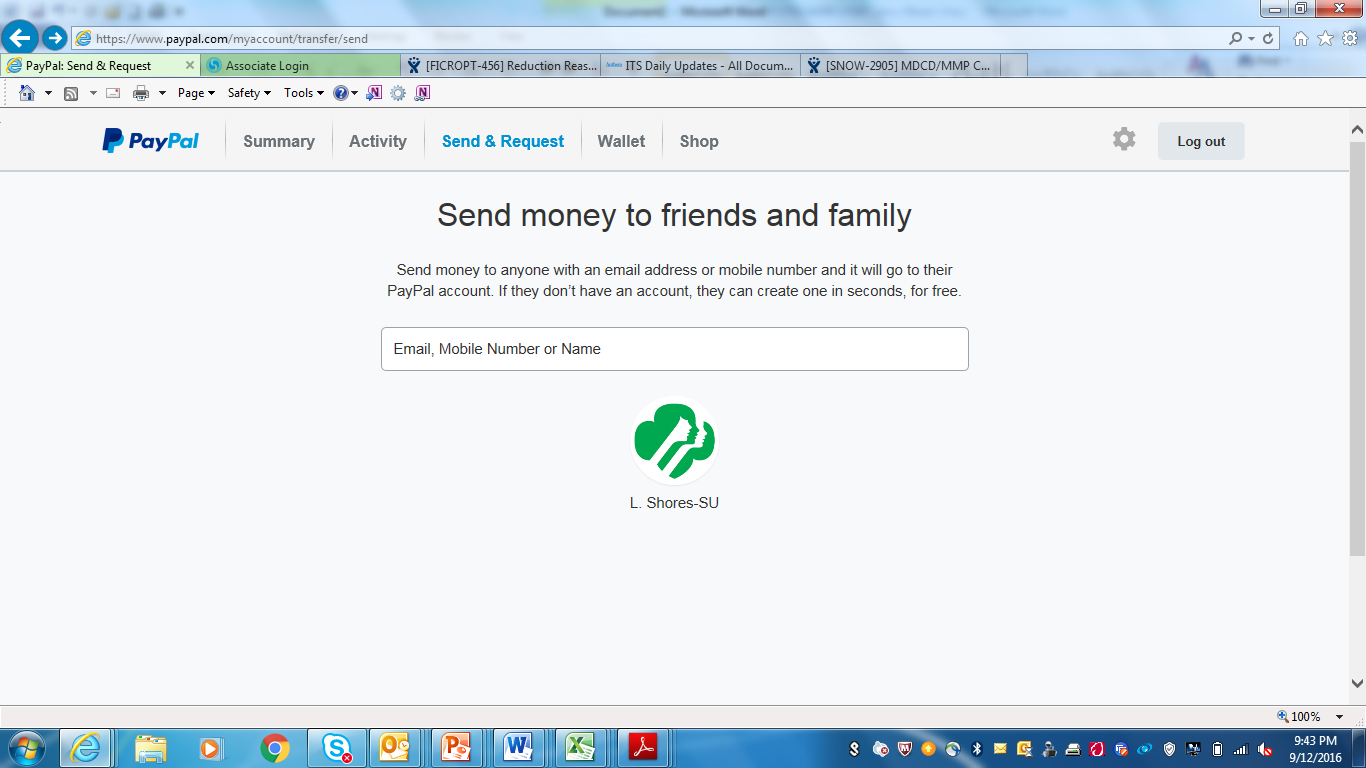


**SECTION 2: Making Payments**

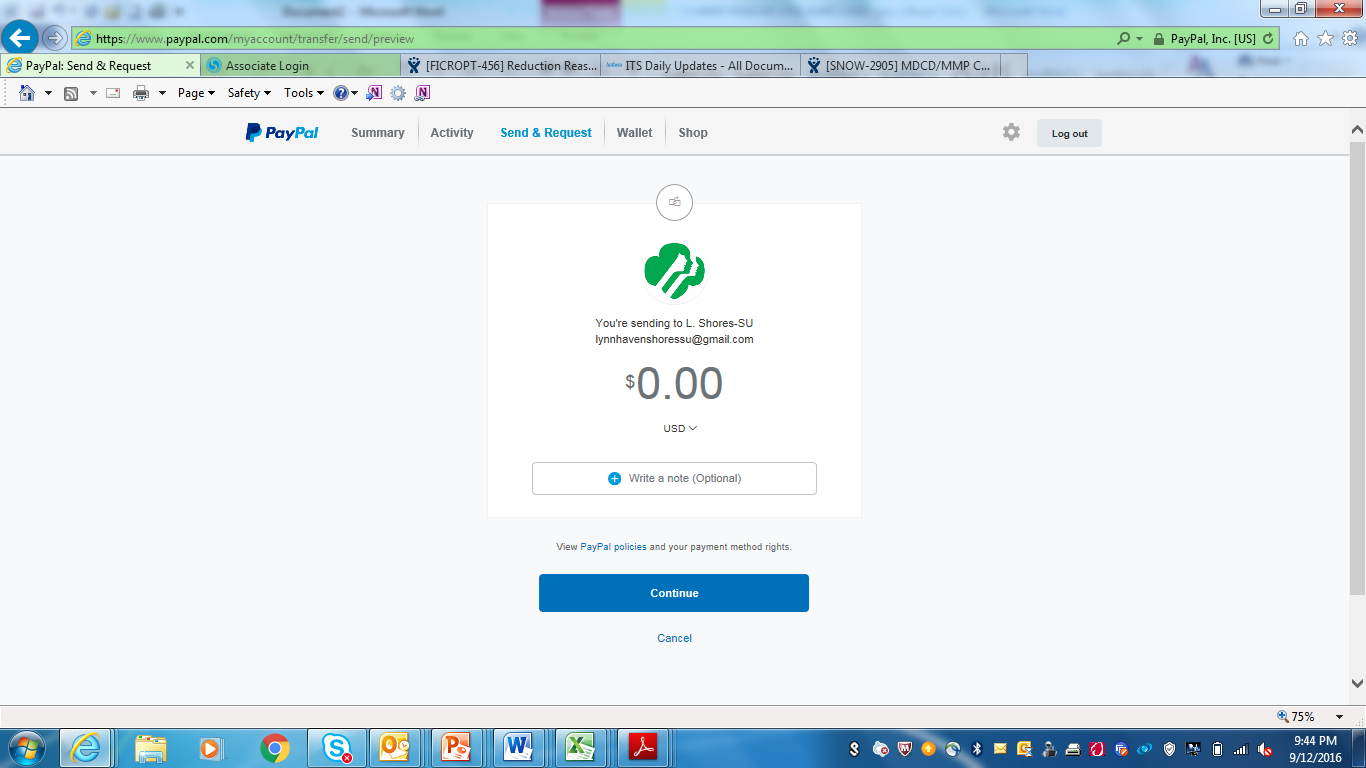
1. Log into your Pay Pal Account. Choose “Send and Request”



1. Choose “Send to friends and family in the US”. NOTE: Do not choose pay for goods, there are fees
2. Enter the email of the recipient.

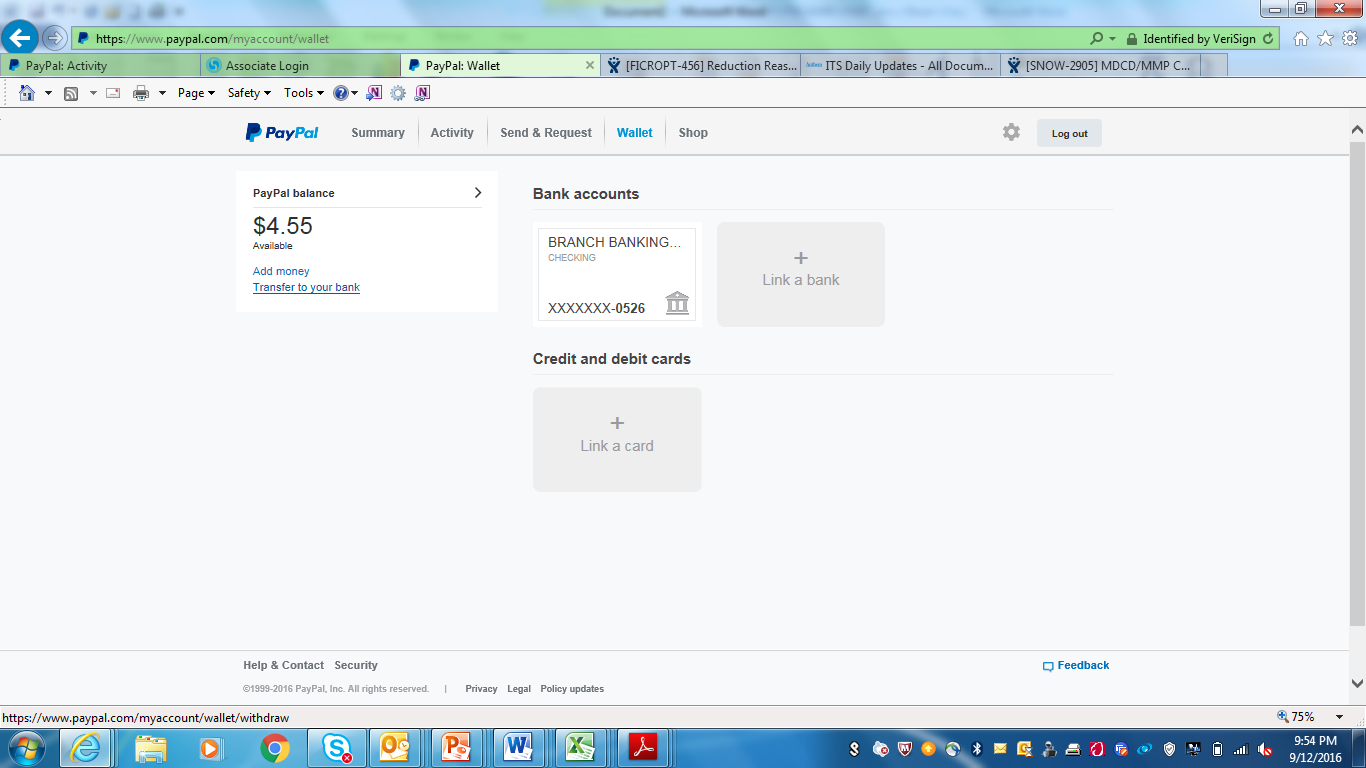


1. Confirm the email and enter the amount and choose continue. A confirmation email will be sent once transfer has occurred.

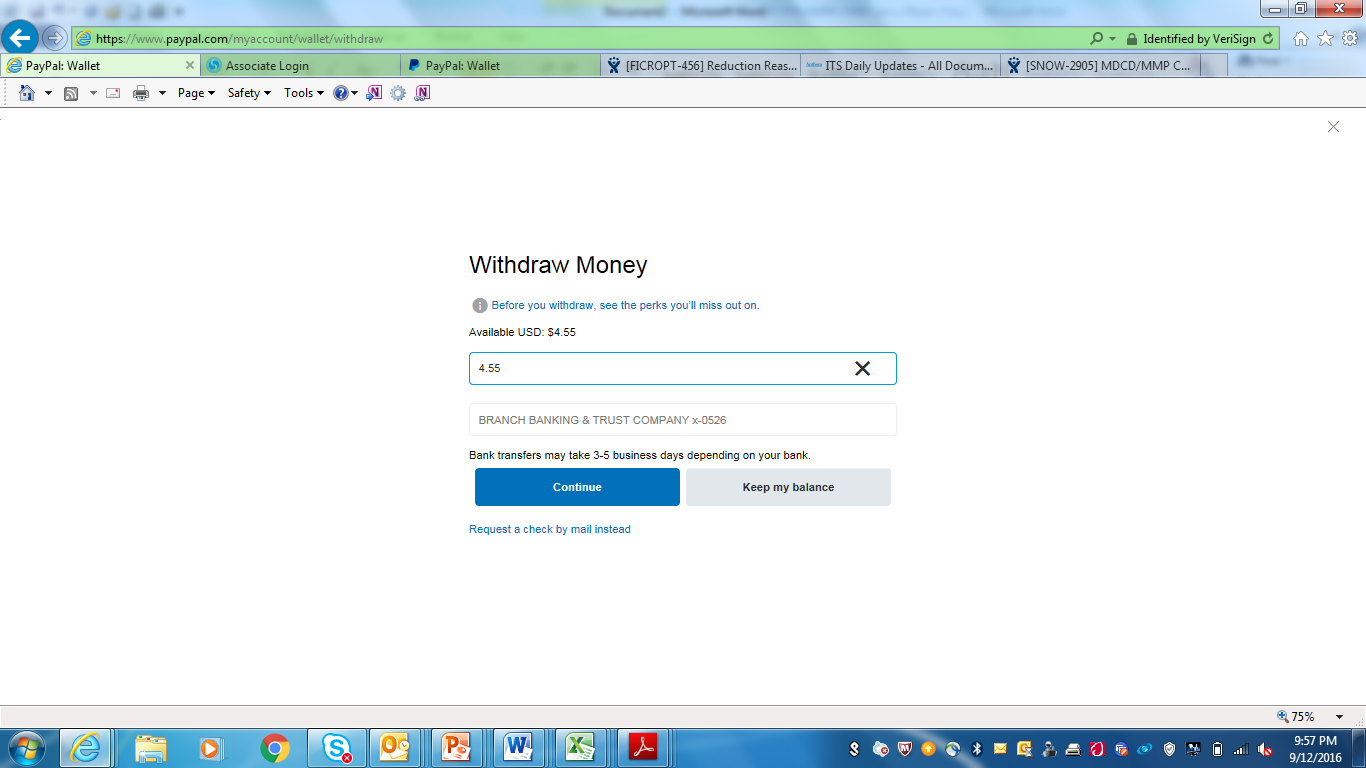


**STEP 3: Receiving Payments**

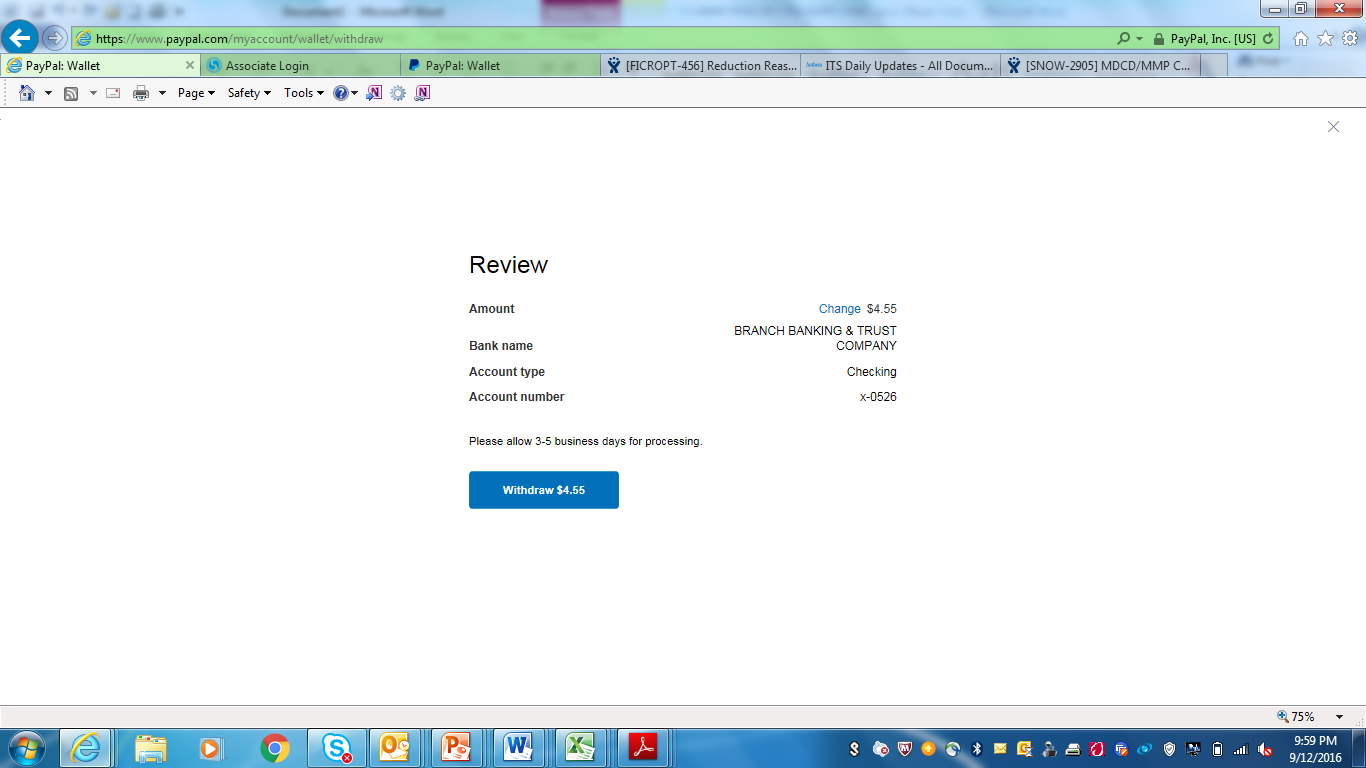
1. After receiving email notification of payment. Login to paypal account and go to “Wallet”. Choose Transfer to your back (it will know your back account from registering with it)



1. Enter the amount to transfer. (I usually leave my paypal balance at 0) Select Continue



1. Review transaction and confirm transfer



1. An email confirming the transfer will be sent and you will see in back in the next few days

