



NEW PAYPAL ACCOUNT SET UP FOR THE CAMOGIE

SCREEN BY SCREEN INSTRUCTIONS



PayPal[™]



OVERVIEW

You will be signing up for a PayPal Business account which will be categorised Non Profit - Charity. In the following instructions we will indicate the areas that you are not required to complete.

To start the process, go to: <https://www.paypal.com>

- Opening your PayPal account
- Sign up confirmation page
- Add a bank account
- Confirm your email address
- Update Business Information



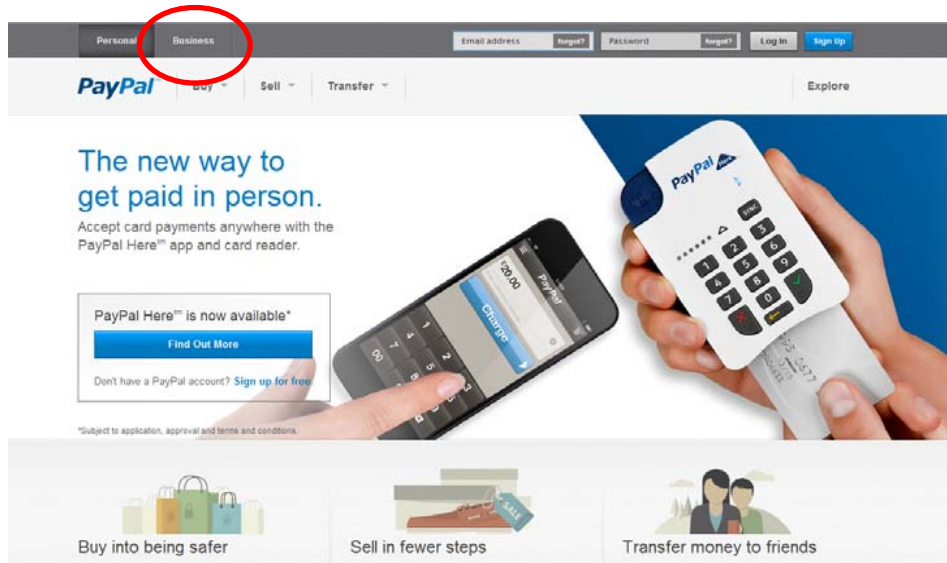
BANK OF IRELAND CUSTOMERS

To initiate a payment with PayPal you will need to transfer money from your Bank of Ireland bank account to PayPal. Full details of how you do this are provided within these instructions.

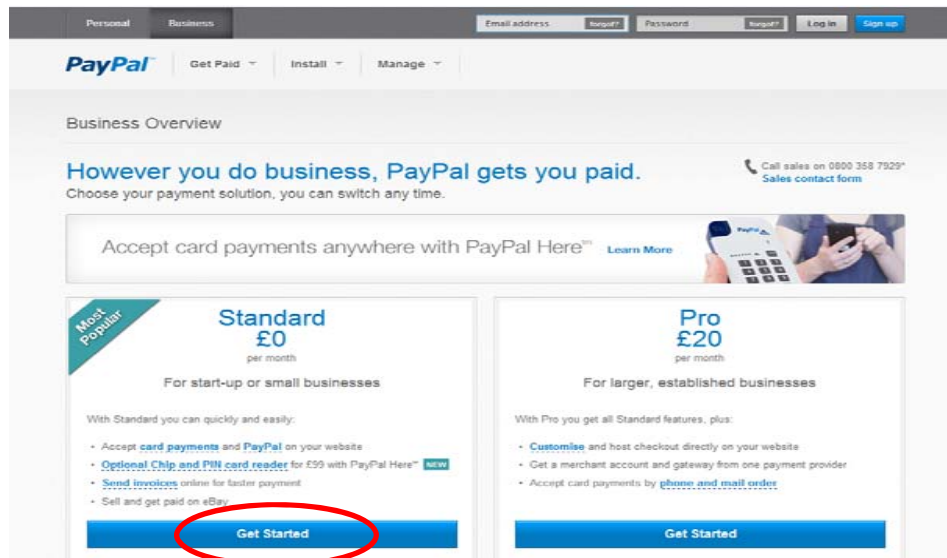
We are aware that in some instances Bank of Ireland will charge for online banking. We are unfortunately unable to influence BOI not to charge fees.

Please contact your Camogie representative for support.

HOW TO OPEN YOUR BUSINESS PAYPAL ACCOUNT

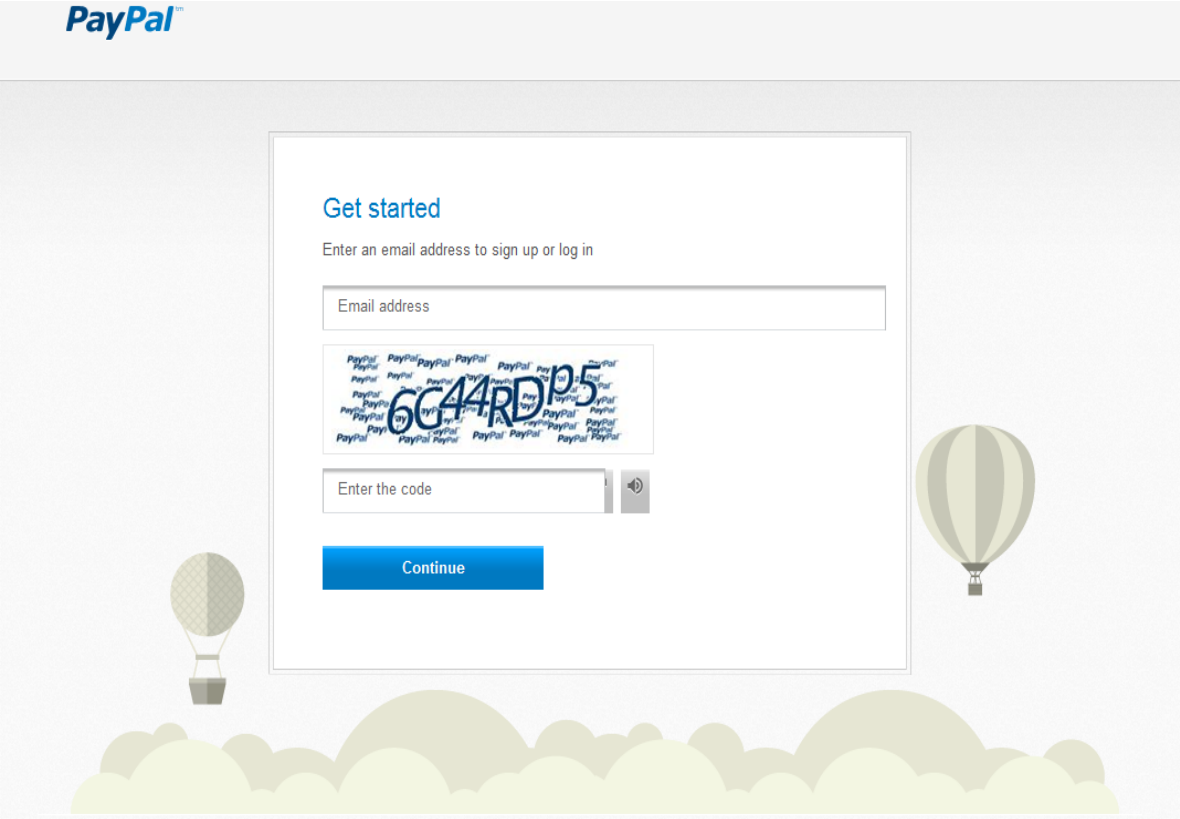


- Please visit <https://www.paypal.com>
- Click on Business



- Click on Get Started in the Standard section

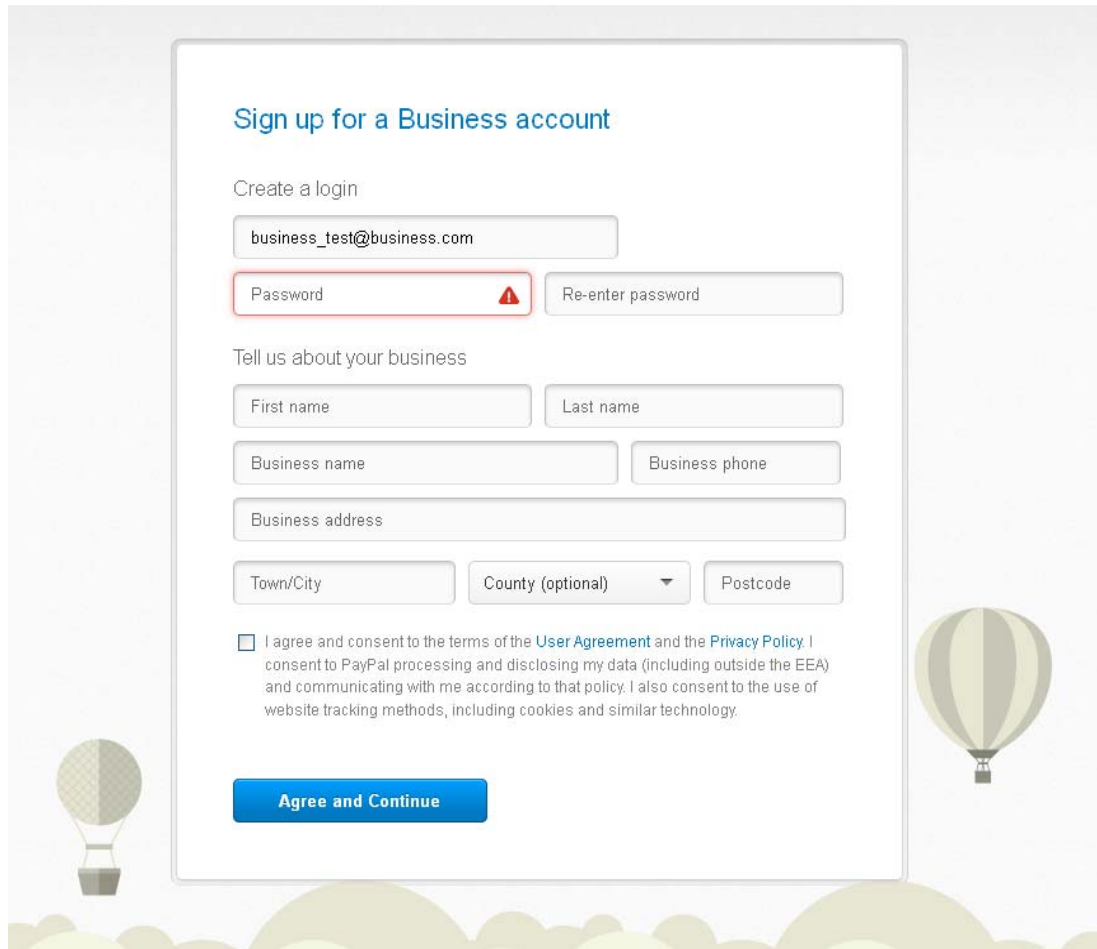
GET STARTED



- Enter in your email address


- Enter security Code

CREATE A LOGIN



Sign up for a Business account

Create a login



Tell us about your business

I agree and consent to the terms of the [User Agreement](#) and the [Privacy Policy](#). I consent to PayPal processing and disclosing my data (including outside the EEA) and communicating with me according to that policy. I also consent to the use of website tracking methods, including cookies and similar technology.

Agree and Continue

- Enter the email address for which your payments will be sent e.g. noreplypayments@yourcamogie.ie
- Please remember this address will be visible to customers and used by PayPal for all payment notifications

Top Tip – You can set this email address up internally as an Inbox so members of your organisations can view all PayPal emails

TELL US ABOUT YOUR BUSINESS

PayPal™

Tell us about your business

Not-for-profit organisation

What is the business category?

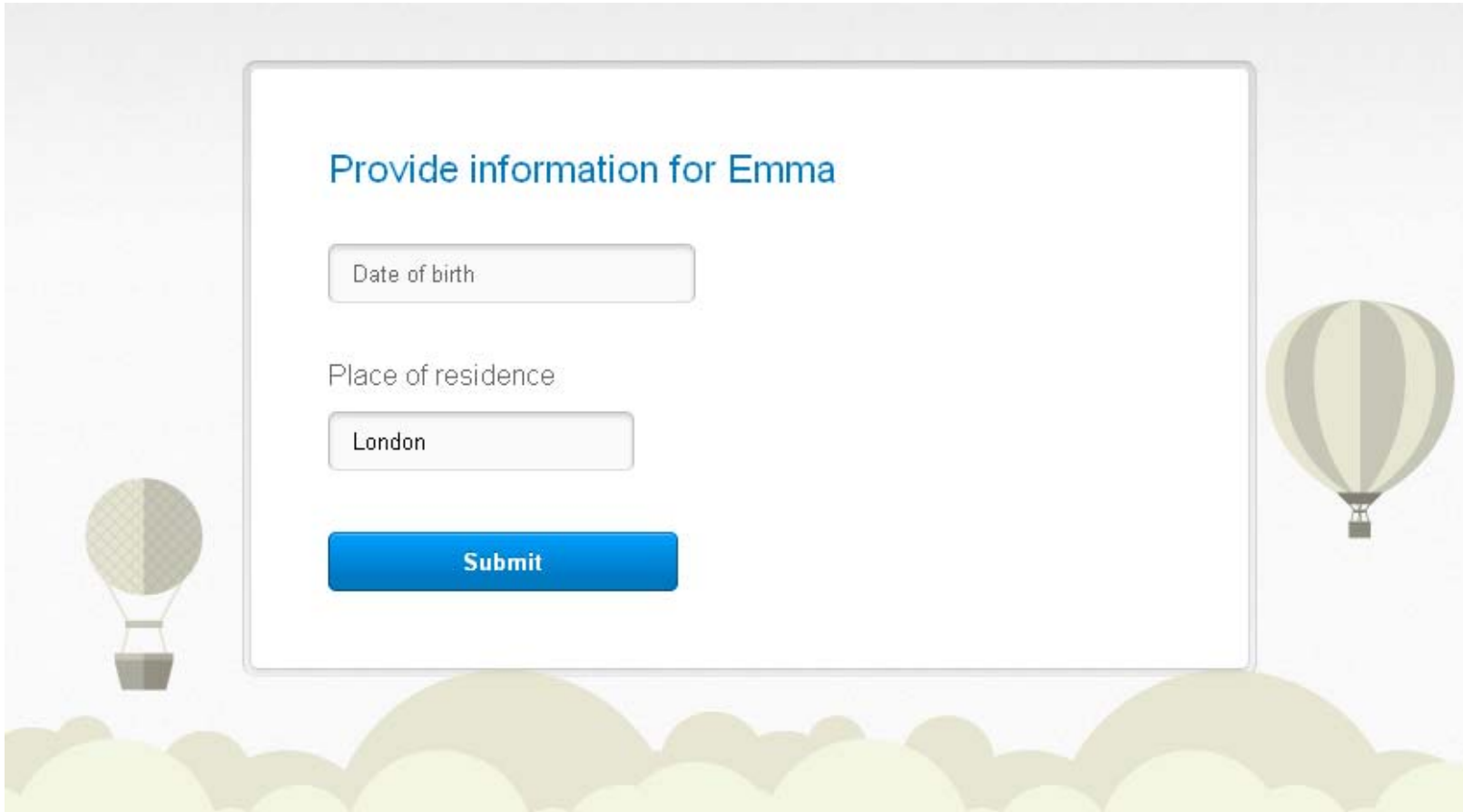
What is the business category?

- Charity
- Educational
- Other
- Personal
- Political
- Religious

Next Steps

- Select “Not for profit organisation” as the primary business type category.
- Then “Charity” as sub-business category

PROVIDE INFORMATION ABOUT THE ACCOUNT ADMINISTRATOR



Provide information for Emma

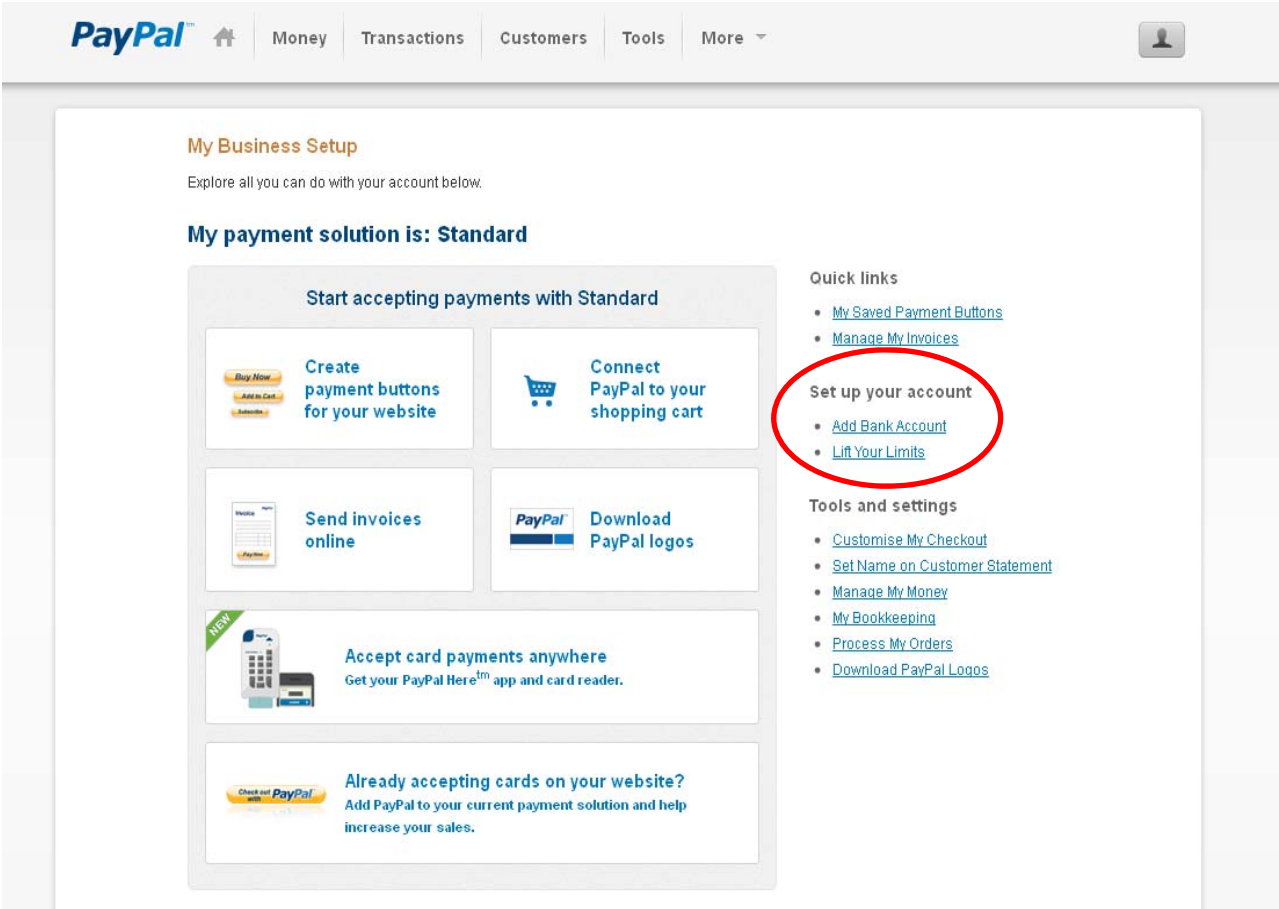
Date of birth

Place of residence

London

Submit

CONGRATULATIONS YOU HAVE SIGNED UP FOR A BUSINESS ACCOUNT



To complete the account sign up:

- Add a Bank Account
- Confirm Email address
- Complete Business Information section /Customer Service Contact Details
- Manage Users
- Update Credit Card Descriptor
- Update Customer service Message

ADD A BANK ACCOUNT

PayPal™ Summary Transactions Customers Tools More ▾ Log Out

Add a bank account Secure

Adding your bank account will allow you to make payments directly from your bank account. Please enter your details below.

Sort code
6 digits
 - - [How to find your bank sort code](#)

Bank name: You'll see your bank name after you enter your sort code.

Account number
8 digits
 [How to find your bank account number](#)

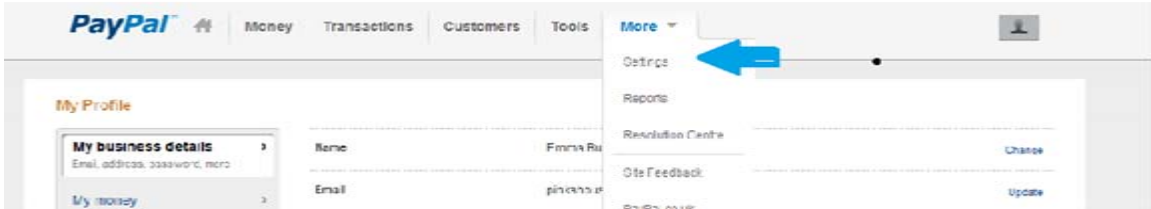
This bank account will become your default transaction method for most of your transactions. You can change this each time you make a payment. [View PayPal policies and your payment rights.](#)

Help Contact Us Fees Security Why PayPal Developers Partners

- **Click Confirm :** We ask you to confirm your bank account because we want to ensure that you are the account owner. Confirming your bank account helps keep your account secure.
- After you confirm your bank account, you can transfer money between your bank account and PayPal account.



CONFIRM EMAIL ADDRESS



- Click on More,
 - Settings,
 - Email
 - Update
 - Confirm

A screenshot of the 'Confirm your email address' page. At the top, it says 'Confirm your email address' and shows a progress bar with four steps: 1 Choose Account Type, 2 Enter Information, 3 Confirm (highlighted), and 4 Done. Below this, it says 'For your security, PayPal asks that you confirm your email address.' There are three numbered steps:

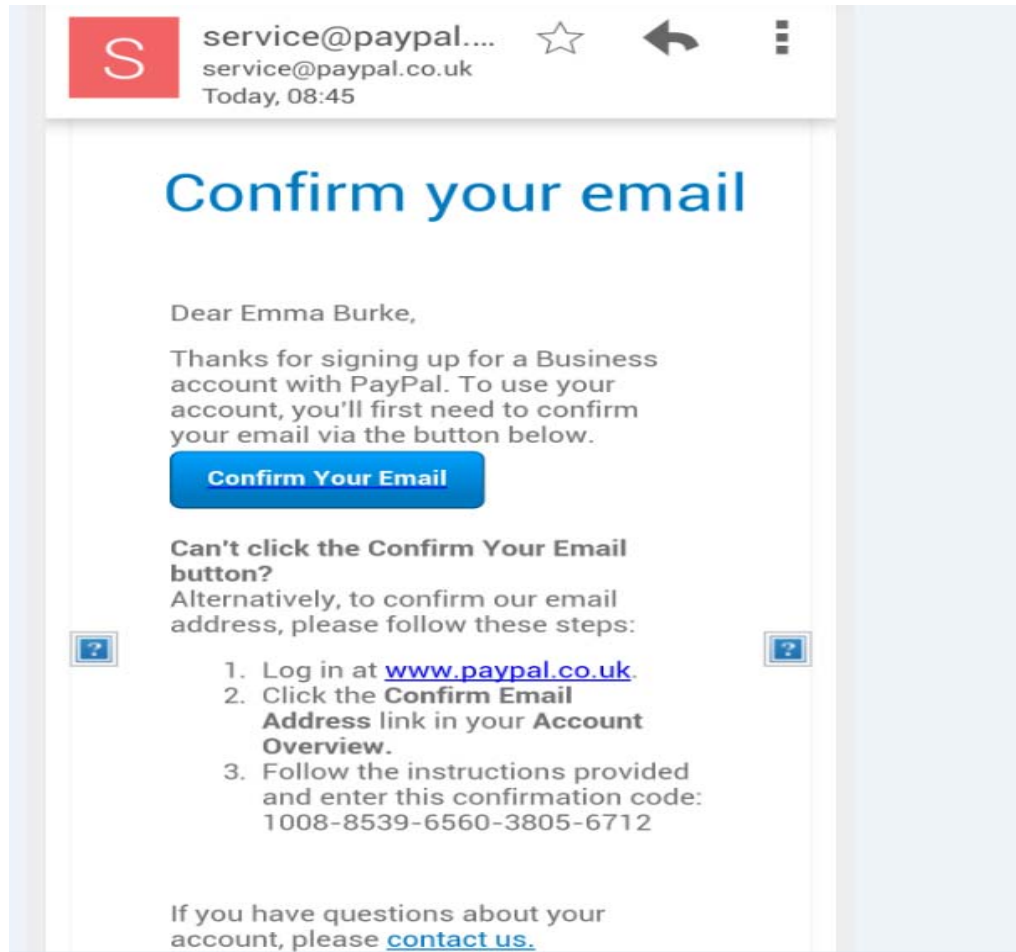
- Step 1: Go to your email**
We sent an email to: pinkshouse.eb@gmail.com.
- Step 2: Click The Confirm Email Button**
Click the Confirm Email button in the email and log in to PayPal.
[Click here if the button does not appear in the email.](#)
- Step 3: Enter your password.**
You will be asked to enter your password. You will need your password every time you use PayPal.

At the bottom, it says 'Then you will have confirmed your email address!' and 'You can also [request a new confirmation number](#) to be sent to your email address.' There are two links at the bottom: 'Go to My Account' and 'Go to My Profile'.

Follow on screen instructions to confirm your email address. Your must confirm you email address in order to receive payments to your PayPal account



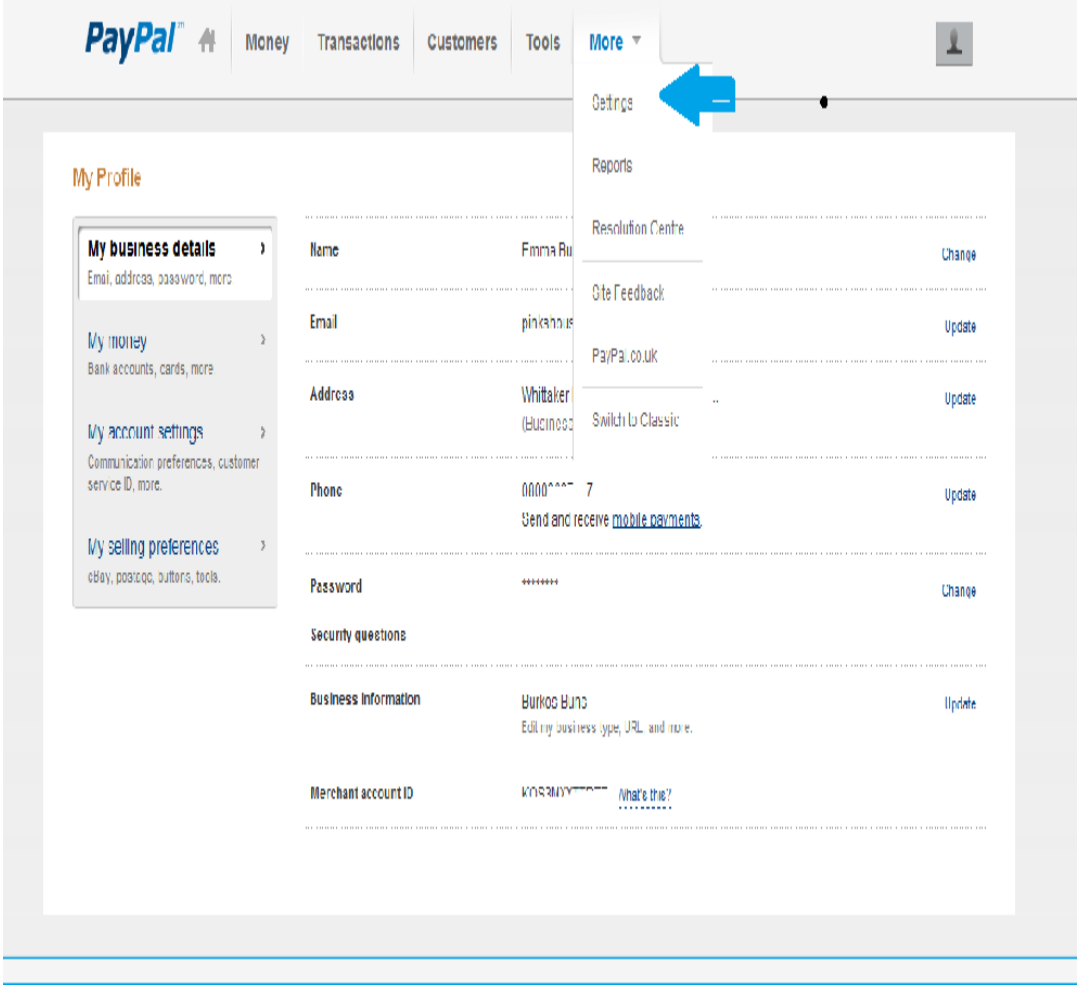
CHECK YOUR EMAIL INBOX TO CONFIRM



IMPORTANT

- Until you confirm your email address, you cannot receive money into your account.
- You also must confirm your email address before you can make it the primary email address on your account.

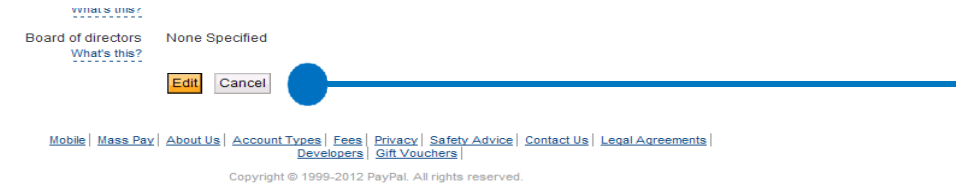
UPDATE YOUR BUSINESS INFORMATION



You will be asked for information relating to your club which will be referred to as Business.

- **Click on More**
- Settings
- Business Information
- Update

UPDATE BUSINESS INFORMATION



Scroll to the bottom of the page and Click 'Edit' to update your Business information

Confirm your information

As a financial services firm, we need the following information to comply with [EU regulations](#). We take your organisation's privacy seriously. Any confidential information you submit to PayPal remains private, secure and is only shared with a third party as set out in our [privacy policy](#).

Business type: [What's this?](#)

Business name: Sandras Shoes [Change Name](#)

Trading name: Sandras Shoes [What's this?](#)

Business contact information

Customer service phone: ext.

Customer service email: [What's this?](#)

Business contact name: Sandra Moore [Change Name](#)

Principal place of business: Same as registered address/office [What's this?](#)

Hotham House
Richmond Upon Thames London
TW9 1EJ
United Kingdom

Enter different address

Account holder date of birth: dd / mm / yyyy
 / /

About this business

Review information already on screen and add the requested additional information

- Date of Birth



UPDATE BUSINESS INFORMATION

VAT Number: (optional) [What's this?](#)

Company number: None Specified [What's this?](#)

Category: (select the category and subcategory that best fit your sales)

Subcategory:

Average transaction price:

Average monthly volume:

Sales venue(s): eBay
 Other marketplaces
 My own website

Other

Please describe your business below

Percentage of annual revenue from online sales:

Date business formed: mm / yyyy
 /

Review information already on screen and add the requested additional information

- VAT Number (Optional)
- Company Number (If available)
- Average Transaction Price (average amount of player subs collected)
- Average Monthly Volume (estimate of subs sent in one month)
- Sales Venue (Other – Camogie Player Subs)
- % of online Sales (100%)
- Date Business Formed (Date club formed)

UPDATE BUSINESS INFORMATION

Owners and directors

25%+ shareholders
(up to 4)
[What's this?](#)

One or more people own 25% or more of this business.

Board of directors
(up to 15, at least 1 is required)
[What's this?](#)

Board member 1

First name

Last name

Date of birth
dd mm yyyy
 / /

Country

Town/City

Postcode

[Add another board member](#)
[Finished with board members](#)

25%+ Shareholders – Leave Blank.

Add **ALL** Club Board of Director members, as this information is needed for Compliance Regulations.

If company has more than one Director, complete the details and then click '**Add another board member**' until all Directors are listed

When completed Click '**Save**'



FUNDING YOUR PAYPAL ACCOUNT

Debit & Credit Cards:

All PayPal accounts can be funded directly by adding a credit or debit card.

Republic of Ireland PayPal Accounts:

In Ireland currently, to use your bank account to fund PayPal transactions, you must transfer funds from your bank account to your PayPal account. You will need to initiate a bank transfer from your online banking. The following pages provide you with guidance on how to do this.

We are aware that for some **Bank of Ireland** accounts there is a fee to access online banking. We are unfortunately unable assist in these instances. Please speak with your central Camogie contact.

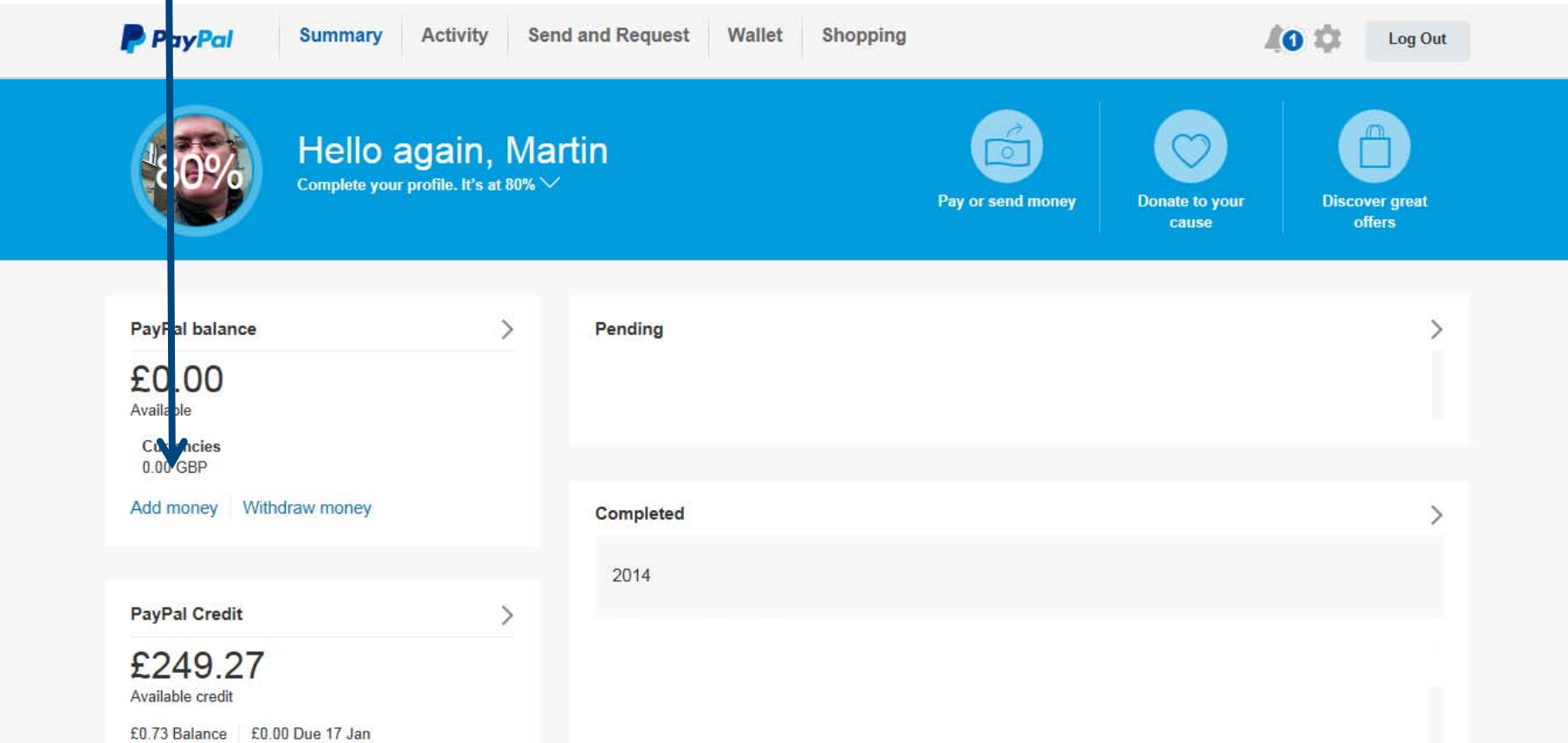
UK Club Accounts:

Adding your bank account to your PayPal account will mean that you can automatically fund PayPal transactions straight from your bank account. This means that you don't need to make a transfer, we will automatically move the funds for you.

FUNDING YOUR PAYPAL ACCOUNT

Once you have attached your bank account, to add funds, log on to your PayPal account.

Select 'Add Money'.



FUNDING YOUR PAYPAL ACCOUNT

Select continue to continue to payment details screen.

The screenshot shows the PayPal user interface for adding funds. At the top, there is a navigation bar with the PayPal logo and links for Summary, Activity, Send and Request, Wallet, and Shop. A settings gear icon and a Log Out button are on the right. The main content area is titled "Add Funds to Your PayPal Account" and contains the following text:

Did you know, you don't have to add any money to your PayPal account in order to buy something or send money. Simply [add your bank account](#) or [any card](#) to your PayPal account to get started.

Alternatively, if you'd like to add money you can do this yourself, or have PayPal do it for you. Choose an option below.

You move money from your bank account

Using our instructions, go to your account on your bank's website to move money to your PayPal account. Please make sure the bank account you are moving money from is already linked to your PayPal account.

- Funds will usually be available in your PayPal account within a few minutes. (However, please allow up to 4 working days, depending on your bank.)
- You have complete control over this process.

Bank: First Direct, x-1841

Continue

PayPal moves money from your bank account

PayPal debits money from your bank account through a direct debit you set up with us.

- PayPal obtains the funds from your bank account through direct debit.
- The funds should be available in your PayPal account within 5 -7 working days.

Continue

At the bottom of the page, there are links for Help, Contact, Security, and Feedback, along with the copyright notice: © 1999-2015 PayPal. All rights reserved. | Privacy.



FUNDING YOUR PAYPAL ACCOUNT

The unique details generated will provide you with the required bank account details to prefund your PayPal account.

The screenshot shows the PayPal user interface. At the top, there is a navigation bar with the PayPal logo, menu items for Summary, Activity, Send and Request, Wallet, and Shop, a settings gear icon, and a Log Out button. The main content area is titled "Move money from your bank to your PayPal account" and includes a "Secure" lock icon. Below the title, there is explanatory text and a list of steps. Step 1 instructs the user to log in to their bank. An "Important!" box contains three bullet points: the money must come from a bank account already added to the PayPal account with the same name as the PayPal account; the user must copy details exactly; and the user must include their PayPal Customer Reference/ID. Below this box, a table lists the required details: Name of Payee (PayPal), Payee Sort Code (23-52-62), Payee Account Number (98675767), and Customer Reference/ID (with a note to enter it as a payment reference). Step 2 indicates that PayPal will send an email once the money has arrived.

Move money from your bank to your PayPal account Secure

You can transfer money from your bank account in GBP to your PayPal account just as you would when making a domestic payment transfer. You'll need to use your PayPal Customer Reference/ID and enter it exactly as it appears below.

- Step 1 – Log in to your bank to make a domestic payment to PayPal. Follow your bank's online instructions.

Important!

- The money must come from a bank account that's already added to your PayPal account. This bank account must be in the **same name** as your PayPal account, which we have as Martin Shields. [Read more](#)
- You will need to copy the details exactly as they appear below and follow your bank's instructions for making a payment.
- Remember to include your PayPal Customer Reference/ID and enter it into your bank's payment description field. [See Example](#)

Name of Payee	PayPal
Payee Sort Code	23-52-62
Payee Account Number	98675767
Customer Reference/ID	<input type="text"/> <small>Enter this as a payment reference</small>

- Step 2 – PayPal will send you an email once the money has arrived in your PayPal account. Funds will usually be available in your



THANK YOU