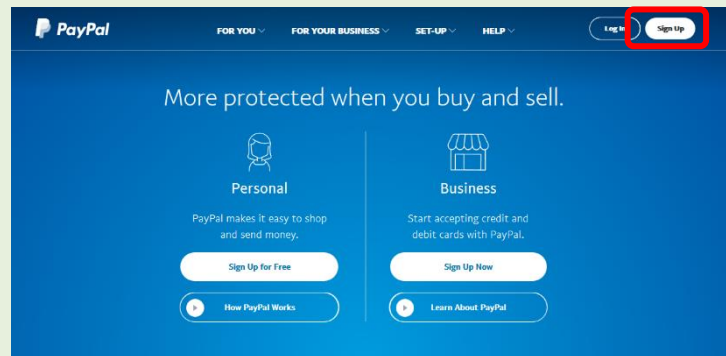


# Setting up PayPal for electronic funds transfer

## QUICK GUIDE v1.0

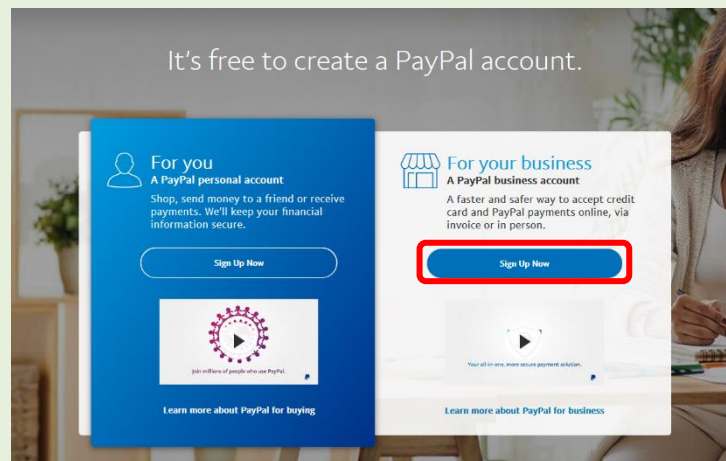
This Quick Guide has been developed to assist companies with setting up PayPal to enable electronic funds transfer. This may be necessary if corporate credit cards do not have the limit to pay for annual company subscriptions or other fees when using the PayPal checkout process.

**Step 1** Go to [www.paypal.com](http://www.paypal.com) and select Login in or Sign Up



**Step 2** Select the PayPal for your business **Sign Up Now** option.

If you'd like to find out more about this option, select **Learn more about PayPal for business**.



**Step 3** Start your PayPal application by entering the email address you would like associated with PayPal.

### Start your application

To create your PayPal account, we'll ask for detailed information about your business and individuals associated with it. This helps keep PayPal a safer place to transact and ensures we comply with Australian Anti-Money Laundering and Counter-Terrorism Financing laws.

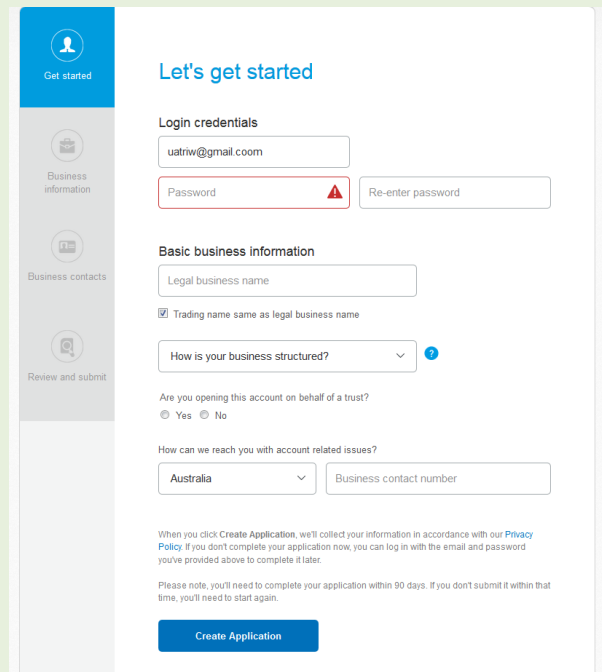
Get Started

# Setting up PayPal for electronic funds transfer

## QUICK GUIDE v1.0

### Step 4

Fill in your company details and select **Create Application**.



**Let's get started**

**Login credentials**

uatrw@gmail.com

Password ▲ Re-enter password

**Basic business information**

Legal business name

Trading name same as legal business name

How is your business structured? ?

Are you opening this account on behalf of a trust?  
 Yes  No

How can we reach you with account related issues?  
 Australia

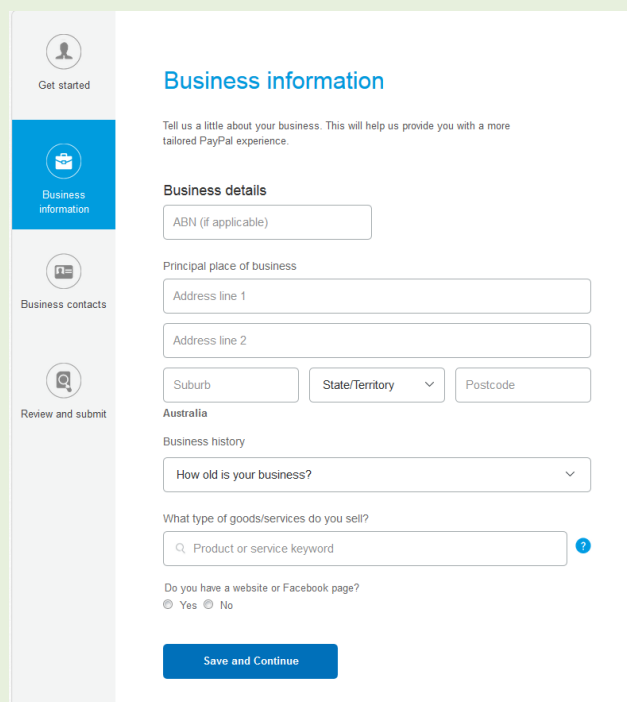
When you click Create Application, we'll collect your information in accordance with our [Privacy Policy](#). If you don't complete your application now, you can log in with the email and password you've provided above to complete it later.

Please note, you'll need to complete your application within 90 days. If you don't submit it within that time, you'll need to start again.

**Create Application**

### Step 5

Enter your business information and select **Save and Continue**.



**Business information**

Tell us a little about your business. This will help us provide you with a more tailored PayPal experience.

**Business details**

ABN (if applicable)

Principal place of business

Address line 1

Address line 2

Suburb State/Territory Postcode

Australia

Business history

How old is your business?

What type of goods/services do you sell?  
 ?

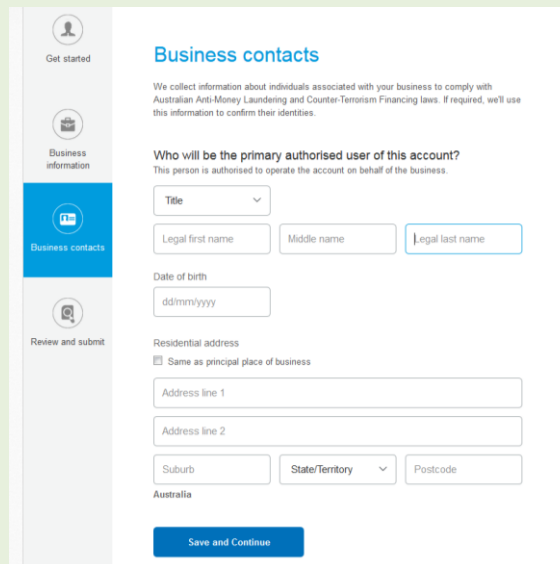
Do you have a website or Facebook page?  
 Yes  No

**Save and Continue**

# Setting up PayPal for electronic funds transfer

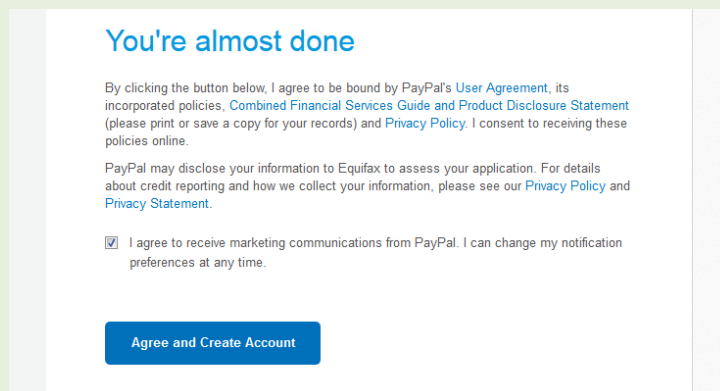
QUICK GUIDE v1.0

**Step 6** Enter your business contact details and select **Save and Continue**.



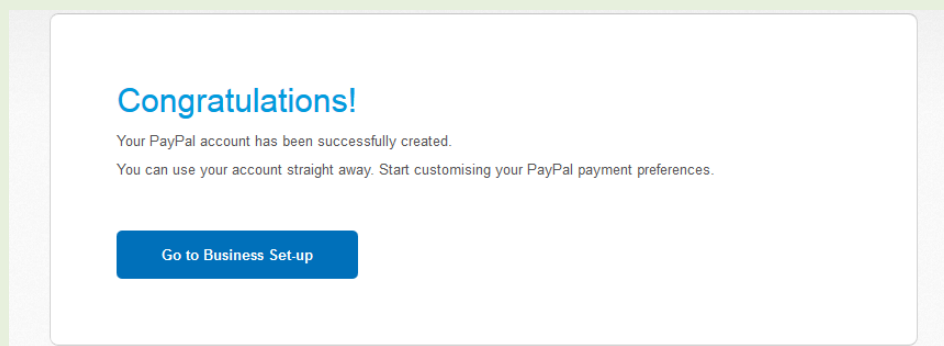
The screenshot shows the 'Business contacts' form in the PayPal setup process. On the left is a navigation sidebar with four items: 'Get started', 'Business information', 'Business contacts' (highlighted in blue), and 'Review and submit'. The main content area is titled 'Business contacts' and includes a disclaimer about data collection for Australian Anti-Money Laundering and Counter-Terrorism Financing laws. Below this is a section titled 'Who will be the primary authorised user of this account?' with a sub-note: 'This person is authorised to operate the account on behalf of the business.' The form contains several input fields: a 'Title' dropdown, 'Legal first name', 'Middle name', and 'Legal last name' text boxes, a 'Date of birth' field with a 'dd/mm/yyyy' placeholder, and a 'Residential address' section with a checkbox for 'Same as principal place of business'. The address fields include 'Address line 1', 'Address line 2', 'Suburb', 'State/Territory' (dropdown), and 'Postcode'. A 'Save and Continue' button is at the bottom.

**Step 7** Agree to PayPal's terms and conditions.



The screenshot shows the 'You're almost done' screen. It features a blue heading 'You're almost done' and a paragraph of text: 'By clicking the button below, I agree to be bound by PayPal's User Agreement, its incorporated policies, Combined Financial Services Guide and Product Disclosure Statement (please print or save a copy for your records) and Privacy Policy. I consent to receiving these policies online.' Below this is another paragraph: 'PayPal may disclose your information to Equifax to assess your application. For details about credit reporting and how we collect your information, please see our Privacy Policy and Privacy Statement.' There is a checked checkbox with the text: 'I agree to receive marketing communications from PayPal. I can change my notification preferences at any time.' At the bottom is a blue 'Agree and Create Account' button.

**Step 7** Select **Go to Business Set-up**.



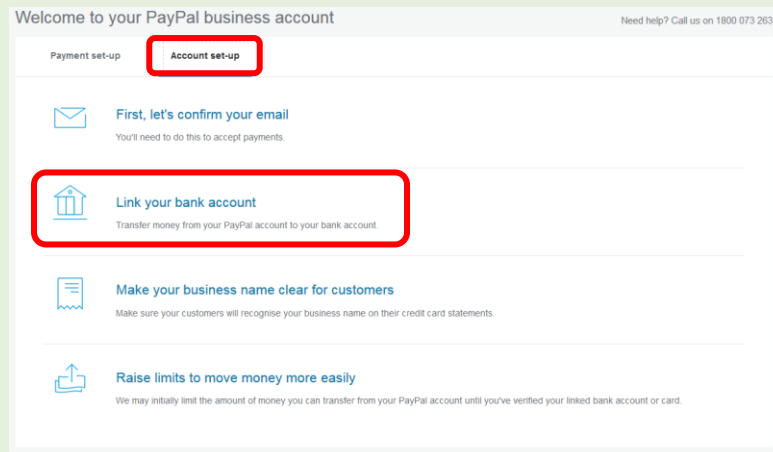
The screenshot shows the 'Congratulations!' screen. It has a blue heading 'Congratulations!' and two lines of text: 'Your PayPal account has been successfully created.' and 'You can use your account straight away. Start customising your PayPal payment preferences.' At the bottom is a blue 'Go to Business Set-up' button.

# Setting up PayPal for electronic funds transfer

QUICK GUIDE v1.0

## Step 8

Select **Account Set-up** then choose **Link you bank account**.



## Step 9

Enter your bank details to link to PayPal. Click on **Agree and Link** when complete and follow the prompts to verify your account as required (which may take 24-48 hours).

Once verified, you will then be able to use EFT to pay for your annual company subscription.

### Link an Australian bank account

Cheque  Savings

Bank name

BSB

Account number

Account name

**Business:** Uat RIW

**Personal:** Rail Industry Worker

When you click the button below, we'll deposit 2 small amounts into your bank account (less than \$1.00 AUD).

**Agree and Link**

[Link a US bank account instead](#)