

## What is PayPal?

PayPal is an online service enabling individuals and businesses to send and receive money online. For a small business PayPal now means accepting credit card payments is easy - merchant accounts with banks do not need to be set up, in fact the set up process to receive credit card payments via PayPal takes about 5 minutes.

## Why is PayPal being recommend to photographers to use in conjunction with Photo Viewer?

Our preference is for all payments for print orders to be sent directly to you the photographer from the customer. Having a PayPal account means that in addition to cheque and direct transfer payments you can easily accept credit card payments. Additionally you have total control over receiving payments for print orders and do not incur a transactional fee from Celebrate with Us! for every transaction placed.

Photo Viewer has been developed to automatically take customers to the secure PayPal website for credit card payments if they choose this method of payment. Photo Viewer pre-populates the PayPal fields with any information we have all ready collected for the customer such as name/ address etc to ensure that the payment process is quick and easy for the customer.

## How will I know if a customer is paying via PayPal?

When a customer places an order via Photo Viewer you will receive an email from Photo Viewer with the order details. The method of payment is shown clearly on the order as "This customer chose to pay online by credit card".

## How will I know if a customer has paid for their order via PayPal?

You will receive a notification of payment email directly from PayPal as soon a customer makes a payment to your account. You can also check the original order (link included in the email your receive from Photo Viewer with the order details) and check the Payment Details box. This box will tell you the status of payment for the order.

No Payment has not been made



Yes Payment has now been made



The status of the box will change to YES as soon as payment it made by the customer.

## Is it Secure?

All information is encrypted using Secure Sockets Layer protocol (SSL) to ensure private information is available only to authorised computers.

## What type of account do I need to set up?

PayPal gives you the option to set up a personal or Business account. To use with Photo Viewer you will need to set up a Business Account (you can not receive credit card payments through a personal account).

Premier/Business Account	
Open an Account	Free
Send Money	Free
Withdraw Funds	Free for \$150.00 AUD or more, \$1.00 AUD for \$149.99 AUD or less to bank accounts in Australia
Add Funds	Free
Receive Funds	2.4% + \$0.30 AUD for amounts less than \$5000
Multiple Currency Transactions	Exchange rate includes a 2.5% fee

You'll find more information on fees on the PayPal website: [www.paypal.com.au](http://www.paypal.com.au)

## How do I set up a PayPal Account?

You can set up a PayPal account in around 5 minutes. Go to [www.paypal.com.au](http://www.paypal.com.au) Select the Sign Up now button on the PayPal home page.



Then choose Business Account on the following page and continue through the steps to set up your account.

## How do I get the money out of my PayPal Account?

Once a customer has made a payment via PayPal to your PayPal account you can withdraw the funds by simply transferring them to your nominated bank account. You do this when logged into your account:



For more information and to create your PayPal account go to: [www.paypal.com.au](http://www.paypal.com.au)