



# PayPal Instructions

## What Is PayPal?

It is the trusted leader in online payments that enables buyers and businesses to send and receive money online. PayPal has over 100 million member accounts in 190 countries and regions. It's accepted by millions of businesses worldwide.

## What Forms of Payment Does PayPal Accept?

Due to the convenience factor, we accept payments via the use of PayPal Services. What this means to you is that through PayPal, we are able to accept the following forms of payments: Visa, MasterCard, American Express, Discover, and eChecks. Most payments made via Paypal (except eCheck) are done almost immediately. The eCheck takes about 2-3 days.

## How Safe Is PayPal?

PayPal helps protect your credit card information with industry-leading security and fraud prevention systems. When you use PayPal, your financial information is never shared.

## Do I Have To Have A PayPal Account?

No. You do not have to have a PayPal account to be able to pay through their service.

## How Does It Work? (See Screen Shots on Next Page)

The preferred method of payment for most virtual assistants is Paypal. Now, if you have not used Paypal before, it is pretty easy to use and convenient. The process is pretty simple as well. I will write up an invoice for services in Paypal and send it to your email. You will open the email to receive the invoice and click a link that will allow you to make the payment. Like many things online, you will set up an account using your email and a password. Or, if you don't have an account (or don't wish to set up an account) with Paypal, you can still make payments by clicking on the "send money" and send payment to [typingbug@gmail.com](mailto:typingbug@gmail.com).

## If I have any questions, what is the contact information for PayPal?

To set up an account, click: [Setup PayPal Account](#)

To reset password, click: [Reset PayPal Password](#)

To contact PayPal customer service: **402-935-2050** ( U.S. telephone number)  
4:00 AM PST to 10:00 PM PST Monday through Friday  
6:00 AM PST to 8:00 PM PST Saturday and Sunday



Sample Invoice that you would receive via email

Confirmation email you would receive after payment is entered



Receipt sent via email when payment has been processed