



Creating a Business Account for PayPal

1. Go to www.paypal.com
2. Select the Business tab
3. Click on Create a Business Account.
4. Click on Create New Account
5. Enter your location and language
6. Complete the required fields and click Continue
7. Complete the required fields and click Sign Up. NOTE: The email address they enter on this page is the one used to log in and subsequently, used to enable PayPal with PrinterOn
8. The account is now setup – click on Go to My Business Setup
9. In the Manage my money area, click Start Now
10. Select add or edit under Bank accounts
11. Complete the required fields and click Continue
12. Confirm the details and click Add Bank Account

IMPORTANT: *In order to receive payments from guests without a PayPal account (this may be the case if, for example, they are using a company credit card and don't want to create an account with it), the PrintSpot owner must confirm their bank account. This step takes 3-5 business days.*

How to Sign Up for the Micropayments Plan (5% + 5 cents/transaction)

1. Visit <https://micropayments.paypal-labs.com>
2. Click Signup
3. Choose your country
4. Click Login here
5. Login with your Business Account credentials
6. When prompted if you want to apply for this plan, click yes

Approval for this payment plan may take up to 2 business days.

How to Enable the PayPal Feature

1. Login to the Admin area of printeron.com
2. Enter your Printers area
3. Click Payment and Authorization
4. Check off Guests will be charged for printing
5. Enter the price per page and check off Integrate with PayPal
6. In the Receiver Email field, enter the PayPal Business Account login
7. Click Save