PayPal™

PayPal Button Guide
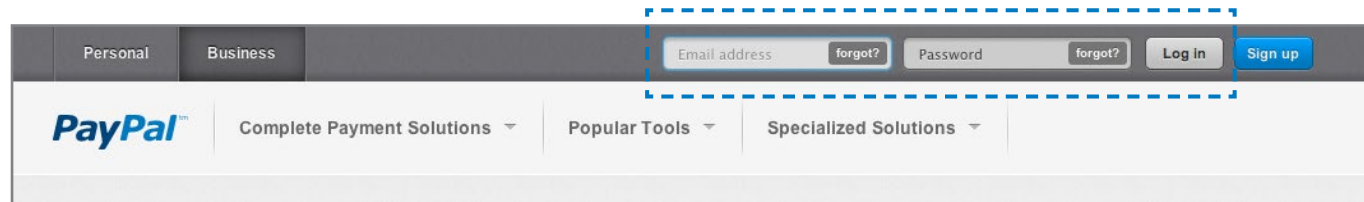## Installment Plan Buttons

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How to get started

1. Log in to PayPal

Go to PayPal.com and enter your login details at the top of the page.
If you don't have a PayPal Payments Standard account, sign up **here**.
It's free to set up, and all your information is securely protected.

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2. Check that your email address is confirmed

You probably did this when you first signed up for your account, but it's worth double-checking. After logging in to your account, click **Profile** at the top of the page. Next, click **Update** to the right of **Email**. If your primary email address needs to be confirmed, click **Confirm** and follow the instructions. Once your email is confirmed, you can add your button and start receiving money immediately.

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3. Add Enhanced Recurring Payments to your account

For an additional $19.99 a month, Enhanced Recurring Payments for PayPal Payments Standard includes everything you need to process regular recurring payments, automatic billing and installment plans on your site. You need to **sign up** before installing your button. Click **here** for details.

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4. Go to the Button Factory

Once you've logged in, you'll arrive at the **Account Overview** page.
On the right-hand side, click on **My Business Setup**.

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Next, click the **Start Now** button near the top of the **My Business Setup** page.

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Next, select the first option, **Create payment buttons for your website**.
On the next page, click **Create a button**, and you'll arrive at the **Button Factory**,
where you can create your button.

Step 1: Create your button

1. **Choose a button type**—To begin, choose **Installment Plan** from the dropdown menu.

2. **Item name**—Type in the name of the item or service you'd like to sell. E.g., "Kitchen remodel."

3. **Currency**—Enter your currency.

4 Set up your button—Choose one of three plan options and fill out the details.

Pay in full—Use this option to let customers pay with a single payment.

Offer equal installments at regular intervals—Customers pay the same amount each month.

Offer variable installments at irregular intervals—Use this option to let customers pay a different amount each month and/or pay on an irregular schedule.

At any point, you can click **Done** to preview your button configuration in the **Your customer's view** pane to the right.

The first payment can be collected at checkout or deferred, while the final payment must be made within one year of checkout. You can include tax and shipping in the total amount but do not include interest.

Optional steps for advanced buttons—The other steps on the page are not required for creating your button. But if you're interested in creating an advanced button, follow the instructions on the next page before you click **Create Button**.

5 Create button—When you're done, click **Create Button**.

Optional steps for advanced buttons

1 Plan ID—Add the plan ID if you offer different kinds of installment plans and wish to keep track of them.

2 Customize button—Customize your button by clicking on any of the options. At any point, click **Done** to see how your button looks in the **Your customer's view** window.

3 Add another Installment Plan—You can offer your customers one or more plan options with a single button.

4 Account ID—To minimize the risk of spam emails, we recommend you keep the **Use my secure merchant account ID** option checked.

5 More advanced button features—See **Appendix** for instructions on button customization and tracking inventory, profit and loss.

Step 2: Copy your button

Copy your button to your website

1 Button location—To begin, click the **Website** tab.

2 Select code—Click **Select Code** to highlight your HTML button code.

3 Copy code—Do this the same way you normally copy something on your computer (CTRL+C for Windows, CMD+C for Mac—or right-click and choose Copy). Don't worry if nothing happens. The HTML code has been successfully copied to your computer's memory and is ready to add to your website.

The button you just created is shown in the **Buyer's View** window. This is exactly how your customers will see the button on your website. If you'd like to make some changes, click the **Go back to edit this button** link.

Adding Installment Plan code to an email—It's not possible to send Installment Plan payment requests as a link in email.

| My Account | Send Money | Request Money | Merchant Services | Products & Services |

Overview   Add Money   Withdraw   History   Resolution Center   Profile

Add your button code to your webpage

You just created customized HTML code for your button. The final step is to copy the code from this page and paste it into your website editor.

Copy the button code:

1. Click **Select Code**.
2. Right-click and copy the selected code.

If you're working with a website developer, you can paste the button code into an email and send it to your developer now.

Paste the button code in your website editor:

The code must be pasted in the "code" view, where you can view and edit HTML.

1. In your website editor or admin page, open the page where you want to add your button.
2. Look for an option to view or edit HTML.
3. Find the section of the page where you want your button to appear.
4. Right-click and paste your button code into the HTML.
5. Save and publish the page. (The preview function in your editor may not display the button code correctly.)
6. Test the button to make sure it links to a PayPal payment page.

Need more help? Click here for additional information.

1

Website

```
<form target="paypal" action="https://www.paypal.com/cgi-bin/webscr"
method="post">
<input type="hidden" name="cmd" value="_s-xclick">
<input type="hidden" name="hosted_button_id"
value="XFU2N2VA4HPHJ">
<input type="image"
src="https://www.paypalobjects.com/en_US/i/btn/btn_cart_LG.gif"
border="0" name="submit" alt="PayPal - The safer, easier way to pay
```

Select Code   Go back to edit this button

2

Undo

Cut

Copy

Paste

Delete

3

Step 3: Add your button

You are now finished with the PayPal button page. For the third and final step, you need to open your website code editor or the email where you want to add your button. Once installed, we recommend you road-test your new button by clicking it and following the payment process.

Adding button code to your webpage

Each website code editor will have its own instructions for adding or pasting HTML code. Here are the instructions for WordPress, Joomla and Yahoo Site Builder. For all other companies, log in to your website account and look for the option to add or paste HTML code into your webpage.

Alternatively, contact your website code editor software company or your website hosting provider and ask them for specific instructions for getting your HTML code to work with your website. They'll provide you with the final instructions for getting your new button up and running.

You are now finished with the PayPal button page. For the third and final step, you need to open your WordPress code editor. Once installed, we recommend you road-test your new button by clicking it and following the payment process.

Adding button code to WordPress

Click **this link** for specific instructions about adding or pasting HTML code for WordPress. Alternatively, contact WordPress and ask them for specific instructions for getting your HTML code to work with your website. They'll provide you with the final instructions for getting your new button up and running.

You are now finished with the PayPal button page. For the third and final step, you need to open your Joomla code editor. Once installed, we recommend you road-test your new button by clicking it and following the payment process.
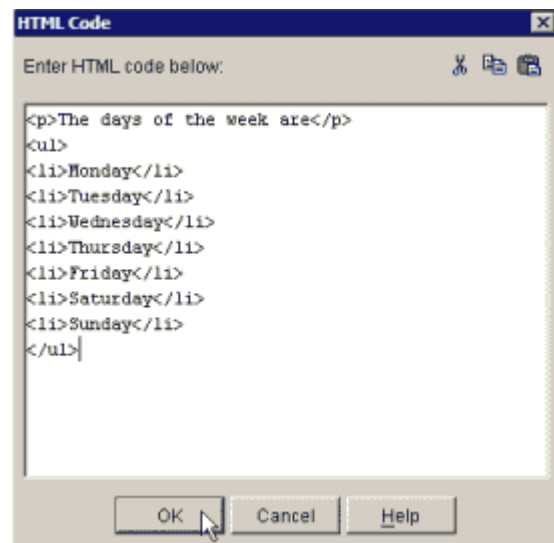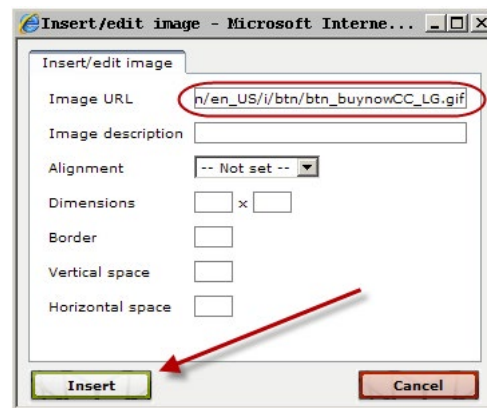
Adding button code to Joomla

Click **this link** for specific instructions about adding or pasting HTML code for Joomla. Alternatively, contact Joomla and ask them for specific instructions for getting your HTML code to work with your website. They'll provide you with the final instructions for getting your new button up and running.

You are now finished with the PayPal button page. For the third and final step, you need to open your Yahoo Site Builder code editor. Once installed, we recommend you road-test your new button by clicking it and following the payment process.
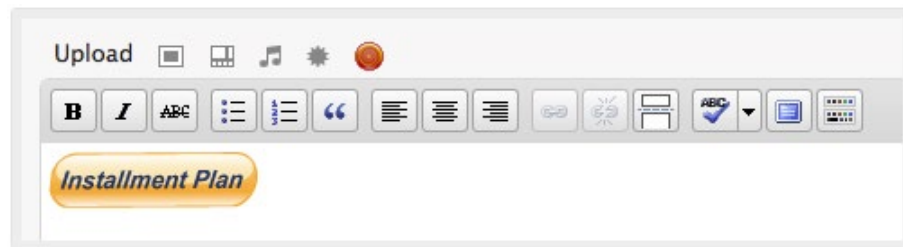
Adding button code to Yahoo Site Builder

Click this link for specific instructions about adding or pasting HTML code for Yahoo Site Builder. Alternatively, contact Yahoo and ask them for specific instructions for getting your HTML code to work with your website. They'll provide you with the final instructions for getting your new button up and running.

FAQs

1. Why does nothing happen when I click on my new button?

2. How do I confirm my email address?

3. How do I verify my account?

4. Where do I get PayPal logos and credit card logos for my website?

1. Why does nothing happen when I click on my new button?

One of the most common reasons involves iFrames. If you use an iFrame, follow the instructions in the next FAQ. If you're not sure whether your website uses an iFrame, contact your platform provider.

2. How do I confirm my email address?

Follow these instructions:

1) Log in to your PayPal account

2) Click **Profile** near the top of the page

3) Click **Update** next to Email

4) Choose an email address and click **Confirm**. We'll send an email to that address.

5) Open the email and click the link to confirm your address. You will automatically return to the PayPal site, where you'll be asked to enter your password.

If the link doesn't work, here's how to confirm your email address using the 20-digit code included in the email.

1) Log in to your PayPal account

2) Click **Confirm email address** under notifications

3) Select **Click here if the button does not appear in the email**

4) Enter the 20-digit code from the email we sent you and then click **Confirm**.

3. How do I verify my account?

Follow these instructions:

    1) Log in to your PayPal account

    2) Click **Get Verified** below your name

    3) Follow the steps given to complete the verification process.

4. Where do I get PayPal logos and credit card logos for my website?

You can download the source code for PayPal and credit card company logos right here.

Appendix

Instructions for Advanced Button Features

Step 2: Track inventory, profit and loss
Select **Step 2** if you wish to enter information that PayPal will use
to track inventory, profit and loss for your item.

1 Track inventory—To activate the inventory feature, check this box
and enter the details we'll use to track inventory for your item.

2 Track profit and losses—To activate this feature, check the box
and enter the details we'll use to track inventory for your item.

Step 3: Customize advanced features

Select **Step 3** if you wish to add advanced features to your button.

1 Shipping address—Select "no" for items that don't require shipping, e.g., digital goods.

2 Destination URL—Once they complete or cancel their order, you can direct your customers to a particular webpage, e.g., a page thanking them for their order.

3 Advanced variables—If you're familiar with HTML programming and the advanced HTML variables supported by PayPal Payments Standard payment buttons, enter them here. See the **PayPal Standard Integration Guide** for more details.