

Linking PayPal to your First Data UK Ecommerce account

Please follow the below steps once your PayPal account has been created.

Login to your Virtual Terminal and complete the **PayPal Setup** via

- **Customisation** (main menu)
- **Payment method configuration**

You will then be presented with the below page:

PayPal Setup

Define your settings for PayPal payments and grant the required permissions that allow us to submit your transactions to PayPal on your behalf.

Settings

PayPal environment:	LIVE
Allow guest checkout:	<input checked="" type="checkbox"/>
PayPal header image:	<input type="text"/>
Custom color:	<input type="text"/>
Brand name:	<input type="text"/>
Account name:	<input type="text"/>

Permissions - NOT GRANTED

Express Checkout:	<input type="checkbox"/>
Payment authorization and capture:	<input type="checkbox"/>
Refunds:	<input type="checkbox"/>
Reference transactions:	<input type="checkbox"/>
Billing agreements:	<input type="checkbox"/>
Mass pay:	<input type="checkbox"/>

Step One

Please complete all relevant fields within **Settings** and click **'Save Changes'**

Note: Account name is a mandatory field and will be your PayPal account email address.

Once saved you will receive the following message **Updated successfully**

Step Two

Select all relevant fields within **Permissions** and click **'Grant Permissions'**

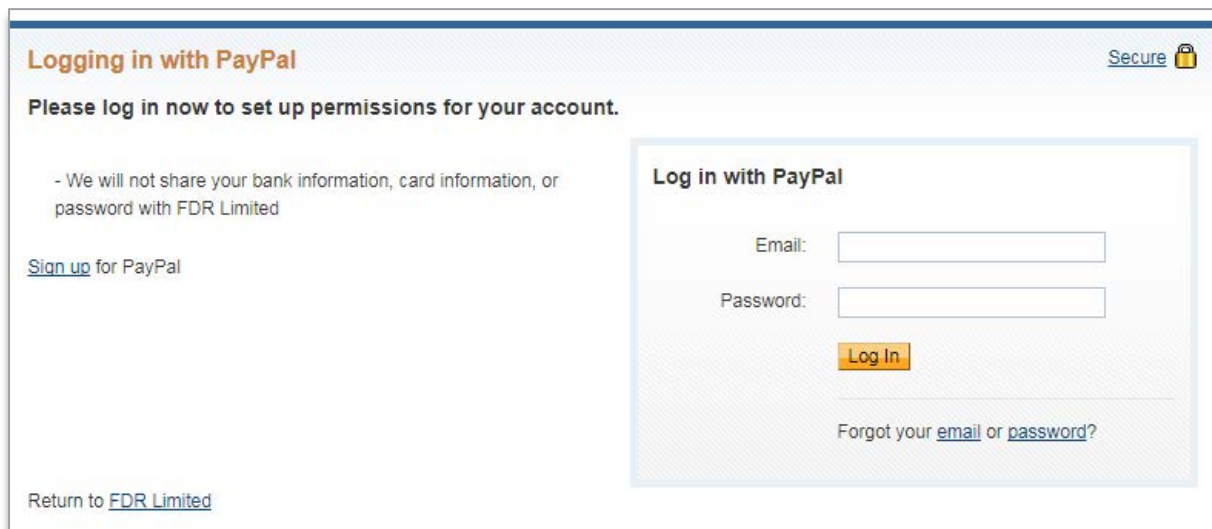
*The field definitions within **Permissions** can be found in our Virtual Terminal User Guide (https://www.firstdata.com/en_gb/partners/developers-and-partners.html)*

www.firstdata.co.uk/mybusiness

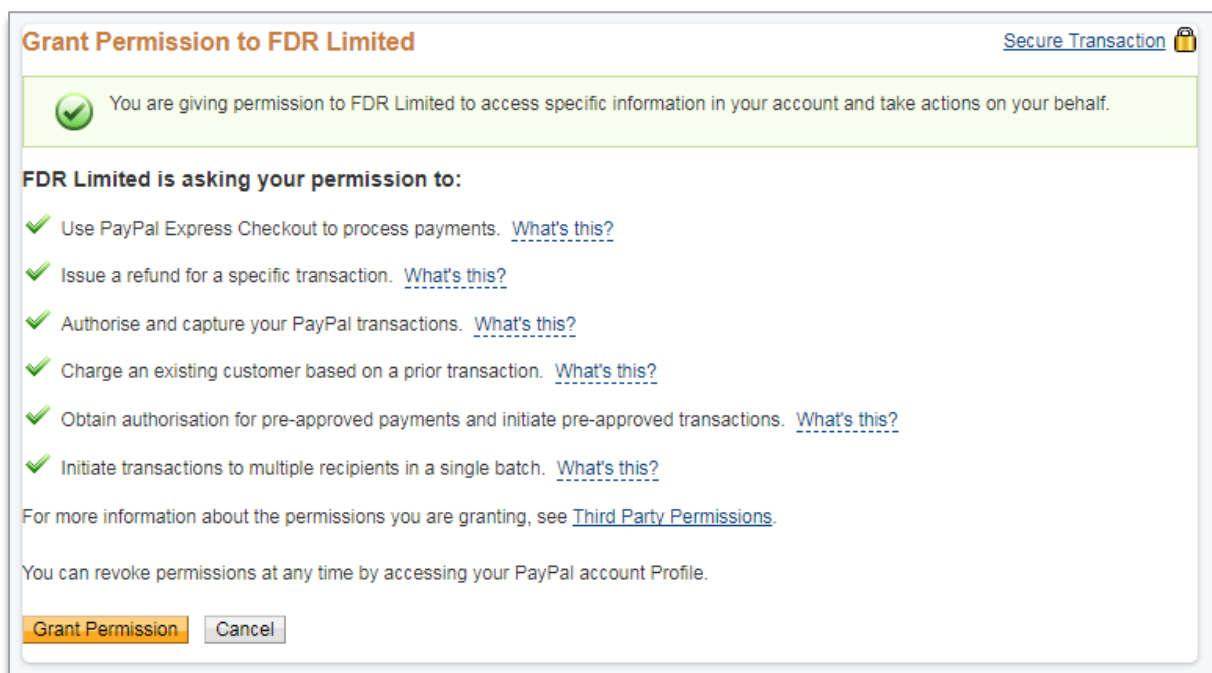
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You will then be directed to a PayPal login screen where you will need to enter your Email Address and Password.



When you have logged in you will be prompted to click **Grant Permissions**



Once clicked you will be redirected back to your Virtual Terminal and presented with two success messages **The Process has finished successfully! & Permissions - Granted**

You are now able to start accepting PayPal transactions via your First Data Ecommerce Gateway account.

If at any stage you would like to remove PayPal functionality you can click **Disable PayPal and remove all permissions** at any time.