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:	☑
PayPal header image:	
Custom color:	
Brand name:	
Account name:	

[Delete] [Back] [Save Changes]

Permissions - NOT GRANTED

Express Checkout:	☐
Payment authorization and capture:	☐
Refunds:	☐
Reference transactions:	☐
Billing agreements:	☐
Mass pay:	☐

[Disable PayPal and remove all permissions] [Grant permissions]

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

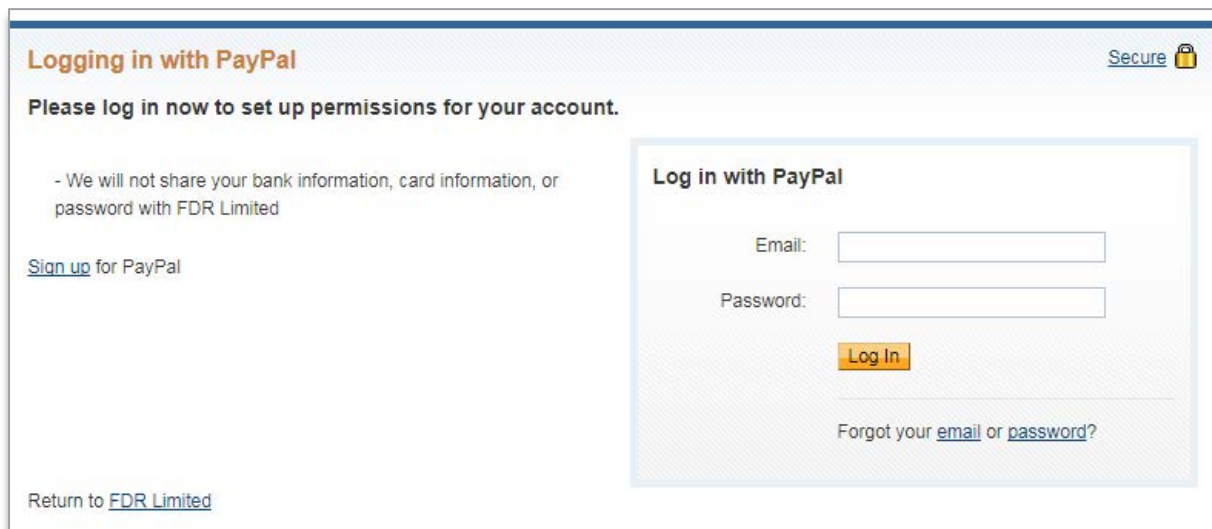Select all relevant fields within **Permissions** and click '**Grant Permissions**'

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)*
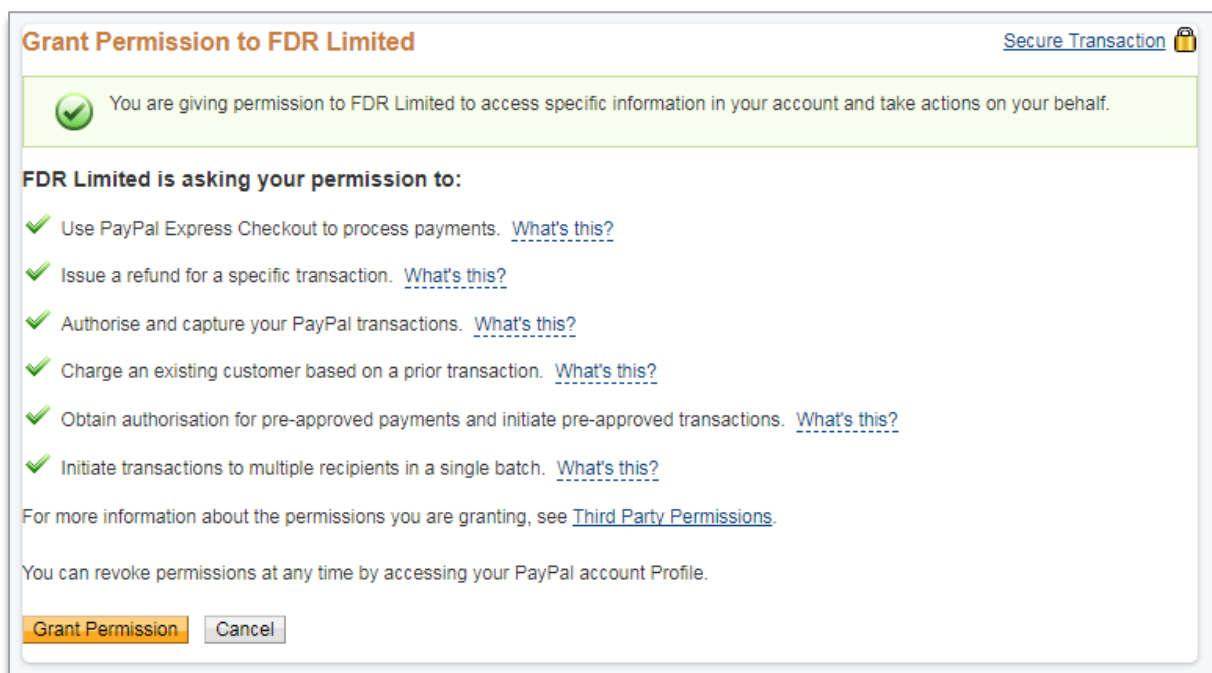
www.firstdata.co.uk/mybusiness

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.