

## 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	
	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

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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.

Logging in with PayPal		Secure 🔒
Please log in now to set up permissions for your accour	t.	
- We will not share your bank information, card information, or password with FDR Limited	Log in with PayPal	
Sign up for PayPal	Email:	
	Password:	
	Log	In
	Forgo	t your email or password?
Return to FDR Limited		

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

Grant Permission to FDR Limited	Secure Transaction
You are giving permission to FDR Limited to access specific information in your account and take actions of	on your behalf.
FDR Limited is asking your permission to:	
✓ Use PayPal Express Checkout to process payments. What's this?	
✓ Issue a refund for a specific transaction. <u>What's this?</u>	
✓ Authorise and capture your PayPal transactions. What's this?	
Charge an existing customer based on a prior transaction. What's this?	
✓ Obtain authorisation for pre-approved payments and initiate pre-approved transactions. <u>What's this?</u>	
✓ Initiate transactions to multiple recipients in a single batch. <u>What's this?</u>	
For more information about the permissions you are granting, see Third Party Permissions.	
You can revoke permissions at any time by accessing your PayPal account Profile.	
Grant Permission Cancel	

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.