

# FAQ for PayPal

## **How do I send money?**

If you have a PayPal account here's how:

- Log in to your PayPal account.
- Click the Send Money tab.
- Fill out the form.
- Click Continue.
- Review the details of the payment, including the payment method.
- To change any information, click the appropriate Change link.
- Note: If you edit your payment details, the payment method will return to the default method of payment.
- Click Send Money to send the payment.

## **If you do not yet have a PayPal account: Here's how:**

Visit [www.paypal.com](http://www.paypal.com).

- Click the Send Money tab.
- In the Send Money box:
- Fill in the recipient's email address or phone number.
- Fill in your email address.
- Fill in the amount in U.S. Dollars.

Select the appropriate payment type. Click the Send Money button.

## **To complete your payment, you must create a PayPal account: Here's how:**

- Enter your first and last name.
- Select your credit card type.
- Enter your credit card number, the expiration date, and your card security code.
- Enter your address, city, state, and ZIP code and country.

- Enter your telephone number and your email address.
- Enter and confirm your PayPal password.
- Enter the code shown in the box.
- Click the User Agreement and Privacy Policy links.
- Click the Agree & Continue button.
- Review your payment details. \* To change any information, click the appropriate Change link.
- To cancel the payment, click Cancel.
- Click the Send Money button.

Recipients receive an email notification for the payment. This email contains a link. After clicking the link, recipients can log in to their PayPal account to receive the payment. A recipient who does not have an account must open an account to receive the payment.