

PayPal Merchant Account Setup

Overview

The Tyler SIS Online Payment module allows parents to deposit money into student lunch accounts via the parent portal. These transactions are processed through PayPal and therefore a merchant account must be created for the district. There is no charge for this PayPal account. The parent is not required to open a PayPal account; however, if they choose to, there is no charge by PayPal. Fees are charged against the deposit amount by PayPal on a per transaction basis.

PayPal Support

If you have any questions during the PayPal account setup, call PayPal Merchant Services at 1-844-720-4039 or visit PayPal Merchant Services online at <http://www.paypal.com/mts>.

Required Information

One person is identified as the designated owner of this account for the district. You need:

- The Social Security Number for the designated owner
- An email address to be used for bank account verification as well as notification emails following each transaction
- The bank account number where withdrawals from PayPal are deposited
- The routing number of the bank that holds the account.

Create the Merchant Account

1. Go to <https://www.paypal.com/webapps/mpp/merchant> and follow the instructions to create a Merchant Account.
2. Select *Payments Standard* as your **Payment Solution** if you want to accept credit-card payments. If not, you can select *Express Checkout* and only allow parents to pay via PayPal balance or bank transfer.
3. Upon successful completion of the application, two emails are sent to the email account you provided. Sign on to your email account and open the email asking for email verification. Click on the embedded link.

Bank Account Verification

Upon successful completion of the Merchant account setup, you can link a bank account. A bank account is required to withdraw funds from PayPal. Upon linking a bank account, two deposits for less

than \$1.00 are deposited into the account. These small deposits are used to verify the account with PayPal.

Bank account verification steps are provided by PayPal upon successfully linking an account. Follow the steps in that email to complete the process.

Blocking eCheck Payments

1. Go to www.paypal.com and log into your account.
2. Click on **Profile** near the top of the page.
3. Click **My Selling Tools**.
4. Click **Update** beside **Block Payments** in the getting paid and managing risk section.
5. Check **Pay with eCheck or....**

Block the following payments:

Pay with eCheck or German bank transfer for all website payments except eBay. NOTE: You may not block

6. Scroll down and click **Save**.

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