PayPal™

PayPal Button Guide
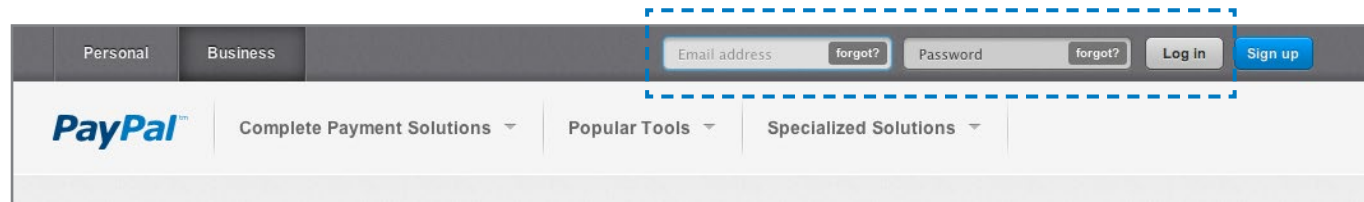## Donate Buttons

Contents

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How to get started

1. Log in to PayPal

Go to PayPal.com and enter your login details at the top of the page.
If you don't have a PayPal Payments Standard account, sign up **here**.
It's free to set up, and all your information is securely protected.

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2. Check that your email address is confirmed

You probably did this when you first signed up for your account, but it's worth double-checking. After logging in to your account, click **Profile** at the top of the page. Next, click **Update** to the right of **Email**. If your primary email address needs to be confirmed, click **Confirm** and follow the instructions. Once your email is confirmed, you can add your button and start receiving money immediately.

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3. Go to the Button Factory

Once you've logged in, you'll arrive at the **Account Overview** page.
On the right-hand side, click on **My Business Setup**.

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Next, click the **Start Now** button near the top of the **My Business Setup** page.

Next, select the first option, **Create payment buttons for your website**.
On the next page, click **Create a button**, and you'll arrive at the **Button Factory**,
where you can create your button.

Step 1: Create your button

1 Choose a button type—To begin, choose **Donations** from the dropdown menu.

2 Organization name/service—Type in the purpose for the donation or the name of your organization.

3 Currency—Select your currency in which contributions are made.

4 Contribution amount—Select **Donors enter their own contribution amount** to let them decide how much to contribute. Alternatively, click on **Donors contribute a fixed amount** and enter the amount.

Optional steps for advanced buttons—The other steps on the page are not required for creating your button. But if you're interested in creating an advanced button, follow the instructions on the next page.

5 Create button—When you're done, click **Create Button**.

Optional steps for advanced buttons

1 Donation ID—Add a label to help identify different kinds of contributions (e.g., "Holiday Campaign"). Your donors see this label when they pay, and it also shows up in the transaction details that your staff and donors can view on the PayPal website.

2 Customize button—Customize your button by clicking on any of the options. You can see how your button looks in the **Your customer's view** window.

3 Save your buttons—We recommend you keep this selected. But if you wish to change the default setting, click **Step 2** and deselect this option.

4 More advanced button features—See **Appendix** for instructions on button customization.

Step 2: Copy your button or link

Copy your button to your website

1 Button location—To begin, click the **Website** tab.

2 Select code—Click **Select Code** to highlight your HTML button code.

3 Copy code—Do this the same way you normally copy something on your computer (CTRL+C for Windows, CMD+C for Mac—or right-click and choose Copy). Don't worry if nothing happens. The HTML code has been successfully copied to your computer's memory and is ready to add to your website.

The button you just created is shown in the **Buyer's View** window. This is exactly how your customers will see the button on your website. If you'd like to make some changes, click the **Go back to edit this button** link.

If you're creating a button for **Facebook**, you will need to use the email link provided on the **next page**.

Copy your button to your email or Facebook

1 Button location—To begin, click the **Email** tab.

2 Select code—Click **Select Code** to highlight your HTML button code.

3 Copy code—Do this the same way you normally copy something on your computer (CTRL+C for Windows, CMD+C for Mac—or right-click and choose Copy). Don't worry if nothing happens. The HTML code has been successfully copied to your computer's memory and is ready to add to your email.

If you'd like to make additional changes, click the **Go back to edit this button** link.

Step 3: Add your button

You are now finished with the PayPal button page. For the third and final step, you need to open your website code editor or the email where you want to add your button. Once installed, we recommend you road-test your new button by clicking it and following the payment process.

Adding button code to your webpage

Each website code editor will have its own instructions for adding or pasting HTML code. Here are the instructions for Facebook, WordPress, Joomla and Yahoo Site Builder. For all other companies, log in to your website account and look for the option to add or paste HTML code into your webpage.

Alternatively, contact your website code editor software company or your website hosting provider and ask them for specific instructions for getting your HTML code to work with your website. They'll provide you with the final instructions for getting your new button up and running.

You are now finished with the PayPal button page. For the third and final step, you need to open your email message. Once installed, we recommend you road-test your new button by clicking the link and following the payment process.

Link or button?

The easiest way to accept payments in an email is by adding a website address link that your customers click to pay you.
If you prefer to add a Donate button image, follow the extra steps here.

1 Open the email where you want to have the Donate link.

2 Add or paste the code you just copied directly into your email (**Control+V** for Windows, **CMD+V** for Mac—or right-click and choose **Paste**). When your customers click this link within the email, they go to a secure payment page that summarizes their order.

The above instructions are for adding a Donate link in your email. Adding a Donate button image involves extra steps here.

The email option is only available for PayPal buttons with no dropdown menu or additional text.

1 Your order

To: Elizabeth@example.com
Cc:
Subject: Your order
From: john.smith@company.com

Hello Elizabeth,

Thank you for your interest. I've attached details of your order. To pay by credit card or via PayPal, simply click the link below.

Pay Now:
https://www.paypal.com/cgi-bin/webscr?cmd=_s-xclick&hosted_button_id=FZDNYMTDWQU8G

Undo
Cut
Copy **2**
Paste
Delete

You are now finished with the PayPal button page. For the third and final step, you need to open your Facebook post. Once installed, we recommend you road-test your link by clicking it and following the payment process.

Adding the link to Facebook

Click **here** for more specific instructions on adding a link to your Facebook status, About Me section or as a Note. Alternatively, you can contact Facebook for assistance with getting your link up and running.
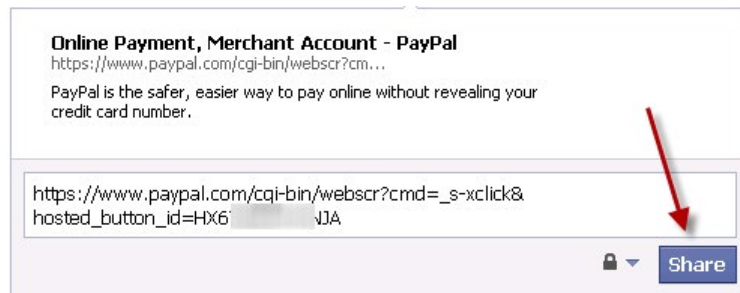
Online Payment, Merchant Account - PayPal
https://www.paypal.com/cgi-bin/webscr?cm...

PayPal is the safer, easier way to pay online without revealing your credit card number.

https://www.paypal.com/cgi-bin/webscr?cmd=_s-xclick&
hosted_button_id=HX6   NJA

🔒 ▾ Share

You are now finished with the PayPal button page. For the third and final step, you need to open your WordPress code editor. Once installed, we recommend you road-test your new button by clicking it and following the payment process.

Adding button code to WordPress

Click **this link** for specific instructions about adding or pasting HTML code for WordPress. Alternatively, contact WordPress and ask them for specific instructions for getting your HTML code to work with your website. They'll provide you with the final instructions for getting your new button up and running.
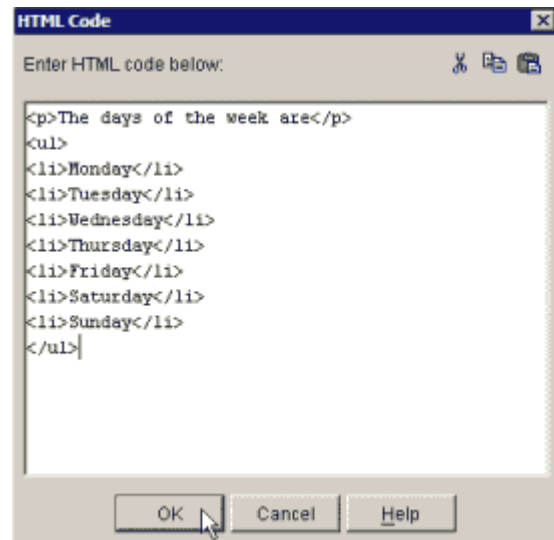
You are now finished with the PayPal button page. For the third and final step, you need to open your Joomla code editor. Once installed, we recommend you road-test your new button by clicking it and following the payment process.

Adding button code to Joomla

Click this link for specific instructions about adding or pasting HTML code for Joomla. Alternatively, contact Joomla and ask them for specific instructions for getting your HTML code to work with your website. They'll provide you with the final instructions for getting your new button up and running.
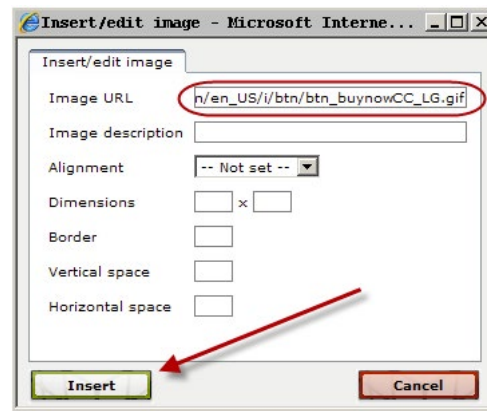
You are now finished with the PayPal button page. For the third and final step, you need to open your Yahoo Site Builder code editor. Once installed, we recommend you road-test your new button by clicking it and following the payment process.

Adding button code to Yahoo Site Builder
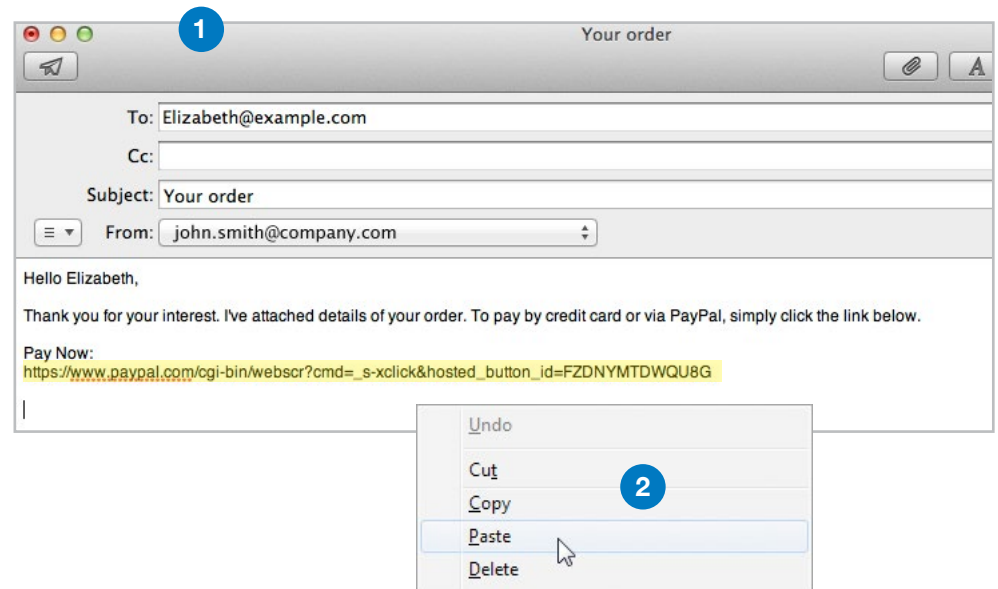
Click this link for specific instructions about adding or pasting HTML code for Yahoo Site Builder. Alternatively, contact Yahoo and ask them for specific instructions for getting your HTML code to work with your website. They'll provide you with the final instructions for getting your new button up and running.

FAQs

1. Why does nothing happen when I click on my new button?

2. How do I add a text input field to a Donate Button?

3. How do I create a "Pay Now" button?

4. How do I confirm my email address?

5. How do I verify my account?

6. Where do I get PayPal logos and credit card logos for my website?

1. Why does nothing happen when I click on my new button?

One of the most common reasons involves iFrames. If you use an iFrame, follow the instructions in the next FAQ. If you're not sure whether your website uses an iFrame, contact your platform provider.

2. How do I add a text input field to a Donate Button?

Click **here** for instructions.

3. How do I create a "Pay Now" button?

Begin by creating a "Buy Now" button and select **Customize text or appearance** within the optional **Customize button** section. Then choose **Pay Now** from the **Select button text** dropdown.

4. How do I confirm my email address?

Follow these instructions:

    1) Log in to your PayPal account

    2) Click **Profile** near the top of the page

    3) Click **Update** next to Email

    4) Choose an email address and click Confirm. We'll send an email to that address.

    5) Open the email and click the link to confirm your address. You will automatically return to the PayPal site, where you'll be asked to enter your password.

If the link doesn't work, here's how to confirm your email address using the 20-digit code included in the email.

    1) Log in to your PayPal account

    2) Click **Confirm email address** under notifications

    3) Select **Click here if the button does not appear in the email**

    4) Enter the 20-digit code from the email we sent you and then click **Confirm**.

5. How do I verify my account?

Follow these instructions:

    1) Log in to your PayPal account

    2) Click **Get Verified** below your name

    3) Follow the steps given to complete the verification process.

6. Where do I get PayPal logos and credit card logos for my website?

You can download the source code for PayPal and credit card company logos right here.
Scroll down until you see **Step 1** of the button creation page.

Appendix

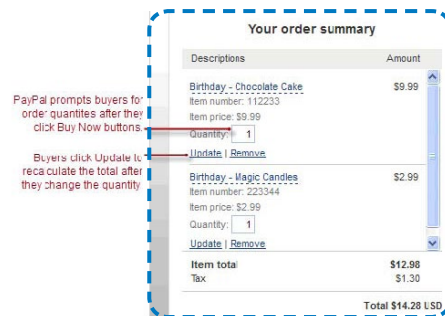## Instructions for Advanced Button Features

### Step 3: Customize advanced features
Select **Step 3** if you wish to add advanced features to your button.

Customize checkout pages

1 Order quantities—Select this feature to prompt buyers for item quantities. Use with caution, because they could order more items than you have in stock.

2 Customer instructions—This allows your customers to include a message with their order, e.g., "Gift wrap if possible."
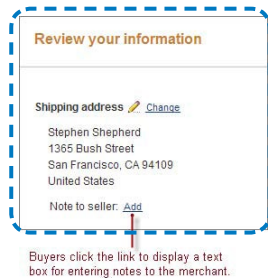
3 Shipping address—Select "no" for items that don't require shipping, e.g., digital goods.

4 Destination URL—Once they complete or cancel their order, you can direct your customers to a particular webpage, e.g., a page thanking them for their order.

5 Advanced variables—If you're familiar with HTML programming and the advanced HTML variables supported by PayPal Payments Standard payment buttons, enter them here. See the **PayPal Standard Integration Guide** for more details.