

USING PAYPAL

PayPal is a secure way to send and receive money between people in over 56 countries.

It's a 'secure' system, denoted by the little yellow padlock at the bottom right of your screen.

If the padlock is closed, the system is secure. If it's open, it's not secure. It's that simple to spot.

To become a PayPal member go to www.paypal.com

Choose 'New Users Sign Up Here' and select 'Personal Account'

Fill in the requested details and continue the process, entering your details as requested.

Now you can 'Log In' to PayPal with the User Name and Password you've just set up.

SENDING A PAYMENT

Go to www.paypal.com and login. Click 'Send Money' tab

Enter recipient's email address. Enter the amount you're paying.

Select the Currency. Select the Category of Purchase (ie Goods - other)

Write an optional email (recommended) with Subject and Note.

This will be sent to the recipient to advise of your payment.

Click Continue and you're almost done. From there on it's easy – just follow the prompts.

The cost of sending your money is charged to the receiver, and when you use PayPal regularly you'll be able to see a record of the transactions you've made by viewing your account.

The PayPal system will automatically fill in addresses for the sender and recipient from its own records and you don't have to do anything in that regard.

It will also print a packing slip for the vendor complete with the address to send the goods.

Eric Holroyd. OCT 2005