

It is really easy to start accepting PayPal payments via Dotpay. You only need to take a few steps:

## 1. Open a PayPal business account for free

- Go to [www.paypal.com](http://www.paypal.com).
- Click the **Sign up** button (you will need to accept the PayPal User Agreement).

## 2. Add a bank account or a credit card (which may serve as your account verification)

- Log in to your PayPal account.
- On the **My Account** tab point to the **Profile** menu and click **Add or Remove Bank Account** or **Add or Remove Card**, depending on what you want to add.

## 3. Configure your PayPal business account to receive payments via Dotpay

- Log in to your PayPal account.
- On the **My Account** tab point to the **Profile** menu and click **More Options**.
- Make sure you use the new Profile version. If you still use the old classic version, you will see a link **Check out the new look of my Profile page** in the top right corner which you need to click.
- In the left panel, click **My selling tools**.
- Go to the **Selling online** section (if you cannot see all of it, expand it by clicking the “+” sign to the left of the section title).
- Click the **Update** link to the right of the **API access** title.
- Scroll down to **Option 1** and click **Add or edit API permissions**.
- Click the **Add New Third Party** button.
- In the **Third Party Permission Username** field, enter one of the usernames listed below and click the **Lookup** button:
  - **biuro\_api1.dotpay.pl** – if you cooperate with Dotpay Ltd. (Dotpay Polska Sp. z o.o.)
  - **dotpay\_api1.dotpay.eu** – if you cooperate with Dotpay SA
- In the list of available permissions, select the ones listed below and click the **Add** button.
  - [Use Express Checkout to process payments](#)
  - [Issue a refund for a specific transaction](#)
  - [Obtain information about a single transaction](#)
  - [Authorize and capture your PayPal transactions](#)
  - [Search your transactions for items that match specific criteria and display the results](#)

## 4. Activate PayPal within the My Dotpay administration panel

- In the navigation menu on the left, click **Activate new payment channels**.
- In the **PayPal payment channel activation** section, next to **Current service status**, select the **Enabled** check box.
- Click in the **PayPal account e-mail address** edit box, enter your PayPal account email address and click the **Save** button.

Congratulations! You have just activated PayPal via Dotpay.

Enjoy growing your business with PayPal!