

PayPal Integration Setup Guide

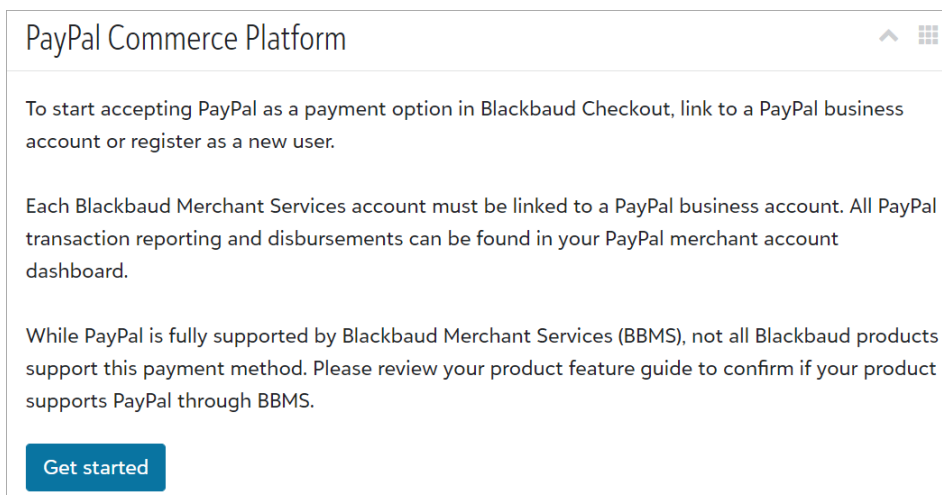
Before you begin accepting PayPal donations on your **Blackbaud Checkout** forms, follow the setup instructions below.

Note: *PayPal* payment options are available for one-time U.S. dollar donations. *PayPal* payment options are not available on **Blackbaud Checkout** forms for recurring payments.

Step One - Connect your PayPal account to *Blackbaud Merchant Services*

Before you can accept *PayPal* donations, you must first connect your *PayPal* account to your **Blackbaud Merchant Services** account.

1. In the **Blackbaud Merchant Services** Web Portal, go to **Account Management, General settings**.
2. On the **PayPal Commerce Platform** tile, select **Get started**.



PayPal Commerce Platform

To start accepting PayPal as a payment option in Blackbaud Checkout, link to a PayPal business account or register as a new user.

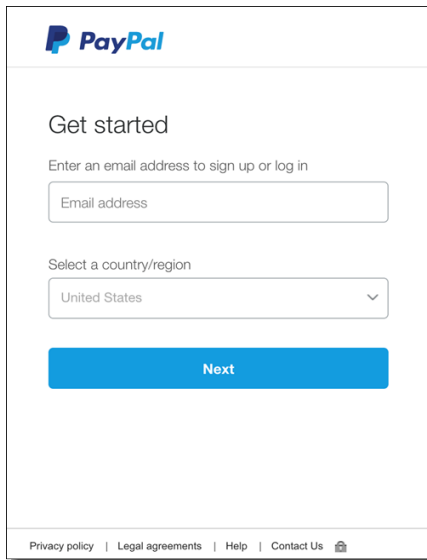
Each Blackbaud Merchant Services account must be linked to a PayPal business account. All PayPal transaction reporting and disbursements can be found in your PayPal merchant account dashboard.

While PayPal is fully supported by Blackbaud Merchant Services (BBMS), not all Blackbaud products support this payment method. Please review your product feature guide to confirm if your product supports PayPal through BBMS.

[Get started](#)

3. Log in to your existing *PayPal* business account or sign up for a new account.

Tip: If you have questions or need assistance, email Blackbaud@PayPal.com.



Note: If you have more than one *PayPal* login, make sure you log in to your primary account.


4. Accept the terms of use.
5. Select **Go back to Blackbaud Inc.** to return to the **Blackbaud Merchant Services** Web Portal.

You'll receive a success message, and the system will automatically redirect you to the **Blackbaud Merchant Services** Web Portal. The Activation status on the **PayPal Commerce Platform** tile shows that your account is linked.

Step Two - Add PayPal as an accepted payment type

Now that you have connected to your *PayPal* account, you must activate it as an accepted payment type in your payment configuration.

Note: Before you can accept *PayPal* payments, your account configuration mode must be set to Live.

1. In the **Blackbaud Merchant Services** Web Portal, go to **Account Management, General settings**.
2. On the **Account Configurations** tile from the menu  of your existing payment configurations used by your donation form, select **Edit**.

Account Configurations					
Add configuration					
Name ▲	Currency	CSC level	AVS level	Description	
⋮ BBMS-USD	US Dollar (USD)	None	None		

3. By default, the *PayPal* option is not selected under **Supported credit cards**. Select **PayPal**, then select **Save**.

Supported credit cards

[Select all](#) [Clear all](#)

- American Express
- Diner's Club
- Discover
- Maestro
- Mastercard
- PayPal
- Visa

[Save](#) [Cancel](#)

Step Three - Enable *Blackbaud Checkout*

To complete your setup, follow the applicable steps below to enable *Blackbaud Checkout* on your forms.

[Blackbaud Online Express](#)

[Blackbaud eTapestry](#)

[Blackbaud Luminare Online](#)

Note: *Blackbaud Raiser's Edge NXT* does not require additional setup to enable *Blackbaud Checkout* on your forms.

Your Setup is Complete

Your *Blackbaud Checkout* forms now include the *PayPal* payment options.

