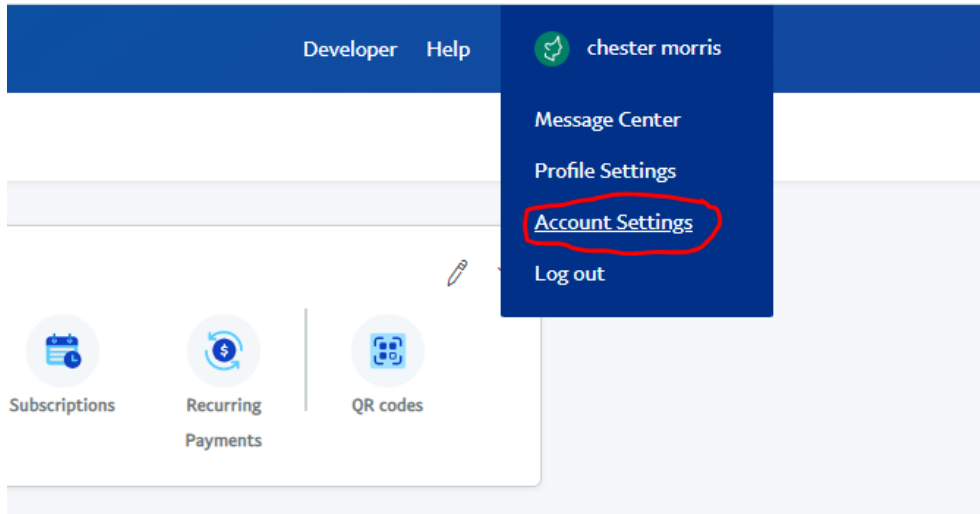


Add User to PayPal Account

1. Hover over your name in the top right and click on "Account Settings."



Select "Update" next to Manage Users

Account access

Log in with PayPal	Websites where you've logged in with PayPal.	Change
API access	Manage API credentials to integrate your PayPal account with your online store or shopping cart.	Update
Manage Users	Manage secondary users who can access your account.	Update
Service Providers	Manage third-party tools that you've linked to your PayPal	View

2. Then select "Add User" button in the top right.

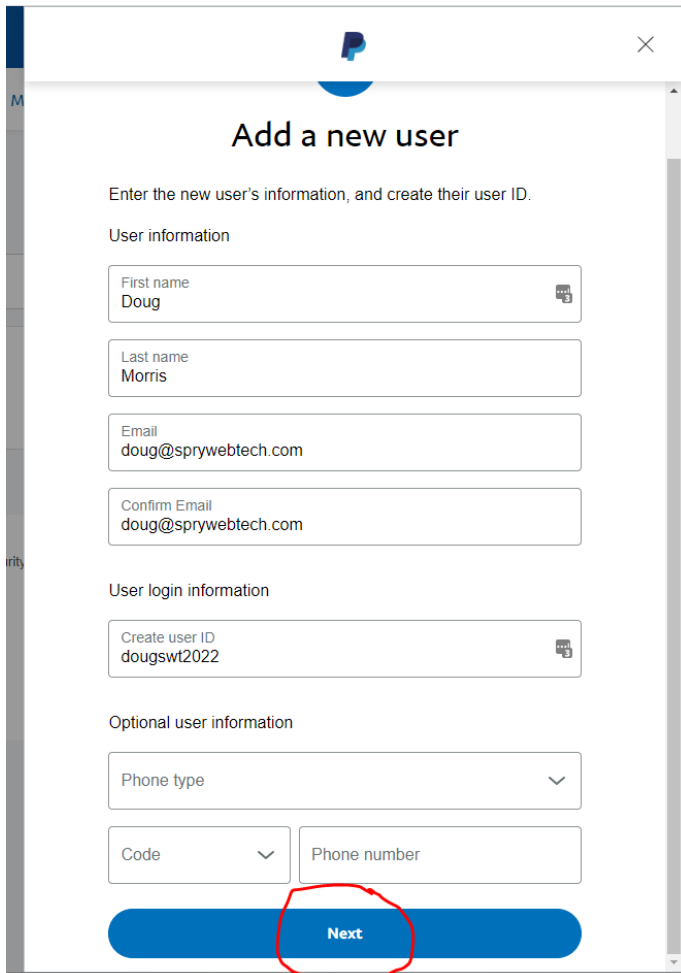
Manage Approvals

Add User

3. Fill out the popup form. Account holder will need to create a username and know the email of the person they are giving access to. They will be required to provide:

- First Name
- Last Name
- Email
- Confirm Email
- Create User ID

After adding that information, click on next.



Add a new user

Enter the new user's information, and create their user ID.

User information

First name
Doug

Last name
Morris

Email
doug@sprywebtech.com

Confirm Email
doug@sprywebtech.com

User login information

Create user ID
dougswt2022

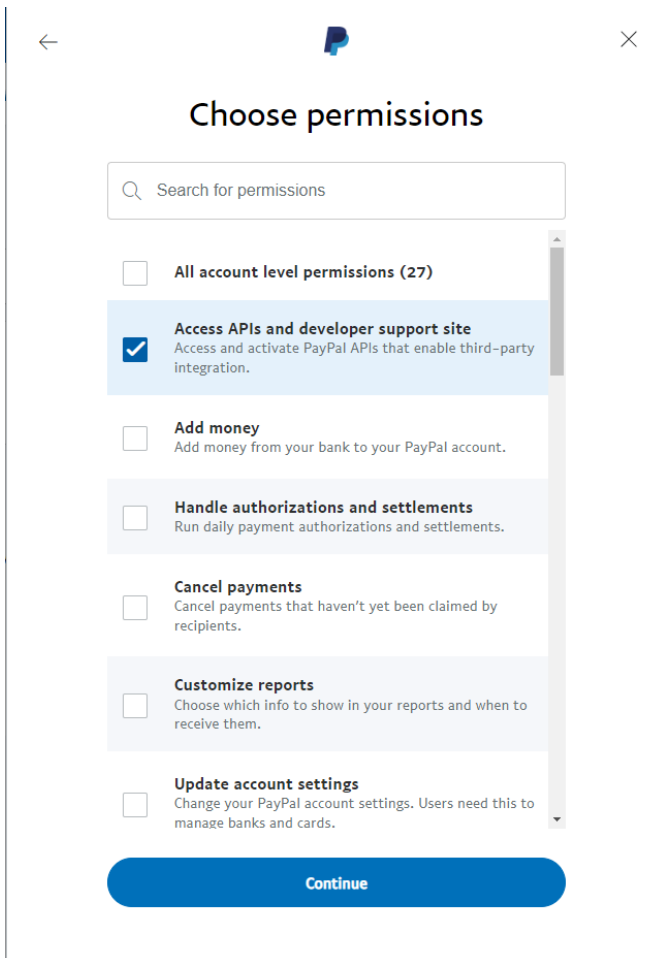
Optional user information


Phone type

Code Phone number

Next

4. Assign appropriate role and permissions. Select “Access APIs and developer support site” then click continue and click done on the next page.



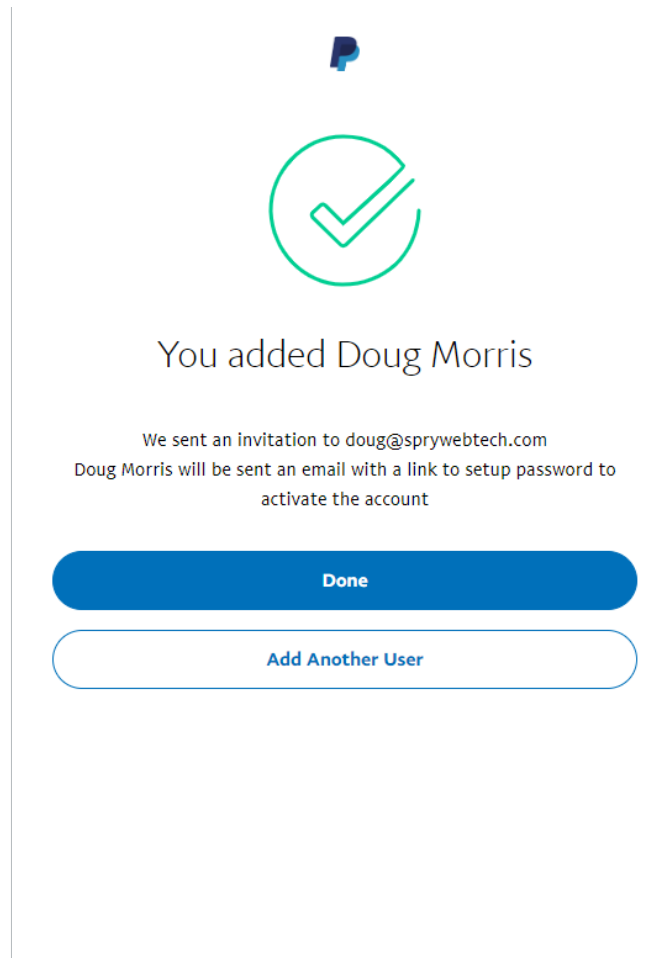
←  ×



Choose permissions

🔍 Search for permissions

- All account level permissions (27)
- Access APIs and developer support site**
Access and activate PayPal APIs that enable third-party integration.
- Add money**
Add money from your bank to your PayPal account.
- Handle authorizations and settlements**
Run daily payment authorizations and settlements.
- Cancel payments**
Cancel payments that haven't yet been claimed by recipients.
- Customize reports**
Choose which info to show in your reports and when to receive them.
- Update account settings**
Change your PayPal account settings. Users need this to manage banks and cards.

[Continue](#)



You added Doug Morris

We sent an invitation to doug@sprywebtech.com
Doug Morris will be sent an email with a link to setup password to activate the account

[Done](#)

[Add Another User](#)