



PAYPAL/DIBS ACTIVATION GUIDE

How to activate PayPal in your webshop



PayPal[™]

PAYPAL/DIBS

Open a PayPal Business Account - Step 1.

Page 3-14

In order to accept PayPal payments you will need to open a PayPal Business Account. Payments from your customers are collected to this account and you can transfers these funds to your own bank account.

Activate PayPal in the DIBS interface - Step 2.

Page 15-19

As PayPal is already integrated to DIBS, there is no development work for you. You only need to configurate your PayPal account and activate it in your DIBS interface.

Lift the limitations – Step 3.

Page 20-36

Your PayPal account has built in limits for sending and receiving. PayPal is a bank and is therefore required by EU law to have specific information about merchants of a certain size, thus the limits. You can get started and sell up to a certain amount without raising those limits, but it is a good idea to raise the limits directly so you do not need to spend time on that when you approach higher volumes.



1. OPEN A PAYPAL BUSINESS ACCOUNT

OPEN A PAYPAL BUSINESS ACCOUNT

Step 1.1

Go to www.paypal.com and click on the “Skapa konto” button.

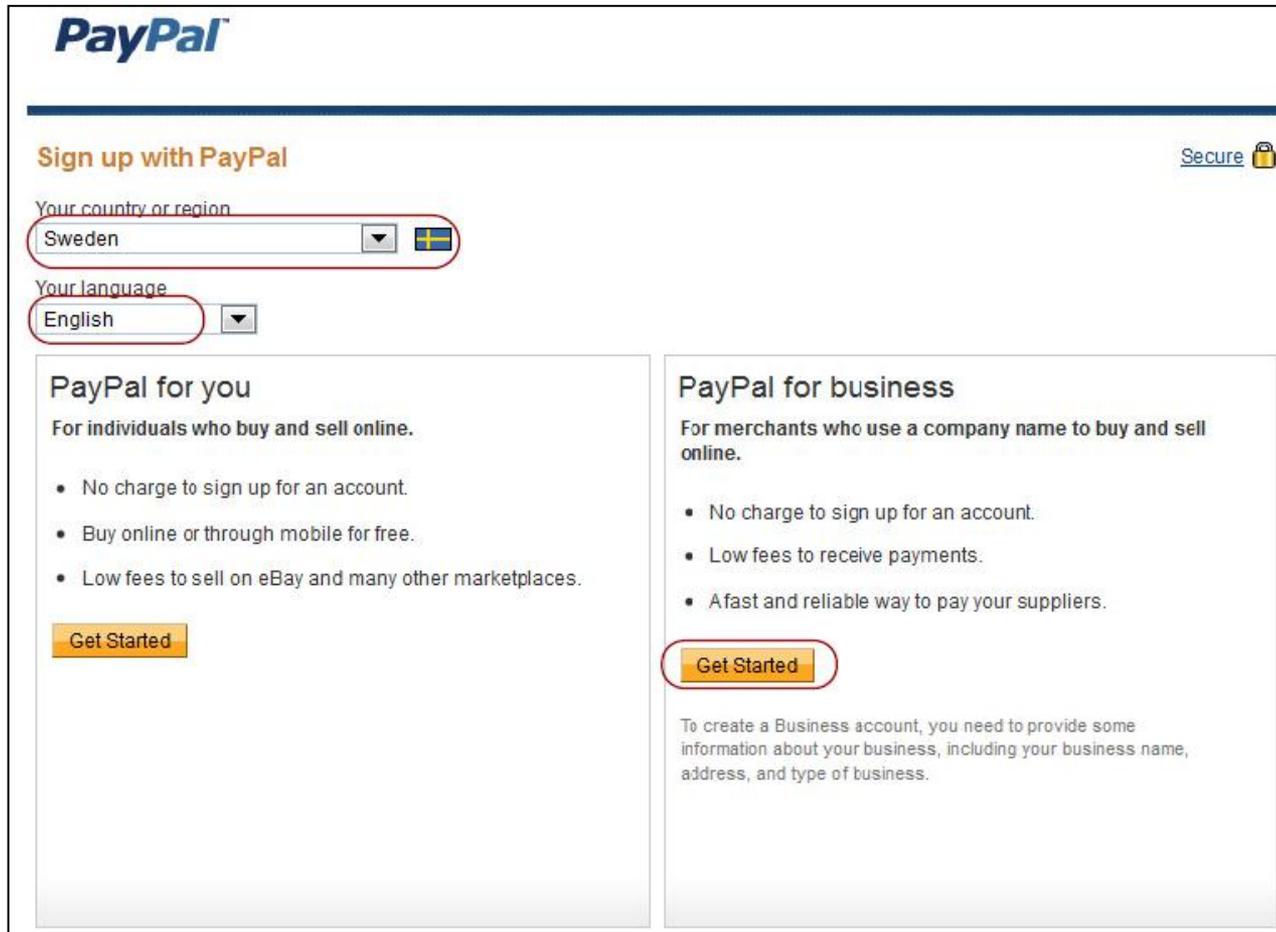


The screenshot shows the PayPal website homepage in Swedish. At the top, there are navigation links for "Privat" and "Företag", and input fields for "E-postadress" and "PayPal-lösenord", along with "Logga in" and "Skapa konto" buttons. Below the navigation, the PayPal logo is followed by "Köpa", "Sälja", and "Överföra" options. The main content area features a large image of a couple sitting on a wooden pier overlooking a lake and mountains. The headline reads "Betala tryggt och enkelt" (Pay safely and easily). Below the headline, it says "Skapa ett konto och lägg till ditt betalkort. PayPal skyddar din information, och du behöver inte ange dina kortuppgifter varje gång du handlar." (Create an account and add your card. PayPal protects your information, and you don't need to enter your card details every time you shop). A blue "Skapa konto" button is highlighted with a white border. At the bottom, there are three sections: "Så här betalar du" (How you pay) with a card icon and the instruction "1. Välj PayPal när du betalar i en e-butik" (1. Choose PayPal when you pay in an e-shop); "Det är gratis" (It's free) with an airplane icon and the text "Det kan förekomma en mindre avgift för" (There may be a small fee for); and "Med PayPal kan du" (With PayPal you can) with a padlock icon and the instruction "• Betala när du handlar på nätet" (• Pay when you shop online).

OPEN A PAYPAL BUSINESS ACCOUNT

Step 1.2

Select the country from where your business resides.
Choose “Get Started” under PayPal for business.



PayPal

Sign up with PayPal Secure 

Your country or region
Sweden  

Your language
English 

PayPal for you
For individuals who buy and sell online.

- No charge to sign up for an account.
- Buy online or through mobile for free.
- Low fees to sell on eBay and many other marketplaces.

[Get Started](#)

PayPal for business
For merchants who use a company name to buy and sell online.

- No charge to sign up for an account.
- Low fees to receive payments.
- A fast and reliable way to pay your suppliers.

[Get Started](#)

To create a Business account, you need to provide some information about your business, including your business name, address, and type of business.

OPEN A PAYPAL BUSINESS ACCOUNT

Step 1.3

Add your business information and click on “Continue”.

If you are operating a business but are not a registered business type, then please select individual or sole proprietorship.

Sign up for MTT

Secure 

1 Information 2 Account

Business Information

Please enter the information for your group, organisation, government entity, individual business or partnership.

Business type

-- Choose a Value --

Business name

Address line 1

Address line 2 (optional)

City

State / Province / Region

Postal code

Country

Sweden

Category [What's this?](#)

-- Choose a category --

Subcategory (optional)

-- Choose a category --

Business URL (optional) [What's this?](#)

Business owner contact information

Please enter the contact information for the owner of this business or the primary contact person for this account.

First name

Last name

Country of Citizenship

Sweden

Work Phone

 ext.

Home phone (optional)

Mobile phone (optional)

Home address

Same as business address

Enter different address

Continue

OPEN A PAYPAL BUSINESS ACCOUNT

Step 1.4

Select your login details and click on “Safe and continue”.

Sign up for MTT Secure 

1 Information 2 Account

Create a PayPal business account login

Please fill out all fields

Email Address
You will need this to log into PayPal

Password
Password must contain at least 8 characters

Re-enter password

Security question 1 [What's this?](#)
--Choose one-- 

Answer

Security question 2
--Choose one-- 

Answer



[Listen to the code](#) [Show a new code](#)

Enter the code you see

Please view, print or save the documents linked below.
For more information on the main characteristics of the PayPal service, please read our [Key Payment and Service Information](#).

By clicking Agree and Continue, I hereby:

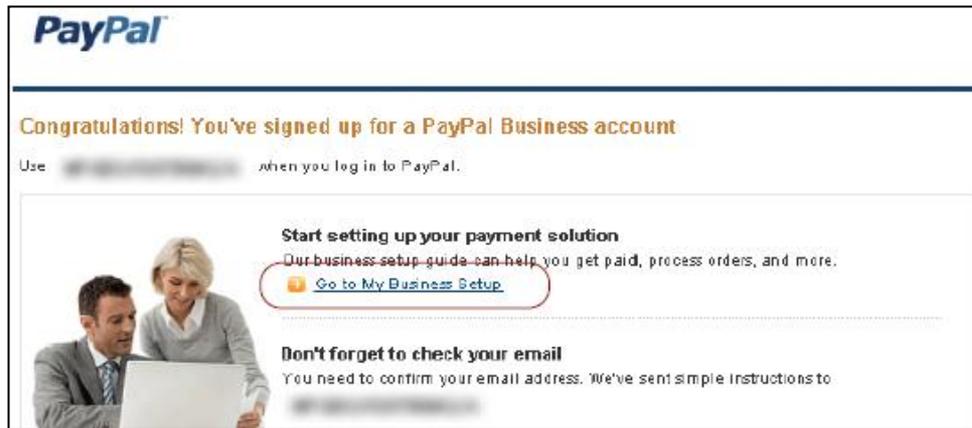
- Agree and consent to the [User Agreement](#), its policies, and the [Privacy Policy](#).
- Expressly instruct PayPal to communicate specific information about you and your account to third parties in accordance with the Privacy Policy.
- Specifically and expressly consent to the use of website tracking methods, including cookies, and to the safe and secure transmission of your personal information outside the European Economic Area in accordance with the Privacy Policy.

User Agreement and Privacy Policy
These documents are designed to inform you of your rights and obligations when using the PayPal service.

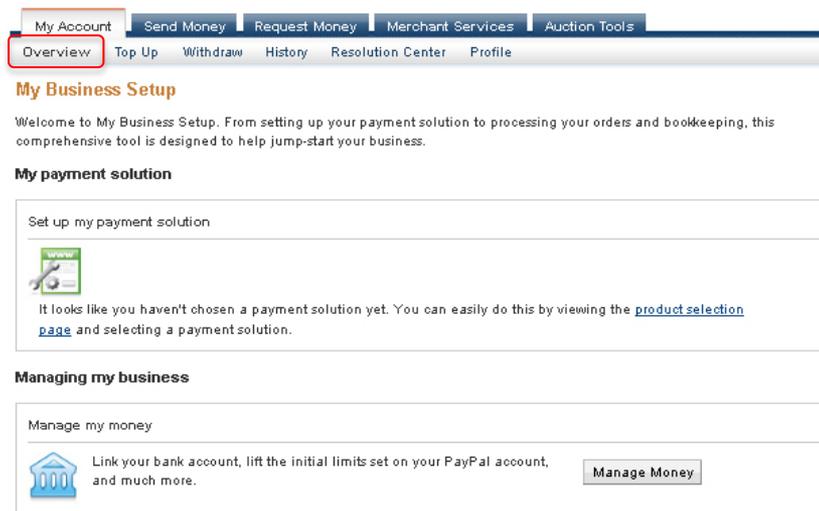
Agree and Continue

OPEN A PAYPAL BUSINESS ACCOUNT

Step 1.5 Click on "Go to My Business Setup".



Step 1.6 Go to "Overview" in the menu.



OPEN A PAYPAL BUSINESS ACCOUNT

Step 1.7

Click on the link to the right to confirm the email address.

PayPal

My Account | Send Money | Request Money | Merchant Services | Auction Tools

Overview | Top Up | Withdraw | History | Resolution Center | Profile

Welcome,
Business Name: | Account Type: Business | Status: Unverified [Get verified](#)

Now that you have a Business Account, you can start setting up your payment solutions using My Business Setup on the right under My account tools.

PayPal balance: **0.00 SEK** [View limits](#) | [Currency converter](#)

Available balance in SEK (primary): 0.00 SEK
Total balance (all currencies, available and pending) converted to SEK: 0.00 SEK [Hide](#)

Currency	Total
SEK (Primary)	0.00 SEK
USD	\$0.00 USD

My recent activity | [Payments received](#) | [Payments sent](#) | [View all of my transactions](#)

Notifications

- > **Confirm email address**
- > [Link and confirm my debit or credit card](#)
- > [Lift your account limits](#)
- > [Policy Updates](#)

My account tools

- > [My Business Setup](#)

Step 1.8

Click on the link under “Step 2”.

PayPal

Confirm your email address

1 | Choose Account Type | 2 | Enter Information | **3 | Confirm** | 4 | Done

For your security, PayPal asks that you confirm your email address.

Step 1. Go to your email
We sent an email to:

Step 2: Click The Activate Button
Click the Activate button in the email and log in to PayPal.
[Click here if the button does not appear in the email.](#)

OPEN A PAYPAL BUSINESS ACCOUNT

Step 1.9

Check your inbox and copy the confirmation number from the PayPal confirmation email. Paste the confirmation number in the field and then proceed.



Confirm Email

Because some email programs do not support hypertext links, we have also enabled you to confirm your email address by entering a unique confirmation number. The email message we sent you contains this number.

Please enter it here

Confirm

Step 1.10

Add a bank account to your PayPal account by clicking on “Profile” and “Add or Edit a Bank Account”.



My Account | Transfer Money | Request Money | Business Tools | Developer Resources

Overview | Add Money Instantly | Add Money | Withdraw | Transaction History | Resolution Center | **My Profile**

Add a bank account in Sweden

The safety and security of your bank account information is protected by PayPal. We will never reveal your financial information to anyone. We will notify you by email whenever you initiate a transaction with this bank account.

Your bank account in Sweden must contain only **Swedish Kronor**. [Learn more](#)

Enter your name exactly as it appears on your bank account statement. If the names do not match exactly, a return fee will be charged. [Learn more](#)

Country:

Bank Name:

Account Type: Bankgiro
 PlusGiro
 Domestic Bank Account

Be sure to enter your **complete** account number, including your routing code and check digit where applicable.

Account Number: (7-8 digits(Bankgiro) or 3-8 digits(Post-giro) or 7-15 digits(Domestic))

Re-enter Account Number:

- Add or Edit Email
- Add or Edit Bank Account**
- Add or Edit Credit Card
- Add or Edit Street Address
- Add or Edit Phone number
- More Options

OPEN A PAYPAL BUSINESS ACCOUNT

Step 1.11

Enter the bank account information and then click “Continue”.
Check and edit any errors and then confirm your bank account information.



My Account | Transfer Money | Request Money | Business Tools | Developer Resources

Overview | Add Money Instantly | Add Money | Withdraw | Transaction History | Resolution Center | **My Profile**

Add a bank account in Sweden [Secure Transaction](#)

The safety and security of your bank account information is protected by PayPal. We will never reveal your financial information, and PayPal will notify you by email whenever you initiate a transaction with this bank account.

Your bank account in Sweden must contain only **Swedish Kronor**. [Learn more](#)

Enter your name exactly as it appears on your bank account statement. If the names do not match exactly, the transfer will fail and a return fee will be charged. [Learn more](#)

Country:

Bank Name:

Account Type: Bankgiro
 PlusGiro
 Domestic Bank Account

Be sure to enter your **complete** account number, including your routing code and check digit where applicable.

Account Number: 7-8 digits(Bankgiro) or 3-8 digits(Post-giro) or 7-15 digits(Domestic)

Re-enter Account Number:

OPEN A PAYPAL BUSINESS ACCOUNT

Step 1.12 Click on “Profile”, select “My Settings” and then click on “Get started”.



My Profile		
My business info Email, address, phone, more.	Account type	Business Close account
My money Banks, credit cards, more.	My checkout settings	
My settings Notifications, customer ID, more.	Digital goods at checkout	Manage payment settings for small amount transactions with merchants that do not require shipping. Update
My selling tools Getting paid, shipping, more.	Mobile checkout settings	Change automatic login and checkout settings for your mobile devices. Update
	Notifications	Send me alerts when I change my account information, or when I have discounts or special offers. Update
	Customer Service ID	When you call Customer Service, we'll ask you to confirm your identity using this account info. Update
	Manage users	Add additional users to my account. Get started
	Preferred Sites	Share PayPal account information with other websites. Change
	Preferred language	English Update
	Time zone	(GMT+01:00) Central European Time (Berlin, Paris, Stockholm) Update

Step 1.13 Click on “Add User”.



Manage users [Back to My Profile](#)

You don't have any additional users on your account.

You can add users to your account and give them various account access privileges. The ability to move money can be given to up to 20 additional users.

If you need to add more than 20 users with money-moving privileges, please [contact us](#).

[Add User](#)

OPEN A PAYPAL BUSINESS ACCOUNT

Step 1.14

On this page you can fill in information about the employees that you want to give access to the PayPal account as well as permission to contact PayPal regarding different issues.

Click on “Save”.

If you wish to add more than 20 users, please contact PayPal.



My Account | Transfer Money | Request Money | Business Tools | Developer Resources

Overview | Add Money Instantly | Add Money | Withdraw | Transaction History | Resolution Center | My Profile

Add Users

Please provide the user information below. View the [privileges we recommend](#) and check those you'd like this user to have. Note that you shouldn't add departments as aliases, only individual names.

Create user account

User's first name

User's last name

User ID
8-16 English alphabets characters, no special characters, must be unique

Re-enter user ID

Password
8-20 characters, case sensitive, special characters allowed

Re-enter password

PayPal account privileges [What's this?](#)

These money-moving privileges require user [identification and authorization](#)

Accounting

- Send Money
- Request Money & Manage Invoices
- Add Funds
- Refunds
- Withdraw Funds
- Cancel Payments
- Mass Payments
- Recurring Payments
- Handle authorizations & settlements

Integration

- API Activation & Authorization

Administration

- View Balance
- View Profile
- Edit Profile
- Discuss account with Customer Service

Virtual agent
(Must be the only permission given to this user)

- Schedule and download Transaction History, and run Settlement Report

OPEN A PAYPAL BUSINESS ACCOUNT

Step 1.15 Sign and click on “Authorize”.

Authorize account users

Before we can confirm the identity of [redacted], we need you to sign below to authorize all users with money-moving privileges. You'll then be able to confirm [redacted] identity and that of the others too.

Your account is in the name of a legal entity. The person who is primarily responsible for managing [redacted] PayPal account should sign below to authorize the user accounts below. PayPal considers this person to have primary authority to make decisions affecting your PayPal account. [Why?](#)

You confirm on behalf of the legal entity whose name appears below, [redacted] that the following persons are authorized to access and use [redacted] PayPal account and that the information provided for them is accurate. [redacted] acknowledges its responsibility for the acts and omissions of the persons whom it authorizes or enables to use its PayPal account.

	Name	UserID
1	[redacted]	[redacted]

[Change this list](#)

Electronic signature [What is this?](#)

I'm authorized to sign on behalf of

and what I've typed above should be taken as my legal signature on behalf of

Name of signer [What is this?](#)

Job title [What is this?](#)

Date

Authorize

Cancel



2. ACTIVATE PAYPAL AT DIBS

ACTIVATE PAYPAL

Step 2.1

To activate PayPal in DIBS, you must give DIBS access to your API:s. We recommend that you follow the steps below.

Go to your PayPal account and click on the "Profile" tab.

Then click on "My selling tools" and "Update" for API access.

After doing this, please contact DIBS so they can help you to activate PayPal.

The screenshot shows the PayPal 'My Profile' page. The navigation bar includes 'My Account', 'Transfer Money', 'Request Money', 'Business Tools', and 'Developer Resources'. The 'My Profile' tab is selected and highlighted with a red box. On the left sidebar, 'My selling tools' is highlighted with a red box. The main content area shows various settings, with 'API access' highlighted by a red box and its 'Update' button also highlighted.

Setting	Description	Action
eBay ID	Link my eBay ID to my PayPal account.	Update
Selling online		
PayPal buttons	Manage my payment buttons.	Update
Credit card statement name	Name of my business as it appears on customer card statements: ANNAANKASSH	Update
Sales tax	Set up sales taxes for multiple regions.	Update
Custom payment pages	Set up PayPal payment pages to look like my website.	Update
Website preferences	Bring customers back to my website after they pay with PayPal.	Update
API access	Manage API credentials to integrate my PayPal account with my online store or shopping cart.	Update
Invoice templates	Create and manage my invoices.	Update
Getting paid and managing my risk		
My automatic payments	Manage the subscriptions, automatic payments, and installment plans that I offer my customers.	Update
Instant payment notifications	Integrate PayPal payment notifications with my website.	Update
Block payments	Limit payments, add instructions, and more.	Update
Customer service message	Create a personalized message for customer disputes.	Update
Shipping my items		
Shipping calculations	Create unique shipping methods and pricing for each of my customers.	Update
More selling tools		
Encrypted payment settings	PayPal button language encoding	Seller reputation number

ACTIVATE PAYPAL

Step 2.2

Click on “Grant API permission”.



My Account | Transfer Money | Request Money | Business Tools | Developer Resources

Overview | Add Money Instantly | Add Money | Withdraw | Transaction History | Resolution Center | My Profile

API Access [Back to My Profile](#)

An API (Application Programming Interface) allows PayPal software to communicate with your online store or shopping cart.

Setting up API permissions and credentials

Choose one of the following options to integrate your PayPal payment solution with your online store or shopping cart.

<p>Option 1 - Grant API permissions to a third party to use certain PayPal APIs on your behalf.</p> <p>Choose this option if:</p> <ul style="list-style-type: none">You are using a pre-integrated shopping cart, hosted by a third partyYour website is hosted and managed by a third-party service provider <p>Grant API permission</p>	<p>Option 2 - Request API credentials to create your own API username and password.</p> <p>This option applies to:</p> <ul style="list-style-type: none">Custom websites and online storesPre-integrated shopping carts running on your own server <p>Request API credentials</p>
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Accept payments from your online stores before setting up APIs

[Enable Express Checkout](#) to accept payments from your online stores right away. You can set up API permissions or credentials later.

Questions?

If you're not sure about setting up APIs, ask your shopping cart provider or website developer. [Learn more](#) about PayPal API concepts and terminology.

ACTIVATE PAYPAL

Step 2.3

Enter the username “[paypal_api1.dibspayment.com](#)”.
Click on “Lock up”.



The screenshot shows the PayPal Developer Resources navigation bar with tabs for 'My Account', 'Transfer Money', 'Request Money', 'Business Tools', and 'Developer Resources'. Under 'My Account', there are links for 'Overview', 'Add Money Instantly', 'Add Money', 'Withdraw', 'Transaction History', 'Resolution Center', and 'My Profile'. The main content area is titled 'Add New Third Party Permissions' and includes the following text: 'Manage permission given to a third-party application to access specific information in your account and take actions on your behalf. For more information about the permissions you are granting, see [Third Party Permissions](#).' Below this is a form with the label 'Third Party Permission Username', an input field, and a 'Lookup' button. A 'Cancel' button is also visible below the form.

Contact DIBS at support@DIBS.se and provide the email address used for the PayPal account. The DIBS support will help you to install the link to PayPal and will get back to you as soon as it is done.

ACTIVATE PAYPAL



Step 2.4

Select the following options under “Available Permissions”:

- ✓ Use Express Checkout to process payments.
- ✓ Issue a refund for a specific transaction.
- ✓ Authorize and capture your PayPal transactions.
- ✓ Obtain information about a single transaction.
- ✓ Search your transactions for items that match specific criteria and display the results.

Then click on “Add”.

My Account | Transfer Money | Request Money | Business Tools | Developer Resources

Overview | Add Money Instantly | Add Money | Withdraw | Transaction History | Resolution Center | My Profile

Add New Third Party Permissions

Manage permission given to a third-party application to access specific information in your account and take actions on your behalf.

For more information about the permissions you are granting, see [Third Party Permissions](#).

Third Party Permission Username

Organization DIBS Payment Services

Available Permissions

See the [Third Party Definitions](#) for help.

- Use Express Checkout to process payments.
- Issue a refund for a specific transaction.
- Process your customers credit or debit card payments.
- Authorize and capture your PayPal transactions.
- Create and manage PayPal payment buttons on your website.
- Obtain your PayPal account balance.
- Obtain information about a single transaction.
- Search your transactions for items that match specific criteria and display the results.
- Charge an existing customer based on a prior transaction.
- Create and manage Recurring Payments.
- Obtain authorization for pre-approved payments and initiate pre-approved transactions.
- Accept or deny a pending transaction.
- Issue a refund for any prior transaction.
- Initiate transactions to multiple recipients in a single batch.
- Dynamically encrypt PayPal payment buttons on your web site.
- Generate consolidated reports for all accounts.
- Use Express Checkout to process mobile payments.
- Authorize transactions with Universal Air Travel Plans.
- Manage your invoicing through a third party.
- Generate reports for recurring billing and other outstanding orders.
- Capture payments in batches.
- Run dispute reports and issue batch refunds.
- Create and modify accounts, and run reports on them.



3. LIFT THE LIMITATIONS FOR SENDING, RECEIVING AND MAKING WITHDRAWALS FROM YOUR PAYPAL ACCOUNT

LIFT THE LIMITATIONS

Step 3.1

Every PayPal account has standard limitations regarding the maximum amount you can receive and send in payments. In order to lift these limitations we encourage you to follow these simple steps.

In your PayPal account overview, go to “View limits”.



My Account | Transfer Money | Request Money | Business Tools | Developer Resources

Overview | Add Money Instantly | Add Money | Withdraw | Transaction History | Resolution Center | My Profile

Welcome,

Business Name: | Account Type: Business | Status: Unverified [Get verified](#) | Last log in

Account Limits: [View Limits](#)

PayPal balance: 0,00 SEK [Currency converter](#)

Available balance in SEK (primary): 0,00 SEK

Total balance (all currencies, available and pending) converted to SEK: 0,00 SEK [Hide](#)

Currency	Total
SEK (Primary)	0,00 SEK
USD	\$0,00 USD

Notifications

- > [Link and confirm my debit or credit card](#)
- > [Lift your account limits](#)
- > [Policy Updates](#)

My account tools

- > [My Business Setup](#)

LIFT THE LIMITATIONS

Step 3.2

Select the type of limitation you wish to lift and then click on “Lift limits”.



My Account | Transfer Money | Request Money | Business Tools | Developer Resources

Overview | Add Money Instantly | Add Money | Withdraw | Transaction History | Resolution Center | My Profile

Your account limits

For security reasons, initial limits are set on the amount you can send, receive, and withdraw from your PayPal account. To lift your limits, select all you want to lift and click the Lift Limits button.

Limits are denominated in your primary currency. If you use a different currency, the limit will be reduced by the primary currency equivalent of the transaction amount.

	Type of Limit	Amount of Limit	Remaining	Reset date
<input type="checkbox"/>	Sending Limit Per year ?	13 550,00 SEK	13 550,00 SEK	
<input type="checkbox"/>	Withdrawal limit per month ?	6 000,00 SEK	6 000,00 SEK	
<input type="checkbox"/>	Withdrawal limit per year ?	9 050,00 SEK	9 050,00 SEK	
<input type="checkbox"/>	Receiving limit per year ?	22 600,00 SEK	22 600,00 SEK	

[Lift Limits](#)

[Return to Account Overview](#)

LIFT THE LIMITATIONS

Step 3.3

Click on “Link your card”.

If you are unable to link a card, then please provide a copy of your financial statement with your Photo ID and Proof of Address in Step 13, page 34.



Lift limits with account information

More information required to lift your account limits

Access to the money in your account has been limited until you comply with EU regulations. Complete the steps below to comply with the law and lift your limits.

Status	Tasks	Details
Link and confirm your card		
	Link your card	
	Start process to confirm your card	
	Enter four-digit PayPal code	Check your card statement for the four-digit PayPal code

LIFT THE LIMITATIONS

Step 3.4

Fill in your card details and click “Continue”.

15 SEK will be deducted from your card. A code will be displayed in your account statement for the card / account of the transaction. When you fill in the code and acknowledge the card in your PayPal account, You will get the money back.

LIFT THE LIMITATIONS

Step 3.5

Click on “Identify yourself or your business type”.



Comply with EU regulations

More information required to comply with EU regulations and lift your account limits

Complete the steps below to comply with EU regulations.

Status	Tasks	Details
	Link and confirm your card	
➔	Link your card	
➔	Start process to confirm your card	
➔	Enter four-digit PayPal code	Check your card statement for the four-digit PayPal code
	Select account type	
➔	Identify yourself or your business type	Pick which type of PayPal account best suits you

Legend ✓ Complete 🔄 In Progress ➔ To Do

Getting Verified is a simple process we require in order to provide you with the most complete and secure service possible.

Link your card. Link your debit or credit card to your PayPal account and start making payments and shopping online immediately.

Start process to confirm your card. Start the verification process to confirm your card information.

Check your card statement. Enter the figures that appear on your card statement to link and confirm your card.

[Go to My Account](#)

LIFT THE LIMITATIONS

Step 3.6

Choose ownership type, confirm that the information is correct and then click on “Continue”.

You will be asked to provide a business registration number if you identify your ownership as a business. This does not apply if you select individual or sole proprietor.



Confirm account information

EU regulations require that we confirm your account information.

What is your ownership type?

- An individual consumer [What's this?](#)
- A sole proprietor [What's this?](#)
- Any other type of business, charity, or government entity [What's this?](#)

Choose type

Non Profit Organization ▼ [Different business types](#)

Please make sure you've chosen the correct account type. You won't be able to change it again to comply with EU regulations.

Yes, the information above is correct.

Continue

Cancel

LIFT THE LIMITATIONS

Step 3.7 Click on “Complete online form”.

The screenshot shows the PayPal account navigation menu with tabs for My Account, Send Money, Request Money, Merchant Services, and Auction Tools. Below the menu, there are links for Overview, Top Up, Withdraw, History, Resolution Center, and Profile. The main heading is "Comply with EU regulations". A yellow box contains the text: "More information required to comply with EU regulations and lift your account limits".

Complete the steps below to comply with EU regulations.

Status	Tasks	Details
	Link and confirm your card	
	Link your card	
	Start process to confirm your card	
	Enter four-digit PayPal code	Check your card statement for the four-digit PayPal code
	Select account type	
	Identify yourself or your business type	Pick which type of PayPal account best suits you
	Authorize account holder	
	Authorize account holder	Authorize the account holder to move money and confirm their identification
	Complete online form	
	Complete online form	Provide or update information to comply with EU regulations

Legend Complete In Progress To Do

LIFT THE LIMITATIONS

Step 3.8

Please enter the additional information and click “Save”.

Review the information and click “Continue”.

My Account Send Money Request Money Merchant Services Auction Tools

Overview Top Up Withdraw History Resolution Center Profile

Confirm your information

As a financial services firm, we need the following information to comply with [EU regulations](#). We take your organization's privacy seriously. Any confidential information you submit to PayPal remains private, secure and is only shared with a third party as set out in our [privacy policy](#).

Business type:
[What's this?](#)

Business name:
[Change Name](#)

Trading name:
[What's this?](#)

Business contact information

Customer service phone: ext.

Customer service email:
[What's this?](#)

Business contact name:
[Change Name](#)

Physical business address: Same as registered business address
[What's this?](#)

Enter different address

Sweden

Account holder date of birth: mm / dd / yyyy
 / /

About this business

LIFT THE LIMITATIONS

Date business established: mm / yyyy
 /

Owners and directors

Beneficial owners (up to 4)
 One or more people ultimately own 25% or more of this business.
[What's this?](#)

Board of directors (up to 15, at least 1 is required)
[What's this?](#)

Board member 1

First name

Last name

Date of birth
mm / dd / yyyy
 / /

Country
Sweden

City

Postal code

[Add another board member](#)
[Done with board members](#)

About this business

LIFT THE LIMITATIONS

Step 3.9

Choose “Authorize account holder”.



Comply with EU regulations

More information required to comply with EU regulations and lift your account limits

Complete the steps below to comply with EU regulations.

Status	Tasks	Details
	Link and confirm your card	
➔	Link your card	
➔	Start process to confirm your card	
➔	Enter four-digit PayPal code	Check your card statement for the four-digit PayPal code
	Select account type	
✓	Identify yourself or your business type	Pick which type of PayPal account best suits you
	Authorize account holder	
➔	Authorize account holder	Authorize the account holder to move money and confirm their identification
	Complete online form	
➔	Complete online form	Provide or update information to comply with EU regulations

LIFT THE LIMITATIONS

Step 3.10 Sign and click on “Authorize”.



Account holder authorization

Your account is in the name of a legal entity. The person who is primarily responsible for managing your organization's PayPal account should sign below. PayPal considers this person to have primary authority to make decisions affecting your PayPal account.

You confirm on behalf of the legal entity whose name appears below, [redacted] that the following person is authorized to access and use [redacted] PayPal account and that the information provided for them is accurate. [redacted] acknowledges its responsibility for the acts and omissions of the persons whom the organization authorizes or enables to use its PayPal account.

Legal entity:

Electronic signature [What is this?](#)

I'm authorized to sign on behalf of [redacted] and what I've typed above should be taken as my legal signature on behalf of [redacted]

Name of signer [What is this?](#)

Job title [What is this?](#)

Date

Authorize

Cancel

LIFT THE LIMITATIONS

Step 3.11 Click on "Provide identification".



My Account | Transfer Money | Request Money | Business Tools | Developer Resources

Overview | Add Money Instantly | Add Money | Withdraw | Transaction History | Resolution Center | My Profile

Lift limits with account information

More information required to lift your account limits

Access to the money in your account has been limited until you comply with EU regulations. Complete the steps below to comply with the law and lift your limits.

Status	Tasks	Details
Link and confirm your card		
➔	Link your card	
➔	Start process to confirm your card	
➔	Enter four-digit PayPal code	Check your card statement for the four-digit PayPal code
Select account type		
✓	Identify yourself or your business type	Pick which type of PayPal account best suits you
Authorize account holder		
✓	Authorize account holder	Authorize the account holder to move money and confirm their identification
Complete online form		
✓	Complete online form	Provide or update information to comply with EU regulations
Provide company information		
➔	Supply additional company information	Provide your business registration number
Identify account holder		
➔	Provide identification	Please upload or fax your documents. Confirm identification so the account holder can move money

Legend ✓ Complete ⚙ In Progress ➔ To Do



LIFT THE LIMITATIONS

Step 3.12 Click on "Upload files".



Please send some additional information

We need some documents to confirm your identity.

Please send PayPal copies of the following items to help confirm your identity to comply with EU regulations:

- **A valid photo ID for account holder such as:** National ID card, Passport, Driving License, Official government issued Photo ID (Army, Police, Diplomatic), or Residency Permit

We take your privacy seriously. Any personal identifying information you submit to PayPal remains private, secure and is only shared with a third party when required by law.



LIFT THE LIMITATIONS

Step 3.13

Click on “Browse” (“Bläddra”) and select a scanned proof of identity (national ID card, passport or driving license).

Then click “Attach This File”.

New users that are added to the account need to provide a proof of identity.

Repeat this for a scanned proof of address (bank statement, phone bill or utility bill).



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Sending your information to PayPal

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Choose 2 documents that show proof of address and proof of identity. Learn more about the [types of documents](#) or about [uploading files to PayPal](#).

Here are some examples of documents we accept.

Proof of identity <small>(clear and valid)</small>	Proof of address <small>(within last 12 months, must match your PayPal account address)</small>
<ul style="list-style-type: none">• Driver's license• National identity card (DNI)• Passport	<ul style="list-style-type: none">• Bank account or credit card statement• Utility bill – for example, gas, water, electric, or mobile• Valid residence certificate

Step 1: Find and upload files

Select File Upload a GIF, JPG, PNG, or PDF file

Bläddra...

Type < Select >

Description (optional)

60 characters left

Upload File

Step 2: Send files to PayPal

These files are ready to send to PayPal.

Available Space: 9 900,00 kb

File type	File name	Description	Delete file
- No new files have been attached -			

LIFT THE LIMITATIONS

If you were unable to link a card; please provide a copy of a financial statement for a registered financial (for example an online bank statement) and type “unable to link and confirm a card” in the “File Description” field .

Online bank statement need to include:

- ✓ Logo of institution.
- ✓ Name.
- ✓ Last 4 digits of account.
- ✓ Valid date of issue (date could be present in recent transactions or as part of “last log in”).
- ✓ Transactions (if bank account).

LIFT THE LIMITATIONS

Step 3.14 Click on “Send Files to PayPal”.



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Here are some examples of documents we accept.

Proof of identity

(clear and valid)

- Driver's license
- National identity card (DNI)
- Passport

Proof of address

(within last 12 months, must match your PayPal account address)

- Bank account or credit card statement
- Utility bill – for example, gas, water, electric, or mobile
- Valid residence certificate

Step 1: Find and upload files

Select File Upload a GIF, JPG, PNG, or PDF file

Type < Select >

Description (optional)

60 characters left

Step 2: Send files to PayPal

These files are ready to send to PayPal.

Available Space: 9773.77 kb

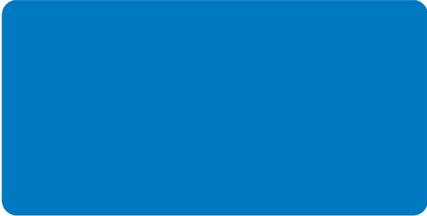
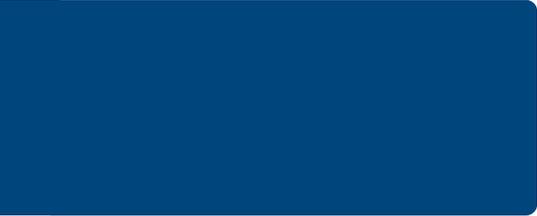
File type	File name	Description	Delete file
Passport	Pass.jpg (126,228 kb)	none	Delete



MAKE THE MOST OF PAYPAL

- Showing that you have PayPal may increase your sales.
- Let your customers know that you are offering PayPal.
- Include the PayPal logo in your:
 - ✓ Home page
 - ✓ Product page
 - ✓ Checkout page

To find the PayPal logo, please go to: <https://www.paypal.se/logos>



CONGRATULATIONS!
YOU HAVE NOW COMPLETED THE VERIFICATION
PROCESS FOR YOUR PAYPAL ACCOUNT.

THANK YOU