

Establishing Your PayPal Account Configuration Settings – Updated 6/9/2014

The PayPal accounts for all organizations (i.e. PTA unit, Education Fund) offering online payment in conjunction with Togeda must be configured correctly to work with Togeda. If your school has its own PayPal account through the school District and will be collecting online payment using Togeda, the school District will configure the PayPal school account. Each organization is responsible for configuring its own PayPal account.

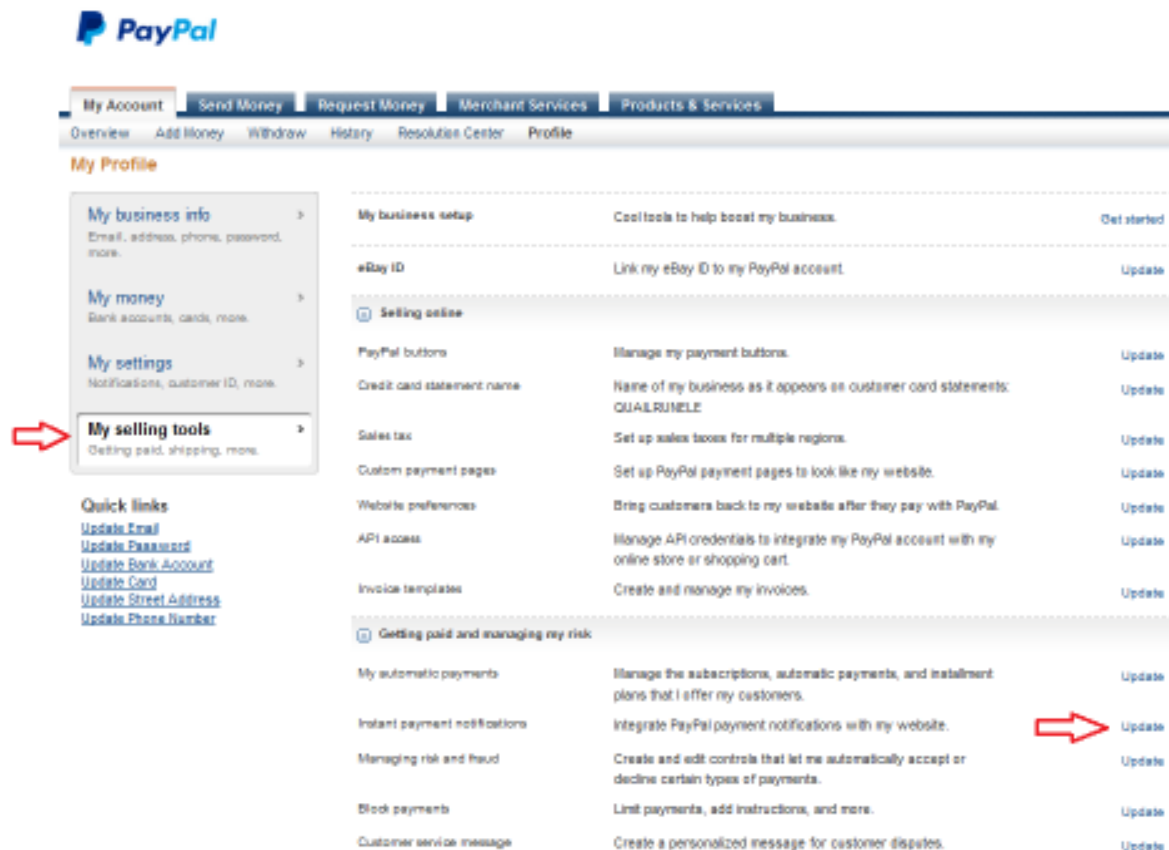
Please follow the steps below to configure your PayPal account:

Step 1

Check your account status. Login to [PayPal](#). Under the **My Account** tab and **Profile** sub-tab, click **My Settings**. Confirm that your “Account type” is either Premier or Business, or upgrade your account.

Step 2

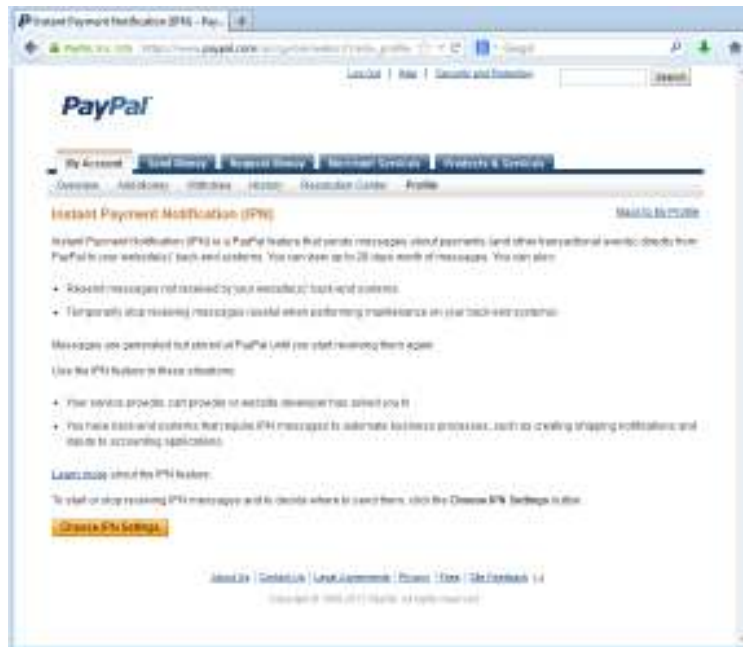
In your Profile, click **My selling tools**, click **Instant Payment Notification** update link.



The screenshot shows the PayPal 'My Profile' page. The 'My selling tools' section is highlighted with a red arrow. Within this section, the 'Instant payment notifications' row has an 'Update' link highlighted with a red arrow.

Section	Item	Description	Action
My selling tools	My business setup	Cool tools to help boost my business.	Get started
	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: QUALRUNELE	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
	Managing risk and fraud	Create and edit controls that let me automatically accept or decline certain types of payments.	Update
	Block payments	Limit payments, add instructions, and more.	Update
	Customer service message	Create a personalized message for customer disputes.	Update

If this is the first time your organization has used Togeda to pay online, the page will look similar to this:



If your screen looks different from the above, go directly to **Step 5**.

Step 3

Click on the yellow “Choose IPN Settings” button 

Step 4

On the following page do the following:

1. Copy and paste the following in the “Notification URL” input box

https://www.togeda.com/SCHOOL_NAME/paypal/ipn_listener.asp

and replace **SCHOOL_NAME** with your school name (i.e. tassarahills, sycamorevalley), as it appears in your Togeda website URL.

2. Select "Receive IPN messages (Enable)". Your page should look like the one below.

Note: In the example below, “quailrun” should be your school name in the URL.



3. Click the yellow “Save” button  and continue to **Step 6**.

Step 5 (Skip step 5 if you completed steps 3 and 4)

On the resulting page, make sure the following 2 settings are correct:

1. The “Notification URL” is

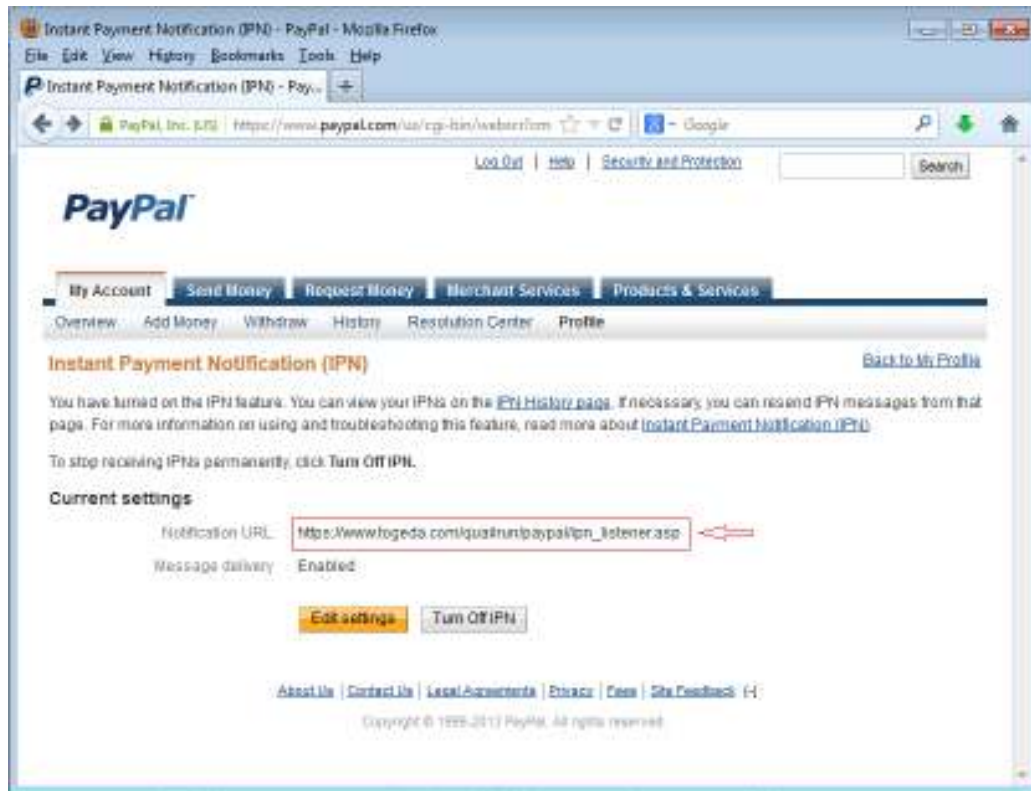
https://www.togeda.com/SCHOOL_NAME/paypal/ipn_listener.asp

where **SCHOOL_NAME** is your school name (i.e. neilarmstrong, tassajarahills, sycamorevalley), as it appears in your Togeda website URL.

2. Message delivery is "Enabled".

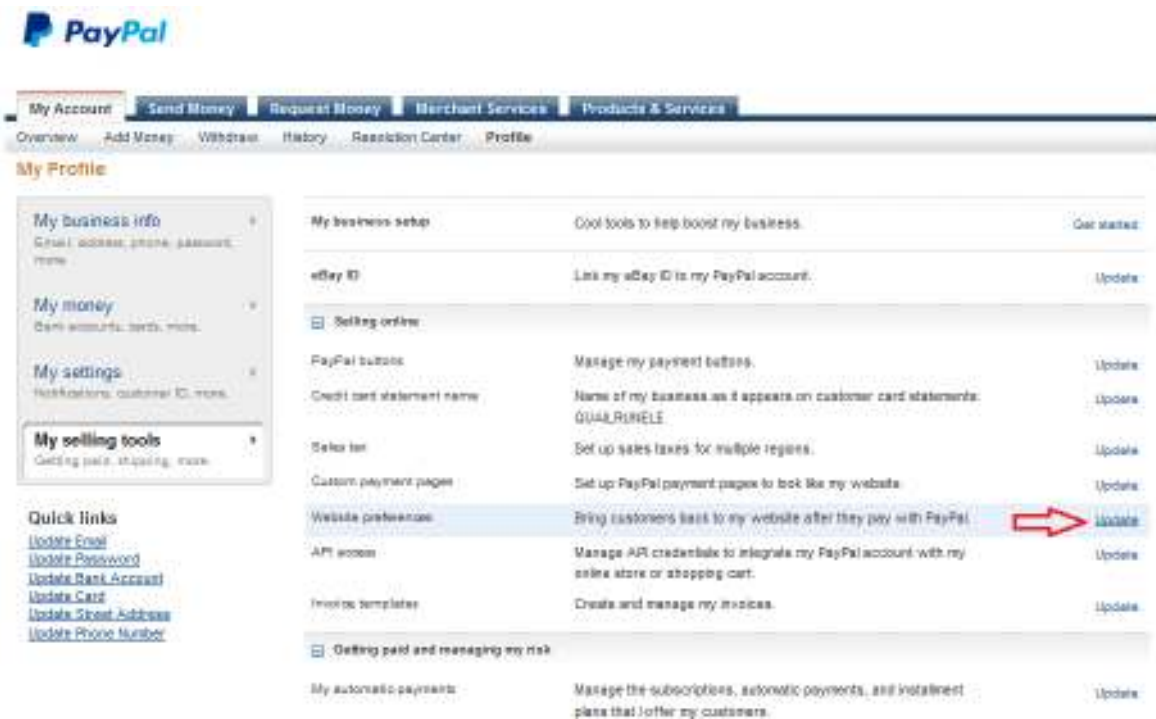
If any of the above settings are not correct, click on the yellow “Edit settings” button and make the necessary changes so that page looks like the one below.

Note: In the example below, “quailrun” should be your school name in the URL.



Step 6

Under the **My Account** tab and **Profile** sub-tab, click **My Selling Tools**. On this page, click on the **Website preferences** update link



The screenshot shows the PayPal 'My Profile' page. The 'My selling tools' section is expanded, and the 'Website preferences' row is highlighted. A red arrow points to the 'Update' link in the right column of this row.

Setting	Description	Action
My business setup	Cool tools to help boost my business.	Get started
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: GUARINILE	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
Invoicing 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

Step 7

On the resulting page, please do the following:

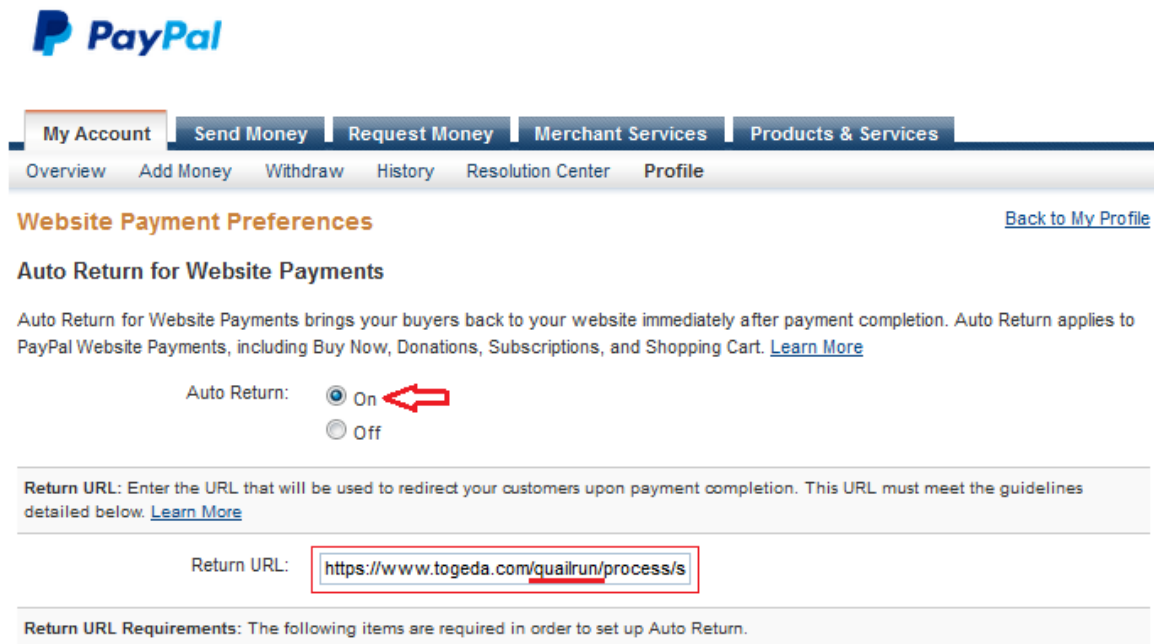
1. Select “On” for Auto Return button.
2. Copy and paste the following in the “Return URL” input box

https://www.togeda.com/SCHOOL_NAME/process/step7.asp

and replace **SCHOOL_NAME** with your school name (i.e. tassajahills, sycamorevalley), as it appears in your Togeda website URL.

Your page should look like the one below.


Note: In the example below, “quailrun” should be your school name in the URL.



The screenshot shows the PayPal 'Website Payment Preferences' page. At the top is the PayPal logo. Below it is a navigation bar with tabs: 'My Account', 'Send Money', 'Request Money', 'Merchant Services', and 'Products & Services'. Under 'My Account', there are links for 'Overview', 'Add Money', 'Withdraw', 'History', 'Resolution Center', and 'Profile'. The main heading is 'Website Payment Preferences' with a 'Back to My Profile' link. The section is titled 'Auto Return for Website Payments'. A description states: 'Auto Return for Website Payments brings your buyers back to your website immediately after payment completion. Auto Return applies to PayPal Website Payments, including Buy Now, Donations, Subscriptions, and Shopping Cart. [Learn More](#)'. Below this, the 'Auto Return' setting is shown with two radio buttons: 'On' (selected) and 'Off'. A red arrow points to the 'On' radio button. Below the radio buttons is a text box for 'Return URL' with the instruction: 'Return URL: Enter the URL that will be used to redirect your customers upon payment completion. This URL must meet the guidelines detailed below. [Learn More](#)'. The text box contains the URL 'https://www.togeda.com/quailrun/process/s' and is highlighted with a red border. At the bottom of the section, there is a box for 'Return URL Requirements: The following items are required in order to set up Auto Return.'

The remaining selection items on this page should be as follow:

- Payment Data Transfer: **On**
- Encrypted Website Payments: **Off**
- PayPal Account Optional: **On**
- Contact Telephone Number: **Off**
- Express Checkout Settings: **No**

3. Scroll down to the bottom of the page and click the yellow “Save” button 

Congratulations! Your organization’s PayPal account is now set-up with Togeda!