PayPal Payments Pro / Silent Auction Pro
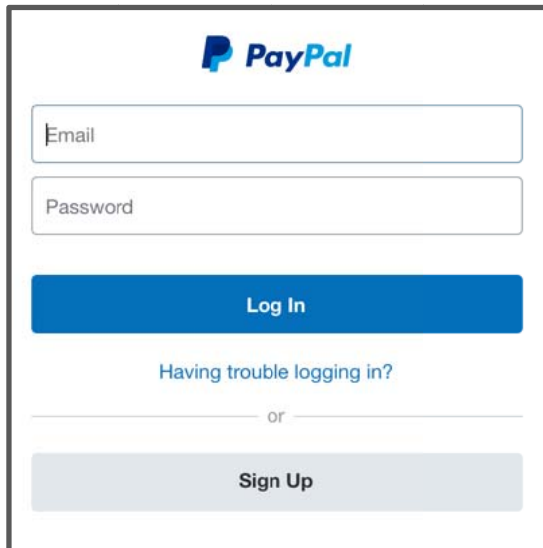# Set-up Checklist

This document is intended to serve as a checklist for setting up your PayPal Payments Pro account with Silent Auction Pro. Please use this checklist along with the detailed instructions on the Silent Auction Pro help page: Establish and Configure a PayPal Merchant Account (https://www.silentauctionpro.com/help/configurepaypal.php) to get your PayPal merchant accounts help page for detailed instructions.

IMPORTANT: Please keep this document in a secure place so that you don't expose your PayPal account credentials to those who should not have access.

Step 1: PayPal Payments Pro Account Completed

☐ Email Deb Nastasi (dnastasi@paypal.com), who is the Silent Auction Pro dedicated PayPal Payments Pro representative.
  o Email to Deb should include your time zone and that you are a new Silent Auction Pro customer and need a PayPal Payments Pro account
☐ When you speak with Deb, you can either create a new account or upgrade a standard account
  o Upgrading an account requires that the original account holder be the one to contact Deb.
☐ State that you are a Silent Auction Pro customer and monthly fees should be waived
☐ Request that reference transactions should be turned ON
☐ Be sure to complete the 501c3 Charities application at: https://www.paypal.com/charities
☐ Deb will direct you to the PayPal website to begin the application process.
  Website: http://www.paypal.com

Record your PayPal login credentials here:

PayPal Login Credentials:

Email: _____

Password: _____

Step 2: PayPal Manager/Payflow Admin Account Completed

☐ While on the phone with Deb, you will encounter the Registration page, where you will create additional login credentials that name you as the Admin to your account. These are the Manager/Payflow credentials and ARE VERY IMPORTANT TO COMPLETE THE PROCESS. Please record your Manager/Payflow login credentials below. The Merchant Login can NOT be an email address and **is required to complete configuration** in Silent Auction Pro. You should also choose a separate password from your PayPal password (above, in Step 1).

Website: http://manager.paypal.com

Partner: PayPal
Merchant Login: _____
User: <leave blank>
Password: _____

Step 3: PayPal Manager / Silent Auction Pro USER Account Completed

☐ Login to the Manager/Payflow at https://manager.paypal.com using the credentials from Step 2.
☐ Navigate to Account Administration>>Manage Users>>Add User
☐ Create the Silent Auction Pro user as outlined in the Establish and Configure PayPal Merchant Account Help Page.
   o Recommended: You should also add a third user to the account to which you assign ADMIN access, so that another person in your group can speak to PayPal about your account.

- ☐ RECORD YOUR SILENT AUCTION PRO USER CREDENTIALS BELOW. They are REQUIRED to configure PayPal within the Silent Auction Pro software.
- ☐ **Role** set to *API_FULL_TRANSACTIONS*
- ☐ **UserStatus** set to *Active*
- ☐ Complete procedure steps 11-19 under Step Three on the Establish and Configure PayPal Merchant Account help page.
  (https://www.silentauctionpro.com/help/configurepaypal.php)

Website: http://manager.paypal.com

Add User

Administrators can add new users to the account here. Specify new user's information in the required fields, including a login name, privilege level and status. PayPal Manager supports up to 1000 users. For increased security, you must validate your identity by entering your current password below.

* Required Field

Admin Confirmation

Admin User:	your Merchant Login
* Admin User Password:	

User Information

* Contact Name:	
Phone:	
* Email:	

User Login Information

Partner:	PayPal
Merchant Login:	your Merchant Login
* User Login Name:	
* User Password:	
* Confirm User Password:	

Assign privilege to User

* Select a Predefined Role:	ADMIN
* User Status:	Active
* Enter the security code as shown:	b2GWn7

Cancel   Update

Partner: PayPal

Merchant Login:<From Step 2>

User: _____

Password: _____

ConfigureYour PayPal Account In Silent Auction Pro

These are the same credentials as the PayPal Manager USER account you wrote down above. See Silent Auction Pro's Configuring a Merchant account help page for detailed instructions.

☐ Login to Silent Auction Pro and navigate to Group Admin>>Configure Merchant Account
☐ Select PayPal and enter the appropriate credentials
  o PayPal Merchant Login: The login used for manager.paypal.com
  o Username: The **SAProWebsite** username you created in Step 3
  o Password: The password you created to go with SAProWebsite username in Step 3.
☐ Click to Activate the account and wait for the green box indicating that the link is complete.
☐ Wait one hour for settings to take effect in the PayPal Manager site.
☐ Store/Authorize a credit card on your own Contact record and then process a $1 transaction / donation in Silent Auction Pro AND verify the transaction in your PayPal account by logging into your http://www.paypal.com account with Step 1 credentials.

❖ NOTE: PayPal takes up to 1 hour for all account settings to propagate throughout the PayPal system and even if you get a "green light" while configuring in Silent Auction Pro, you may not be able to store/authorize a card and process a transaction right away. **Please wait one hour** before you try to store/authorize your card and process your transaction. If it still fails, please call Silent Auction Pro Support @888-691-5993 x2