

Instructions

(If your group does not have a Zettle account)

Set up your Paypal business account well in advance of your event

Paypal will do credit and ID checks on the account holder, and any named directors/committee members linked to the 'business' name, and may ask for documents (passport/driving licence) to be provided to confirm ID.

Decide who will be the named account holder

If you are an informal community group, you will need to set up an '**individual seller**' business account for one of your members. Choose someone who doesn't already have a Zettle account in their own name and who doesn't already have a Paypal business account in their name. An individual can have one personal Paypal account and one 'individual seller' business account.

If you are a registered charity or limited company, the named account holder should be a director or trustee.

Step by step instructions

1. Install the Zettle Go app on your phone or find Zettle online (<https://www.zettle.com>) on a computer.
2. "Sign up" to create an account—you will be redirected to Paypal.
3. Enter the email you want to use and create a password. If you already have a personal Paypal account, make sure this is a different email address from the one you use for that.
4. Enter a mobile number they can use to text you authorisation codes to access the account
5. Give information about business type:
 - If a registered charity, choose **Business**
 - If limited company, choose **Business**
 - Otherwise choose **Individual seller**

5. Answer the remaining questions.
 - You will be asked for your name, business address, home address, phone number, date of birth and nationality.
 - If you are a limited company or registered charity, you will have to give your charity/company registration number(s) and details of your trustees/directors
 - There are some questions about your business, including what you sell (you can choose 'Civic, Social and Fraternal Associations from this list)
6. After creating the account, you will be sent to the Home page. Enter bank account details to finalise the account set up (you may need to enter password again here).
 - The bank account that you register with Zettle must be registered in the company's or the director's name.
 - If you register as a limited company, the bank account you connect must be in the name of the company.

Troubleshooting

If you have trouble opening an account, check the information on this web page:

<https://www.zettle.com/gb/help/articles/1084695-problems-creating-an-account>

You can contact Zettle via this page:

<https://www.zettle.com/gb/help/contact>