

Key Information

Overview

The Payments Online system allows you to send your clients special emails notifying them a payment is due. The email details all the fees currently outstanding and includes a link to a 'Shopping Basket' on the web. When the client follows the link to the basket, they are again shown a breakdown of all the fees due. A **Pay Now** button on the page will route them through to PayPal to pay, they do not need to have a Pay Pal account, but it is a little quicker if they do, as they will not have to enter any card details. Once they have paid you, several things happen.

- Your client gets an email from PayPal confirming payment.
- You get an email from PayPal saying you have received funds.
- PayPal talks to SwimSoft Online and updates the clients account status to paid.
- The payment can be seen in many reports.

It is really simple to collect payments.

Getting started

If you want to use the Payments Online system to collect your fees, you will need to...

- Set up a PayPal Business account
- Configure SwimSoft
- Create a default Payments Online email message
- Test the system

Signing up for a PayPal Business account

You are going to need a PayPal Business account, which is dedicated to Payments Online. A PayPal account can be opened in a matter of minutes, all you need is a debit card that is not connected with any other PayPal account.

PayPal changes its web pages from time to time, this document includes the latest link to PayPal at the time of writing. If the information below is out of date, please contact us so we can update these instructions.

Use the link below and press the **Sign-up** button.

www.PayPal.co.uk

What is a payment limit?

To prevent fraud PayPal will limit withdrawals until you have full configured your account, this process can take up to 10 days, so, please ensure your account is fully configured before you use it in anger!

Once you have a PayPal account Read the next article in the **Payment Online** section of the **Knowledge Base**.