

Accepting Contributions and Payments Online at your Website

Step 1.

To set up a relationship between the PayPal bank and your non-profit organization (or you as an individual or a for-profit company), your webhost person or you create a PayPal account and let them know your checking account number and routing number where you want them to deposit your earned money. Over the next few days, PayPal makes two very small deposits into that checking account, typically seven cents and 9 cents.

To prove you have access to this checking account, you tell them how much was deposited and on what dates.

Your PayPal account is established.

Step 2

Using your PayPal account, you or your website person creates the web buttons (using the code obtained from within the PayPal account) and places the code in the web page on which the PayPal button(s) are desired.

Step 3

When someone visits your website and buys something, makes a contribution or buys a membership using the PayPal button on your web page, you get an email confirming the person's name, address, phone, email address (if you request them to provide it) as well as notification that they have paid or donated a certain amount.

Step 4

Typically, you would send the person an email or US Mail confirming the gift or purchase and a thank you note. The person receives a confirmation email from PayPal.

Step 5

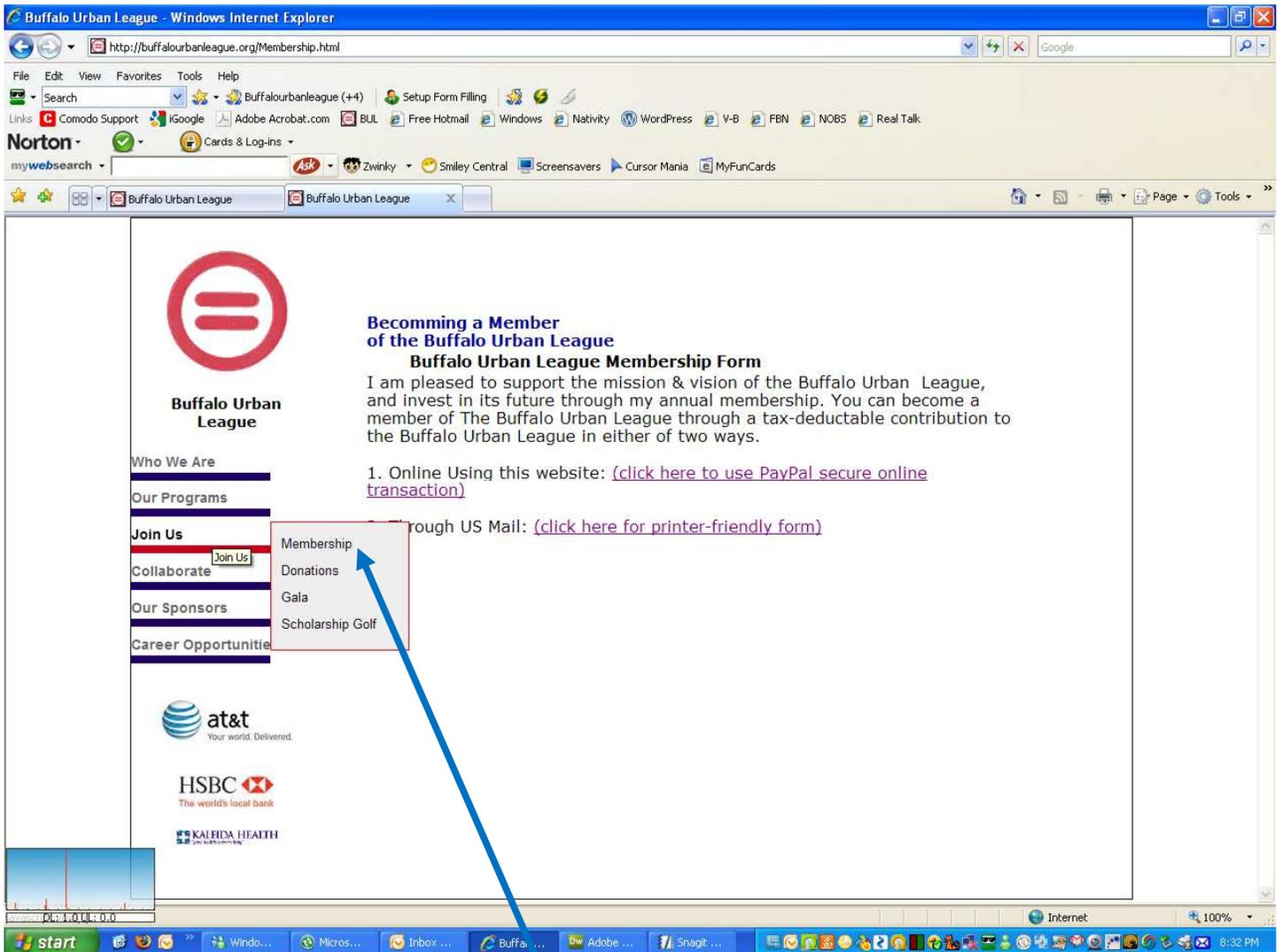
Whenever you decide you want to transfer the money that has accumulated in your PayPal account to your checking account, you go into your PayPal account and make the transfer.

The following pages show what the user experience is like:

Example: The Buffalo Urban League

From the main menu, two choices appear in the “Join Us” main menu item:

1. Membership
2. Donations



We'll click on Membership.

Clicking on Membership brings you to this page.



Buffalo Urban League

Who We Are

Our Programs

Join Us

Collaborate

Our Sponsors

Career Opportunities

 **at&t**
Your world. Delivered.

 **HSBC**
The world's local bank

 **KALIDA HEALTH**
your health is our key

Becoming a Member of the Buffalo Urban League
Buffalo Urban League Membership Form

I am pleased to support the mission & vision of the Buffalo Urban League, and invest in its future through my annual membership. You can become a member of The Buffalo Urban League through a tax-deductable contribution to the Buffalo Urban League in either of two ways.

1. Online Using this website: [\(click here to use PayPal secure online transaction\)](#)
2. Through US Mail: [\(click here for printer-friendly form\)](#)



Click here to use the PayPal secure online transaction methodology.

The PayPal transaction window appears:



Buffalo Urban League

Become a Member of the Buffalo Urban League with PayPal

Who We Are

Our Programs

Join Us

Collaborate

Our Sponsors

Career Opportunities



PayPal is the largest and longest running Internet-based Website Payments banking system in existence. It accepts all major credit cards, debit cards, bank transfers & PayPal payments securely and hassle-free.

Your name and contact information will be requested during this secure transaction so that we can properly credit you for your tax-deductible contribution.

Choose one of these levels of membership (below)



\$ 7 Student Membership



\$ 10 Senior Citizen Membership



\$ 15 Individual Membership



\$ 30 Family Membership



\$50 non-Profit Organization Membership



\$ 100 Faith-Based Organization Membership



\$ 250 Small Business Membership



\$ 1,000 Large Business or Leadership Membership

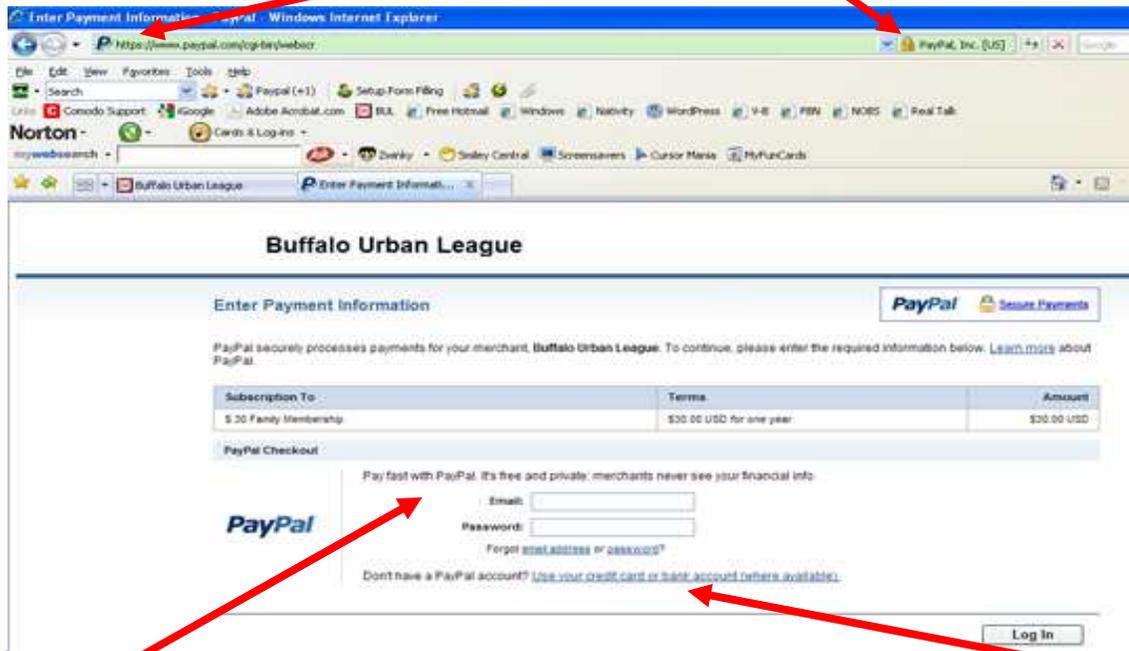


I would like to make a contribution, setting the amount of the donation myself.

Clicking on this button brings the next page in this example

Choosing one of the PayPal membership / subscription buttons brings the user to here:

Notice the <https://> and the lock symbol



If a person already has a PayPal account, they just fill in their email and PayPal password. If not, they click on the second link below it and create a PayPal account with their Discover Card, Visa, MasterCard or checking account.

After the individual purchases a membership (or a product), they receive an email from PayPal verifying their purchase and the recipient of their purchase would receive an email confirmation of the gift as well as the money being deposited into their PayPal account.

Alternatively, for those who prefer to fill out a membership form and send it in the mail with their check, there is the “printer-friendly form option.



Buffalo Urban League

Who We Are

Our Programs

Join Us

Collaborate

Our Sponsors

Career Opportunities

 **at&t**
Your world. Delivered.

 **HSBC**
The world's local bank

 **KALIDA HEALTH**
your health is our key

Becoming a Member of the Buffalo Urban League
Buffalo Urban League Membership Form

I am pleased to support the mission & vision of the Buffalo Urban League, and invest in its future through my annual membership. You can become a member of The Buffalo Urban League through a tax-deductable contribution to the Buffalo Urban League in either of two ways.

1. Online Using this website: ([click here to use PayPal secure online transaction](#))
2. Through US Mail: ([click here for printer-friendly form](#))

Choosing this option will bring them to the following page (on the next page):



Buffalo Urban League Membership

Thank you for deciding to join the membership of The Buffalo Urban League. Because of your support, we are able to continue to make a considerable difference in the lives of thousands of people in the Western New York community.

Please take a moment to renew your membership by either sending in this form or going to our secure website from at <http://www.buffalourbanleague.org/Membership.html>. If you have any questions on how to complete this form, feel free to call us anytime Monday through Friday between 9 a.m. and 5 p.m. Please know that you are also able to make a contribution on our secure website from our donation page at <http://www.buffalourbanleague.org/Donations.html>. If you have any questions, contact us at (716) 854-7625. *Thank you!*

We are able to accept cash, checks, MasterCard, VISA or PayPal. Make your check payable to “The Buffalo Urban League.” This form and your check may be mailed to:

15 East Genesee Street / Buffalo, NY 14203-1405

To ensure that you receive tax credit for your contribution, please provide as much information about yourself as you would like (below) so that we can acknowledge your giving.

Your Name			
Your Street		City	
State		Zip Code	
Membership Level You Prefer (Please Check ✓)			
<input type="checkbox"/>	\$7 Student	<input type="checkbox"/>	\$ 50 Non-Profit Organization
<input type="checkbox"/>	\$10 Senior	<input type="checkbox"/>	\$ 100 Faith-Based Organization
<input type="checkbox"/>	\$ 15 Individual	<input type="checkbox"/>	\$ 250 Small Business
<input type="checkbox"/>	\$ 30 Family	<input type="checkbox"/>	\$ 1,000 Large Business
<input type="checkbox"/>	\$ 100 Leadership	<input type="checkbox"/>	\$ 1,000 President’s Circle

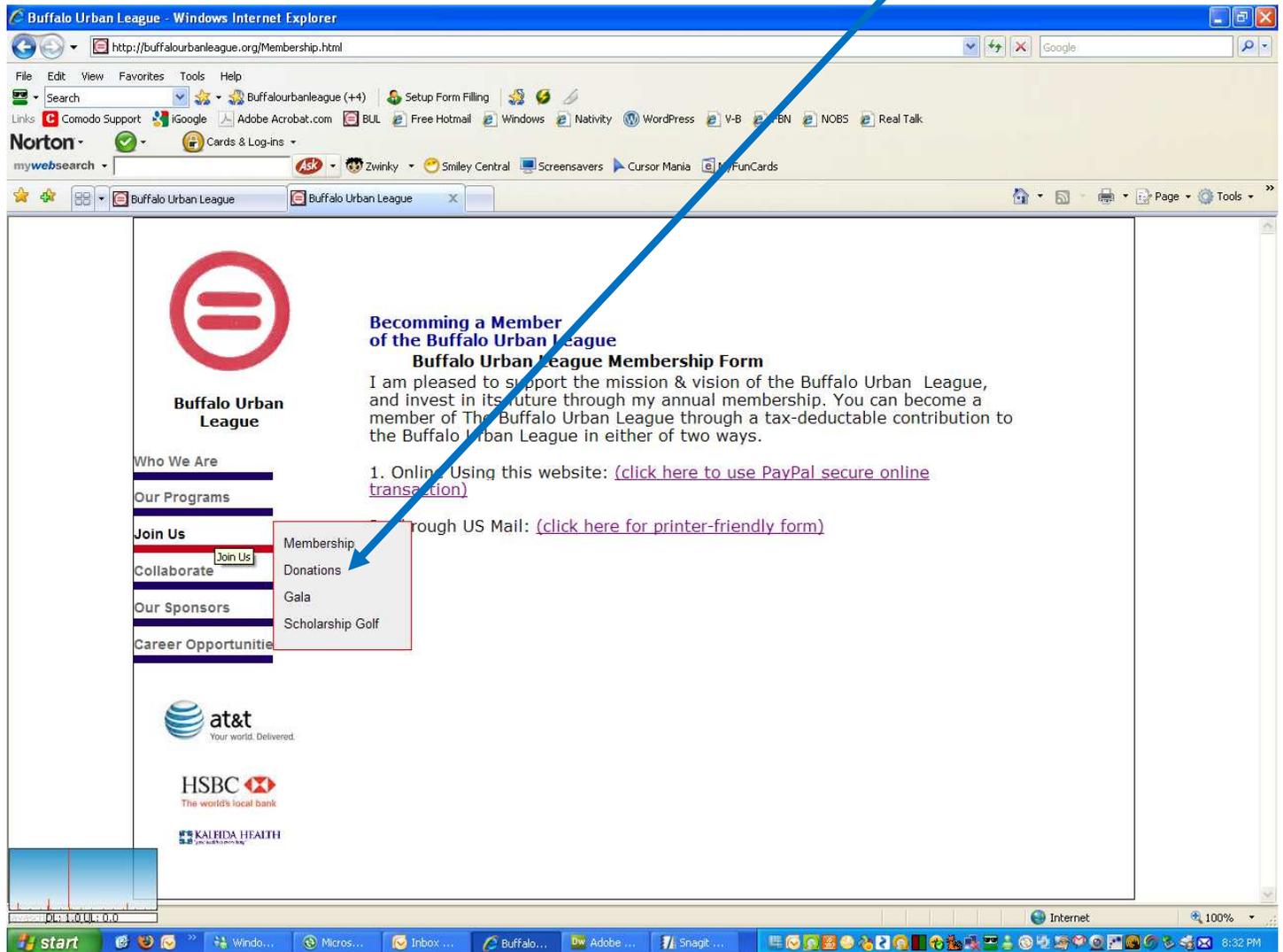
If you are not enclosing a check but prefer to use a credit card, please complete the information below:

Your name exactly as it is on the card	
Card Number	
Card Expiration Date	
Amount You Are Contributing	

They would print and complete this form and send it in with their check.

Accepting Donations of Any Amount

Another option for financial transactions on a website is to accept donations of any amount the individual chooses. In this example, the individual would choose “Donations” from the menu.



Upon clicking on Donations, the user would see the following screen (on the next page):

The user would have a choice of making a donation through PayPal or by printing out a form and sending a check.



Buffalo Urban League

Who We Are
Our Programs
Join Us
Collaborate
Our Sponsors
Career Opportunities

Make A Donation

Since 1927, the **Buffalo Urban League** has had a dramatic impact in serving our community by providing individuals and families with the resources necessary to assist them in achieving economic and social parity.

You can make a tax-deductible contribution to the Buffalo Urban League in either of two ways.

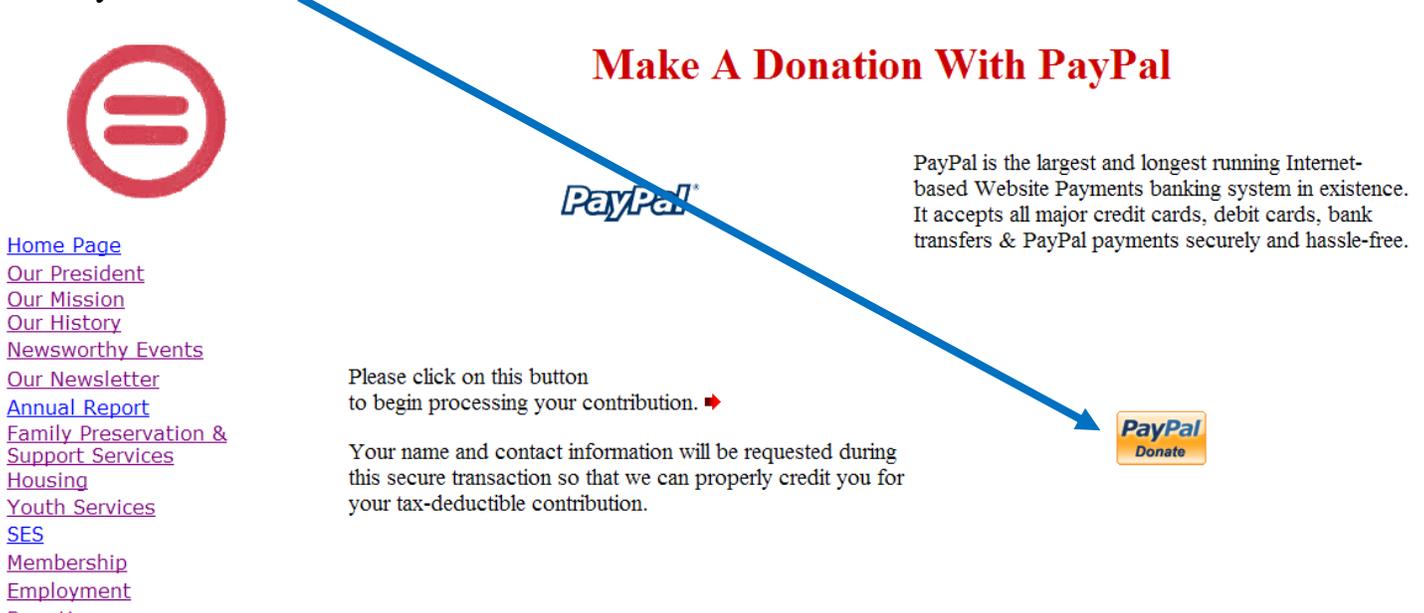
1. Online Using this website: [\(click here to use PayPal secure online transaction\)](#)
2. Through US Mail: [\(click here for printer-friendly form\)](#)

at&t
Your world. Delivered.

HSBC
The world's local bank

KALHDA HEALTH
your health is everything

This shows a lot of the page for making a donation through PayPal. One could simply click on one PayPal button:



Make A Donation With PayPal

PayPal

PayPal is the largest and longest running Internet-based Website Payments banking system in existence. It accepts all major credit cards, debit cards, bank transfers & PayPal payments securely and hassle-free.

Please click on this button to begin processing your contribution. ▶

Your name and contact information will be requested during this secure transaction so that we can properly credit you for your tax-deductible contribution.

[Home Page](#)
[Our President](#)
[Our Mission](#)
[Our History](#)
[Newsworthy Events](#)
[Our Newsletter](#)
[Annual Report](#)
[Family Preservation & Support Services](#)
[Housing](#)
[Youth Services](#)
[SES](#)
[Membership](#)
[Employment](#)

PayPal Donate

Here, the individual would type in the amount they wish to donate

Buffalo Urban League

Please enter your donation amount and click **Update Total**.

Purpose	Donation amount	Total
Buffalo Urban League Donation	\$ <input type="text"/>	\$
		\$ USD

Donate quickly with PayPal



PayPal securely processes donations for Buffalo Urban League. You can complete your payment with just a few clicks.

Why use PayPal?

- It's easy to send money and shop online
- You can donate without sharing your financial information
- Over 50,000 online merchants accept PayPal

Don't have a PayPal account?

Use your credit card or bank account (where available). [Continue](#)



Return to [Buffalo Urban League](#).

PayPal protects your privacy and security.
For more information, read our [User Agreement](#) and [Privacy Policy](#).

LOG IN TO PAYPAL

Email:

Password:

[Forgot email address or password?](#)

Then they would create a PayPal if they didn't have one or sign into their existing one.

After the individual makes the donation, they receive an email from PayPal verifying their donation. At the same time, the recipient of their donation would receive an email confirmation of the gift and the donated funds would be immediately deposited into their PayPal account.

This document can also be obtained from:

<http://FlyByNightPublishing.com/PDF/AcceptingContributionsAndPaymentsOnline.pdf>