

PayFlow

We use PayPal Payflow Hosted Checkout Pages to transfer the PCI obligation and risk to PayPal. This reduces administration and costs for us and our merchants.

<http://manager.paypal.com>

PayPal | Manager

Manager Login

Using Payflow credentials

Login with your Payflow credentials, leaving the Users field blank if you are logging in for the first time, or have not setup additional users.

Partner

Merchant Login

User (optional)

Password

Log In

[Forgot your password?](#)

[I would like to create a new account](#)

Use PayPal credentials

Use your PayPal username (email address) and password to login.

Login with PayPal

If this is the first time you are logging in with your PayPal credentials, you will be asked to Link your PayPal Account to your Payflow Account. Once linked, you'll be able to log into PayPal Manager using either Payflow or PayPal credentials.

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Login with your credentials.

You will see a landing page similar to the one below.

The screenshot shows the PayPal Manager interface. At the top, the 'PayPal Manager' logo is on the left, and navigation links for 'PayPal.com', 'Documentation', 'Downloads', 'Support', and 'Log Out' are on the right. Below the logo, a menu bar includes 'Home', 'Account Administration' (highlighted with a red box), 'Service Settings', 'Search Transactions', 'Virtual Terminal', and 'Reports'. The date 'October 14, 2015 02:25 PM' is displayed in the top right corner.

The main content area is titled 'Welcome, ideaLEVER' and includes a 'Help' button. On the left, there is an 'Alerts' section with two entries: 'Sep 16, 2015 Payflow Gateway: October planned maintenances' and 'Jun 9, 2015 REMINDER: SHA-256 and GS Upgrades to Payflow Production URLs'. Below this is the 'Business Activity Center' with a 'Transaction Activity' section listing 'Total Business Summary for Wednesday, 10/14/2015 *', 'Settled & Unsettled Transactions for Tuesday, 10/13/2015 *', and 'Suspicious Transactions Summary Wednesday, 10/14/2015 *'. A 'Recurring Billing Service' advertisement is also present, featuring a woman's image and a 'Buy' button.

On the right side, there is a 'Message Center' showing 'No Messages' and an 'Alert Archives' section. Below that is the 'Your Account Status' section, which displays account details for 'ideaLEVER Solutions' (Email: paypal@idealever.com) and notes that the account is in 'TEST status'. It lists several status items: 'Confirm Email' (checked), 'Set Up Bank Funding to lift withdrawal limits' (unchecked), 'Step 1: Add Bank Account' (unchecked), 'Step 2: Enter and Confirm Deposit Amount' (unchecked), and 'Other Required Information' (checked). An 'Activate Your Account' button is located at the bottom of this section.

At the bottom right, there is a 'Service Summary' table:

Service	Status	Mode
Hosted Checkout Pages	Test	--
Payflow SDK/API (Full Access)	Test	--
Basic Fraud Protection	Test	Deployed
ACH Services	--	--

At the very bottom, there are links for 'About Us', 'Privacy', 'Security Center', 'Contact Us', and 'User Agreement', along with a copyright notice: 'Copyright © PayPal, Inc. All rights reserved.'

Click on Account Administration in the top menu, then Add User.

The screenshot shows the 'Account Administration' page in the PayPal Manager. The top navigation bar is identical to the previous screenshot, with 'Account Administration' highlighted. Below the navigation bar, there is a sub-menu with 'Contact Information', 'Processor & Merchant Bank Information', 'Manage Security', 'Manage Users', and 'Account Preferences'. The 'Account Administration' title is followed by a 'Help' button and a brief instruction: 'Use this page to view or modify your company, contact, processor and merchant bank information, manage your security settings and manage users on your account.'

The page is divided into several sections:

- Contact Information:** Includes a note: 'Please note that the changes you make in this section will also need to be made in PayPal.com.' and links for 'Company Information', 'Primary Contact Information', and 'Secondary Contact Information'.
- Processor & Merchant Bank Information:** Includes links for 'Accepted Card Types', 'Processor Information', and 'Merchant Bank Information'.
- Manage Security:** Includes links for 'Transaction Settings', 'Allowed IP Addresses (For PayPal Manager Access)', 'Allowed IP Addresses (For API Transaction Processing)', 'Change Password', 'Security Questions', and 'Support PIN'.
- Account Preferences:** Includes links for 'Time Zone' and 'Notification Preferences'.
- Manage Users:** Includes links for 'Manage Users' and 'Add User'. A red arrow points to the 'Add User' link.

Setup an Admin Account for **ideaLEVER_Tech** and email paypal@idealever.com. Call us with the password.

PayPal | Manager [PayPal.com](#) | [Documentation](#) | [Downloads](#) | [Support](#) | [Log Out](#)

[Home](#) | [Account Administration](#) | [Service Settings](#) | [Search Transactions](#) | [Virtual Terminal](#) | [Reports](#) |

[Contact Information](#) | [Processor & Merchant Bank Information](#) | [Manage Security](#) | [Manage Users](#) | [Account Preferences](#) |

Manage Users | Add User | [Help](#)

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: ideaLEVER

* Admin User Password:

User Information

* Contact Name:

Phone:

* Email:

User Login Information

Partner: PayPal

Merchant Login: ideaLEVER

* User Login Name:

* User Password:

* Confirm User Password:

Assign privilege to User

* Select a Predefined Role: ▾

* User Status: ▾

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