



Using PayPal with Webistree.com

1. Set up a PayPal Business account. www.paypal.com.
2. At the top of the home page select Sign Up and click on Business Get Started.
3. Once you have set up and verified your business account, either log on by using your username and password or if already logged on press edit profile.
4. Under the My Account Overview heading, you should see a welcome message. At the end of the message it will say Edit profile. Click on the Edit profile section, and then select API Access under the Account Information heading.
5. Select Option 2, View API Certificate.
6. Select Request API Signature, and then press Agree and Submit.
7. Take note of the API Username, API Password and Signature.
8. Log in to Webistree.com Admin, using your username and password.
<http://www.Webistree.com/admin/admin.php> .
9. Under the section called **Order Processing**, select the **Merchant Service Setup** link.
10. Click on the **PayPal** icon.
11. Decide if you want the transactions to be in test mode or live.
12. Enter the API Username for both Account, and API Username, and then enter the API Password and Signature (they are not necessarily in order).
13. Press OK.

Verifying and accepting a transaction

1. On your shop site fill the shopping cart up with some items and follow the site checkout process.
2. Add the State and Zip.
3. Press Pay with PayPal and the site will be redirected to PayPal.
4. Log in to PayPal as a customer, verify the transaction and checkout. You will be automatically redirected to your shop.
5. As the seller you should receive an email detailing the order.
6. As the customer you should receive two emails, an order Confirmation and a Thank You message. (Note: the thank you message can be edited in the **Order Processing** section under the link **Thank you Email**.)
7. In the Order Processing section of Webistree.com, the transaction will be recorded in View Order Data.
8. In your shop site it should also be logged in **My Order History**.
9. In the PayPal Business account the transaction will be recorded in recent history, either approve the transaction and charge the credit card, or delete the transaction if you are just testing the site.

It is good practice to test the live transaction to verify the process is working correctly.