

PayPal Virtual Terminal User Guide

Overview

Virtual Terminal is the part of PayPal Payments Pro that allows you to take credit card payments manually, e.g. a customer phones to order products. To do this you logon to your PayPal Manager Account, input the details, and the money is placed in your standard PayPal account. You then need to transfer money from your standard PayPal account to your bank account.

How to manually take a credit card payment

Logon to your PayPal account.

Select “Virtual Terminal” from the menu.

Select “Single Transaction”

Select Tender Type: “Credit Card”

Select Transaction Type: “Sale”

Enter the credit card number

Select Transaction Type: Selecting “test” allows you to test this process without taking any money. For real transactions, select “Live”.

Press “Submit”

Enter rest of credit card details. PayPal knows the type of card from the number entered.

Enter amount.

Enter “Herbalife Products” in Comment 1.

Either select “Use the same billing address as the shipping address” or “Enter a separate shipping address”.

Enter address details and email address.

Press “Submit”