



How to Set-Up your Pay Pal Account and Collect Dues On-Line

To Navigate, use your Page Up and Page Down
or Left and Right Keyboard Arrow Keys
to go Forward or Backward

Setting Up Pay Pal Account and Collecting Dues On-Line

Personal Business forgot? forgot?

PayPal™ Complete Payment Solutions ▾ Popular Tools ▾ Specialized Solutions ▾



Open a web browser and go to PayPal.com
Click on Sign Up

Create online invoices — fast and easy
Send an invoice in minutes, save templates, and manage payments.
[Learn more](#)

PayPal online invoices
Bill and get paid fast. Customers don't even need PayPal to pay.
[Get started](#)

Create online invoices — fast and easy
Send an invoice in minutes, save templates, and manage payments.
[Learn more](#)

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Setting Up Pay Pal Account and Collecting Dues On-Line

[Log In](#) | [Help](#) | [Security and Protection](#)

PayPal

Create your PayPal account [Secure](#) 

Your country or region
 

Your language

Already have a PayPal account? [Upgrade now](#)

Personal
For individuals who shop online

Premier
For individuals who buy and sell online

Business
For merchants who use a company or group name

[Learn about low PayPal fees.](#)

[Contact Us](#)

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Click on Get Started – Business



Setting Up Pay Pal Account and Collecting Dues On-Line

PayPal Payments

Sales: 1-877-419-6879

Choose a PayPal Payments Solution.

Select the option that's right for you. Don't worry, you can change or upgrade at any time.

Most popular

Standard

\$0
/month

With PayPal Payments Standard, you can easily:

- Accept [credit cards](#) and [PayPal](#) on your website
- Swipe cards on your [mobile device](#) **NEW**
- [Send invoices](#) online for fast payment
- Get paid on eBay

[Get Started](#)

[Learn more](#)

Advanced

\$5
/month

Get everything from Standard, plus:

- Your customers [check out directly on your website](#), rather than link to PayPal
- Works with these [shopping cart platforms](#)

[Apply Now](#)

[Learn more](#)

Pro

\$30
/month

Get everything from Standard, plus:

- Design and host your own checkout pages for [full control](#)
- Accept credit cards via [phone, fax, and mail](#) (Virtual Terminal)

[Apply Now](#)

[Learn more](#)

[Compare all](#) | [See transaction fees](#)

Already accepting credit cards? [Get started](#)

Click on Get Started – Standard

Why use PayPal for your business?

Access your money instantly

Keep your costs down

Setting Up Pay Pal Account and Collecting Dues On-Line

PayPal

Sign up for PayPal Payments Standard

Secure 

Not sure if this payment solution is right for you? Don't worry, we have a variety of products to choose from, and you can switch anytime after signing up.

What do I need to do?

- > **Create a Business account.**
Takes 3-5 minutes. We'll need details about your business, and the personal information of the business owner(s).
- > **Confirm your email address**
We'll send you an email with simple instructions.
- > **Get started**
After you sign up, we'll help you set up your payment solution and PayPal account.



[Contact Us](#) | [Site Feedback](#) (+)

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Click on Create New Account

Most Councils opened a free Pay Pal account to manage their UKnight subscription.

If you have an account already, you can click the link below and go to Page #9.

Skip to Page 9

Setting Up Pay Pal Account and Collecting Dues On-Line



Sign up for Business Account

Secure 

1 | Account **2** | Information

Business information

Your online organization

Legal business name

Knights of Columbus Council 5237

"Doing business as" name or DBA (optional) [What's this?](#)

Date your business was established

mm / yyyy

11 / 1962

Website URL (optional)

http://

Category [Not sure?](#)

Religious

What will your average monthly payment volume be? [Not sure?](#)

Less than \$5,000 USD

What will your average transaction amount be? [Not sure?](#)

\$25 USD-\$50 USD

What percentage of your annual revenue will come from online sales? [Not sure?](#)

75% to 100%

Do you sell on eBay?

No

Your customer service email address (optional) [Why?](#)

Please provide one of the following:

Social Security number [Why is this needed?](#)

- -

or

Fill Out This Form – This is the top

In terms of volume, every Council is Different. Some Councils Generate Many Thousands of Dollars using their UKnight Website to sell Merchandise On-Line.

If you are interested we can help you with this too.

For now, if you have your Tax Id Number you do not need a Social Security Number

Setting Up Pay Pal Account and Collecting Dues On-Line

Please provide one of the following:

Social Security number Why is this needed?

 - -

or

Federal tax I.D.

Organizations with documented 501(c)(3) status get lower transaction fees. (Format: XXXXXXXXXX)

Primary contact information

Legal First name

Legal Last name

Business phone

(Format: 555-555-5555)

Business address

Address line 1

Address line 2 (optional)

City

State/Zip

Home address

- Same as business address
 Enter a different address

By clicking **Agree and Continue** below, I agree to the terms of the following:

[PayPal User Agreement](#), [Privacy Policy](#), and [Commercial Entity Agreement](#)

Agree and Continue

Here is the Bottom of the Form

Make sure your tax id is in here

Agree and Continue


Setting Up Pay Pal Account and Collecting Dues On-Line

[Log Out](#) | [Help](#) | [Security and Protection](#)

PayPal

Congratulations! You've signed up for a PayPal Business Account

You've signed up for PayPal Payments Standard. Use uknight@labriola.com when you log in to PayPal.

A photograph of a man and a woman in business attire looking at a laptop screen together.

Start setting up your payment solution
Our business setup guide can help you get paid, process orders, and more.
[Go to My Business Setup](#)

Don't forget to check your email
You need to confirm your email address. We've sent simple instructions to uknight@labriola.com

[Contact Us](#) | [Site Feedback](#) | [H](#)

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Congratulations! Your Council now has a Pay Pal Account!

Now let's get your new account ready to accept payments by:

1. Associating your Bank Account to Deposit Collected Dues
2. Setting Up the "Pay Now" Button for your UKnight Site

Setting Up Pay Pal Account and Collecting Dues On-Line

[Log In](#) | [Help](#) | [Security and Protection](#)

PayPal

Enter Password

Secure 

Please enter your PayPal password to confirm your email address.

PayPal Password:

[Forgot your password?](#)



Setting Up Pay Pal Account and Collecting Dues On-Line

Log Out | Help | Security and Protection Search

PayPal

My Account | Send Money | Request Money | Merchant Services | Products & Services


Overview | Add Money | Withdraw | History | Resolution Center | **Profile**

My Business Setup

Welcome to the My Business Setup page. Here you'll find everything you need to set up and manage your PayPal payment solutions.


My payment solution

Set up my payment solution

 PayPal offers you different ways to get paid. We'll explain your options and help you get started. [Start Now](#)

Your payment solution: **PayPal Payments Standard**


Customize my buyer's experience

 Customize PayPal payment pages, adjust customer service settings, and much more. [Customize](#)

The name that appears on your buyer's bank statements is:
PAYPAL*KNIGHTSCOLU


Managing my business

Manage my money

 Link your bank account, lift the initial limits set on your PayPal account, and much more. [Get Money](#)

Initial account limits:
Sending limit: \$500.00 USD
Withdrawal limit/month: \$500.00 USD

Process my orders

 Orders come in, orders go out. We can help you through the entire process. [Process Orders](#)

Click on Profile and we will get started.

Setting Up Pay Pal Account and Collecting Dues On-Line

PayPal

Log Out | Help | Security and Protection Search

My Account | Send Money | Request Money | Merchant Services | Products & Services

Overview | Add Money | Withdraw | History | Resolution Center | Profile

My Profile

My business info >

Email, address, phone, password, more.

My money >

Bank accounts, cards, more.

My settings >

Notifications, customer ID, more.

My selling tools >

Getting paid, shipping, more.

Quick links

- [Update Email](#)
- [Update Password](#)
- [Update Bank Account](#)
- [Update Card](#)
- [Update Street Address](#)
- [Update Phone Number](#)

Name		Change
Email	(Unconfirmed) (Primary)	Update
Address	(Business)	Update
Phone	(Business) Send and receive mobile payments .	Update
Password	*****	Change
Security questions	Who was your childhood best friend? Who was your first roommate?	
Business information	Edit my business type, URL, and more...	Update
Merchant account ID		
Tax ID number	Social Security Number: _____	Change
	Individual Taxpayer Identification Number: _____	Add ITIN
	Employer Identification Number: _____	Add EIN

Double check your information here to make certain it is all correct.

Setting Up Pay Pal Account and Collecting Dues On-Line

Log Out | Help | Security and Protection Search


PayPal

My Account | Send Money | Request Money | Merchant Services | Products & Services

Overview | Add Money | Withdraw | History | Resolution Center | Profile

My Profile

My business info >
Email, address, phone, password, more.

My money > 
Bank accounts, cards, more.

My settings >
Notifications, customer ID, more.

My selling tools >
Getting paid, shipping, more.

When you are finished, click on “My money” to tell Pay Pal where you would like to deposit the Dues Payments.

If you have already linked your Council bank account with your Pay Pal account, click below to skip to Page 18

Skip to Page 18

	Change
	Update
	Update
	Update
	Change
	Update

Merchant account ID

Tax ID number	Social Security Number: <input type="text"/>	Change
	Individual Taxpayer Identification Number: <input type="text"/>	Add ITIN
	Employer Identification Number: <input type="text"/>	Add EIN

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[Information about FDIC pass-through insurance.](#)

Setting Up Pay Pal Account and Collecting Dues On-Line



- My Account**
- Send Money
- Request Money
- Merchant Services
- Products & Services

- Overview
- Add Money
- Withdraw
- History
- Resolution Center
- Profile**

My Profile

My business info

Email, address, phone, password, more.

My money

Bank accounts, cards, more.

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Notifications, customer ID, more.

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Quick links

- [Update Email](#)
- [Update Password](#)
- [Update Bank Account](#)
- [Update Card](#)
- [Update Street Address](#)
- [Update Phone Number](#)

Bank accounts I want to pay with my bank, but don't want to expose my financial info. [Add my bank](#)

Debit and credit cards I want PayPal to protect my card number when I shop online. [Add my card](#)

PayPal balance \$0.00 USD

My preapproved payments Manage the automatic payments, subscription payments, and plan payments I send to merchants.

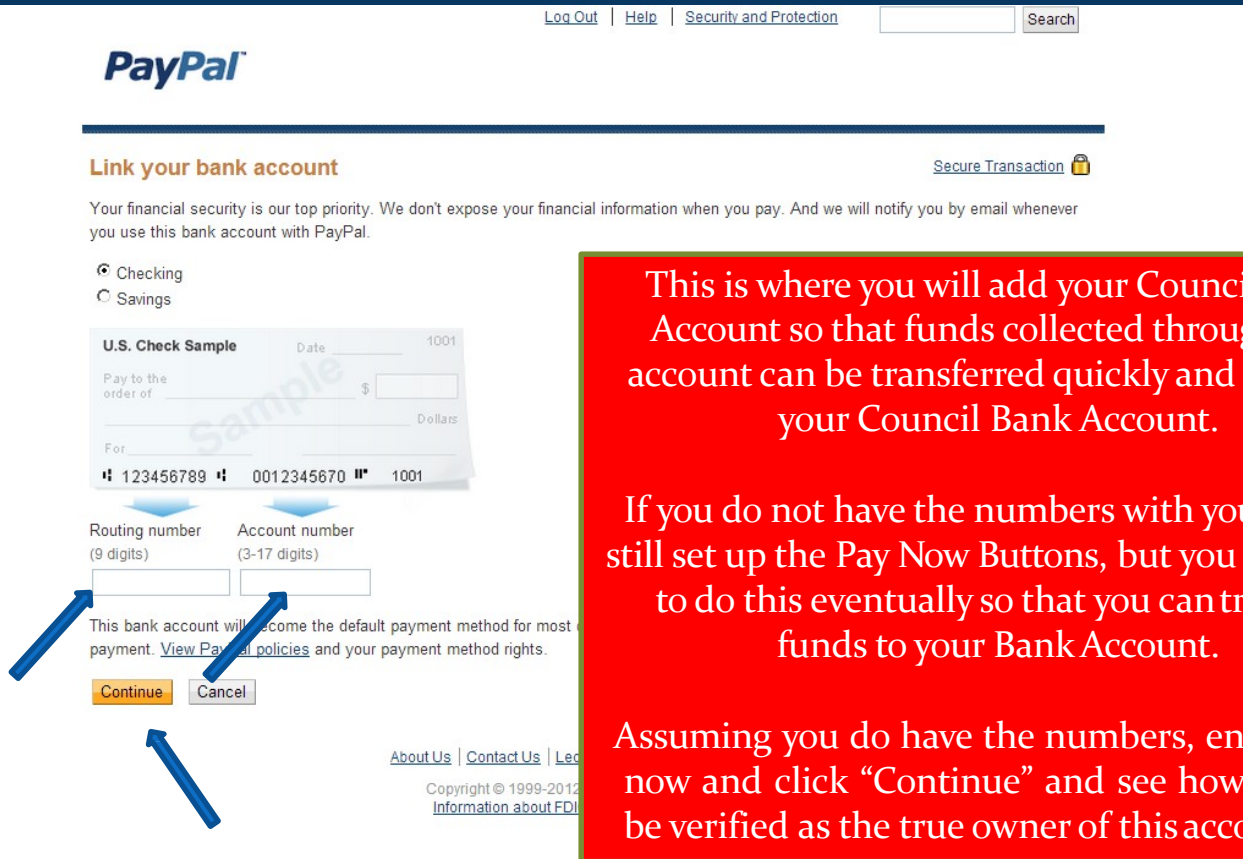
More financial settings

- [Merchant fees](#)
- [Monthly account statements](#)



Now click on "Add my bank"

Setting Up Pay Pal Account and Collecting Dues On-Line

A screenshot of the PayPal website's 'Link your bank account' page. The page has a white background with a blue header containing the PayPal logo and navigation links like 'Log Out', 'Help', and 'Security and Protection'. Below the header, there's a section titled 'Link your bank account' with a 'Secure Transaction' icon. A message states: 'Your financial security is our top priority. We don't expose your financial information when you pay. And we will notify you by email whenever you use this bank account with PayPal.' There are radio buttons for 'Checking' (selected) and 'Savings'. A 'U.S. Check Sample' is shown with fields for 'Pay to the order of', 'Date', 'Amount', and 'For'. Below the check, the routing number '123456789' and account number '0012345670' are displayed. Two input fields are provided for the routing number (9 digits) and account number (3-17 digits). A 'Continue' button is highlighted in yellow. At the bottom, there are links for 'About Us', 'Contact Us', and 'Legal', along with a copyright notice 'Copyright © 1999-2012' and a link for 'Information about FDI'. Three blue arrows point from the red text box to the routing number field, the account number field, and the 'Continue' button.

This is where you will add your Council Bank Account so that funds collected through this account can be transferred quickly and easily to your Council Bank Account.

If you do not have the numbers with you we can still set up the Pay Now Buttons, but you will have to do this eventually so that you can transfer funds to your Bank Account.

Assuming you do have the numbers, enter them now and click "Continue" and see how you will be verified as the true owner of this account.

Setting Up Pay Pal Account and Collecting Dues On-Line



Confirm your bank account in 2-3 days

Secure Transaction

Follow these 3 simple steps:



PLEASE READ THESE.



1. PayPal makes 2 small deposits (less than \$1.00 USD) into your bank account for added security. (We'll retrieve them soon afterwards.)
2. Check your bank account in 2-3 business days for the exact amounts.
3. Log in to your PayPal account. Click **Confirm Bank Account** from your Account Overview and enter the 2 amounts.

Confirm your account to:

- Make payments from your bank account.
- Transfer money between your bank and your PayPal account.
- Become verified and remove your spending limit.



Next you will see where you will confirm that you are the true owner of this account. Click "Continue".

Setting Up Pay Pal Account and Collecting Dues On-Line

A screenshot of the PayPal website's account management interface. At the top, there are links for "Log Out", "Help", and "Security and Protection", along with a search box. The main navigation bar includes "My Account", "Send Money", "Request Money", "Merchant Services", and "Products & Services". Below this, a sub-menu shows "Overview", "Add Money", "Withdraw", "History", "Resolution Center", and "Profile". The "Bank account" section is highlighted, showing a table with one entry: "Bank account" (with input fields for account and checking numbers) and "Status" (with options for "Primary", "Unconfirmed", and a "Confirm" link). A blue arrow points to the "Confirm" link. Below the table is an "Add Bank" button, with another blue arrow pointing to it. At the bottom, there are links for "About Us", "Contact Us", "Legal Agreements", "Privacy", "Fees", and "Site Feedback".

If you would like to add another bank to the account, you would click on "Add Bank" and go through the same process again.

DO NOT CLICK NOW - Important to remember this page because when you see those deposits go into your account, this is where you will click to "Confirm".

Setting Up Pay Pal Account and Collecting Dues On-Line

Log Out | Help | Security and Protection Search


PayPal

My Account | Send Money | Request Money | Merchant Services | Products & Services

Overview | Add Money | Withdraw | History | Resolution Center | Profile

Bank account [Back to My Profile](#)

Bank account	Status ?
<input type="text"/> Checking <input type="text"/> Remove	Primary Unconfirmed Confirm



If you do not have another bank to add, just click on Back to My Profile.

If you do not have another bank to add, just click on Back to My Profile.

Setting Up Pay Pal Account and Collecting Dues On-Line



- My Account**
- Send Money
- Request Money
- Merchant Services
- Products & Services

- Overview
- Add Money
- Withdraw
- History
- Resolution Center
- Profile**

My Profile

My business info

Email, address, phone, password, more.

My money

Bank accounts, cards, more.

My settings

Notifications, customer ID, more.

My selling tools

Getting paid, shipping, more.

Quick links

- [Update Email](#)
- [Update Password](#)
- [Update Bank Account](#)
- [Update Card](#)
- [Update Street Address](#)
- [Update Phone Number](#)

Bank accounts

I want to pay with my bank, but don't want to expose my financial info.

[Add my bank](#)

Next, click on "My settings"

Protect my card number when I shop online.

[Add my card](#)

[More](#)

My preapproved payments

Manage the automatic payments, subscriptions, and installment plan payments I send to merchants.

[Update](#)

More financial settings

[Merchant fees](#)

[Monthly account statements](#)

Setting Up Pay Pal Account and Collecting Dues On-Line

[Log Out](#) | [Help](#) | [Security and Protection](#)

PayPal

[My Account](#) | [Send Money](#) | [Request Money](#) | [Merchant Services](#) | [Products & Services](#)

[Overview](#) | [Add Money](#) | [Withdraw](#) | [History](#) | [Resolution Center](#) | [Profile](#)

My Profile

My business info >
Email, address, phone, password, more.

My money >
Bank accounts, cards, more.

My settings >
Notifications, customer ID, more.

My selling tools >
Getting paid, shipping, more.

Quick links
[Update Email](#)
[Update Password](#)
[Update Bank Account](#)
[Update Card](#)
[Update Street Address](#)
[Update Phone Number](#)

Account type	Business	Close account
My checkout settings		
Digital goods at checkout	Manage payment settings for small amount transactions with merchants that do not require shipping.	Update
Mobile checkout settings	Change automatic login and checkout settings for your mobile devices.	Update
Mobile devices and push notifications	Link my mobile phone to my PayPal account.	Update
Notifications	Send me alerts when I change my account information, or when I have discounts or special offers.	Update
Customer Service ID	Social Security Number When you call Customer Service, we'll ask you to confirm your identity using this account info.	
Manage users	Add additional users to my account.	
Security key	Add an extra layer of security to my account with a PayPal Security Key.	
Preferred Sites	Share PayPal account information with other websites.	Change
Preferred language	English	Update
Time zone	(GMT-07:00) Mountain Time (Denver, Boise)	Update

Again, many options to consider later. For now, we are just going to check your time zone.



Setting Up Pay Pal Account and Collecting Dues On-Line

[Log Out](#) | [Help](#) | [Security and Protection](#)

PayPal

My Account

Send Money

Request Money

Merchant Services

Products & Services

[Overview](#) | [Add Money](#) | [Withdraw](#) | [History](#) | [Resolution Center](#) | [Profile](#)

Time Zone

To display the details of your transactions in your local time, select the appropriate time zone below.

Time Zone:

* Time zone follows Daylight Saving Time

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Make sure the time zone is
correct and then click "Save"

After you click "Save" then click "Profile"

Setting Up Pay Pal Account and Collecting Dues On-Line

PayPal

Log Out | Help | Security and Protection

My Account | Send Money | Request Money | Merchant Services | Products & Services

Overview | Add Money | Withdraw | History | Resolution Center | Profile

My Profile

My business info Email, address, phone, password, more.	Account type	Close account
My money Bank accounts, cards, more.	My checkout settings Digital goods at checkout	Update
My settings Notifications, customer ID, more.	Mobile checkout settings Change automatic login and checkout settings for your mobile devices.	Update
My selling tools Getting paid, shipping, more.	Mobile devices and push notifications Link my mobile phone to my PayPal account.	Update
Quick links Update Email Update Password Update Bank Account Update Card Update Street Address Update Phone Number	Notifications Send me alerts when I change my account information, or when I have discounts or special offers.	Update
	Customer Service ID Social Security Number When you call Customer Service, we'll ask you to confirm your identity using this account info.	Update
	Manage users Add additional users to my account.	Get started
	Security key Add an extra layer of security to my account with a PayPal Security Key.	Get started
	Preferred Sites Share PayPal account information with other websites.	Change
	Preferred language English	Update
	Time zone (GMT-07:00) Mountain Time (Denver, Boise)	Update

Now click on "My selling tools"



Setting Up Pay Pal Account and Collecting Dues On-Line



My Profile

My business info >
Email, address, phone, password, more.

My money >
Bank accounts, cards, more.

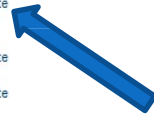
My settings >
Notifications, customer ID, more.

My selling tools >
Getting paid, shipping, more.

Quick links

- [Update Email](#)
- [Update Password](#)
- [Update Bank Account](#)
- [Update Card](#)
- [Update Street Address](#)
- [Update Phone Number](#)

My business setup	Cool tools to help boost my business.	Get started
eBay ID	Link my eBay ID to my PayPal account.	Update
Selling online		
PayPal buttons	Manage my payment buttons.	Update
Credit card statement name	Name of my business as it appears on customer card statements:	Update
Sales tax	Set up sales taxes for multiple regions.	Update
Custom payment pages	Set up PayPal payment pages to look like my website.	Update
Website preferences	Bring customers back to my website after they pay with PayPal.	Update
API access	Manage API credentials to integrate my PayPal account with my online store or shopping cart.	Update
Invoice templates	Create and manage my invoices.	Update
Getting paid and managing my risk		
My automatic payments	Manage the subscriptions, automatic payments, and installment plans that I offer my customers.	Update
Instant payment notifications	Integrate PayPal payment notifications with my website.	Update
Managing risk and fraud	Create and edit controls that let me automatically accept or decline certain types of payments.	Update
Block payments	Limit payments, add instructions, and more.	Update
Customer service message	Create a personalized message for customer disputes.	Update
Shipping my items		
Shipping preferences	I ship from: 715 Cabrini Dr., Lafayette, CO... Manage my shipping carriers, labels, and more.	Update
Shipping calculations	Create unique shipping methods and pricing for each of my customers.	Update



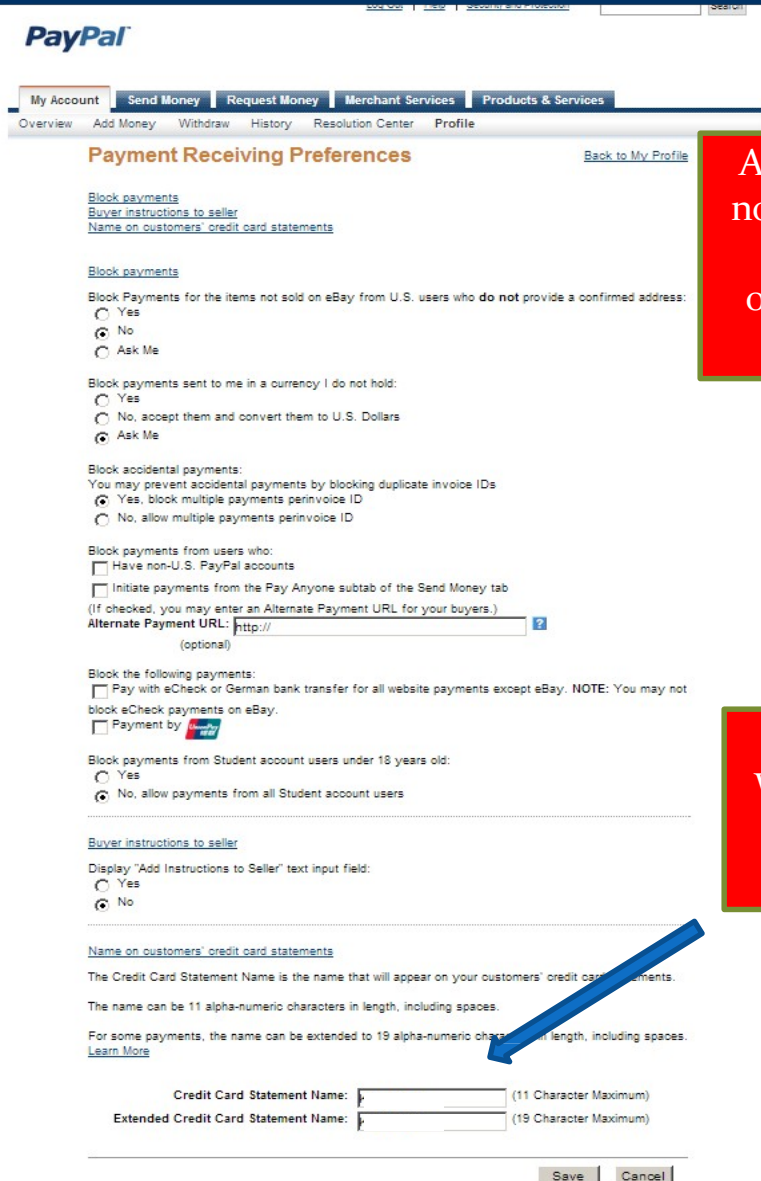
Many great things on this page. But for now, the one thing you need to do is make sure that your members recognize the charges that come through on bank and credit card statements.

So click on "Update" next to "Credit card statement name"

More selling tools

- [Encrypted payment settings](#)
- [PayPal button language encoding](#)
- [PayPal shops](#)

Setting Up Pay Pal Account and Collecting Dues On-Line

A screenshot of the PayPal "Payment Receiving Preferences" page. The page has a navigation bar with tabs for "My Account", "Send Money", "Request Money", "Merchant Services", and "Products & Services". Below the navigation bar are links for "Overview", "Add Money", "Withdraw", "History", "Resolution Center", and "Profile". The main content area is titled "Payment Receiving Preferences" and includes a "Back to My Profile" link. The page contains several sections of settings, each with radio button or checkbox options. A blue arrow points from the bottom of the page towards the "Name on customers' credit card statements" section.

Payment Receiving Preferences [Back to My Profile](#)

[Block payments](#)
[Buyer instructions to seller](#)
[Name on customers' credit card statements](#)

Block payments

Block Payments for the items not sold on eBay from U.S. users who **do not** provide a confirmed address:

Yes
 No
 Ask Me

Block payments sent to me in a currency I do not hold:

Yes
 No, accept them and convert them to U.S. Dollars
 Ask Me

Block accidental payments:
You may prevent accidental payments by blocking duplicate invoice IDs


Yes, block multiple payments per invoice ID
 No, allow multiple payments per invoice ID

Block payments from users who:

Have non-U.S. PayPal accounts
 Initiate payments from the Pay Anyone subtab of the Send Money tab
(If checked, you may enter an Alternate Payment URL for your buyers.)

Alternate Payment URL: [?](#)
(optional)

Block the following payments:

Pay with eCheck or German bank transfer for all website payments except eBay. **NOTE:** You may not block eCheck payments on eBay.
 Payment by 

Block payments from Student account users under 18 years old:

Yes
 No, allow payments from all Student account users

[Buyer instructions to seller](#)

Display "Add Instructions to Seller" text input field:

Yes
 No

[Name on customers' credit card statements](#)

The Credit Card Statement Name is the name that will appear on your customers' credit card statements.

The name can be 11 alpha-numeric characters in length, including spaces.

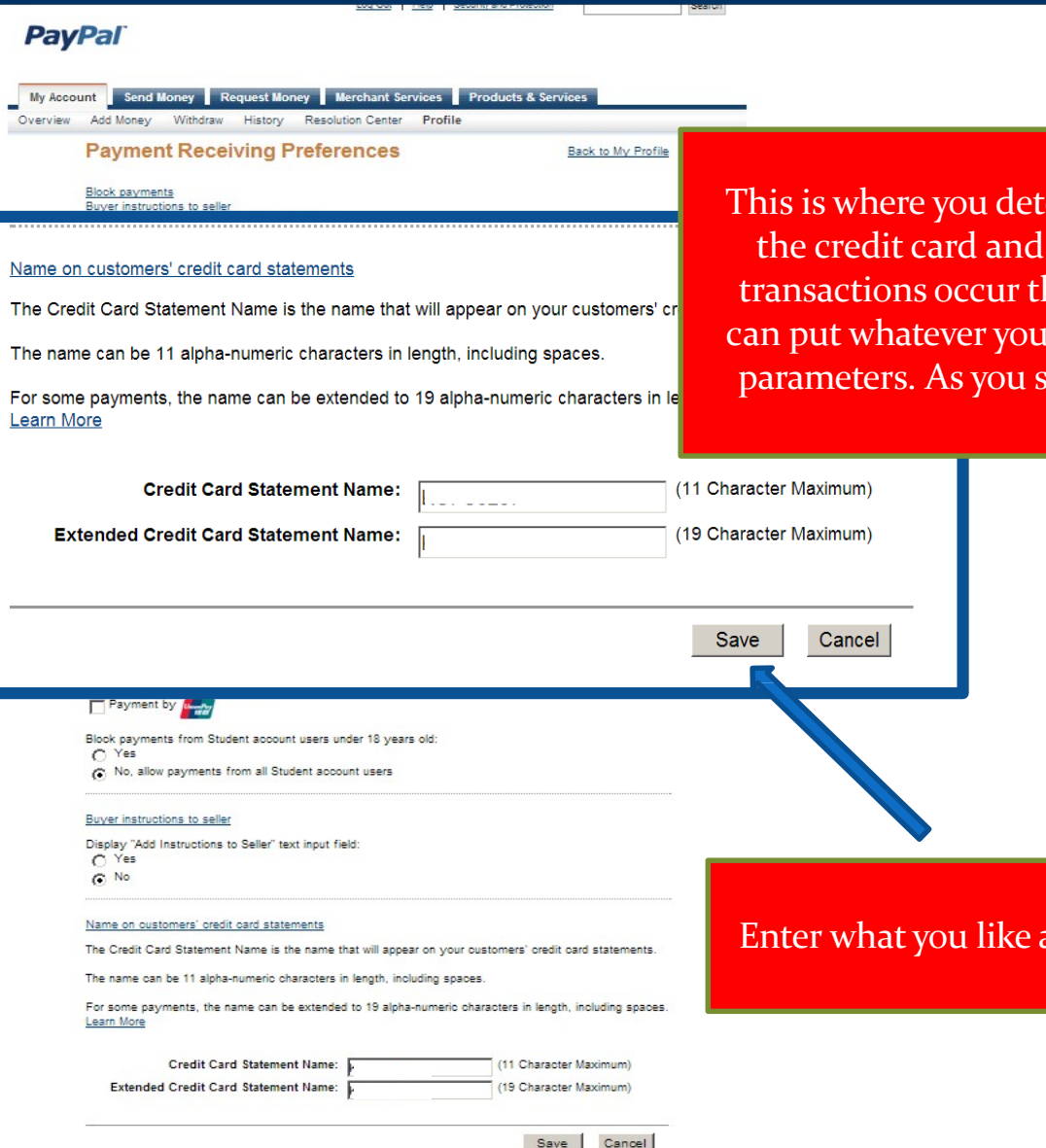
For some payments, the name can be extended to 19 alpha-numeric characters in length, including spaces.
[Learn More](#)

Credit Card Statement Name: (11 Character Maximum)
Extended Credit Card Statement Name: (19 Character Maximum)

Again - many options on this page, but for now you can ignore all but the very bottom. As you become more familiar with the options and possibilities you may want to revisit these pages again later.

We will enlarge this portion of the page to make it easier to see.

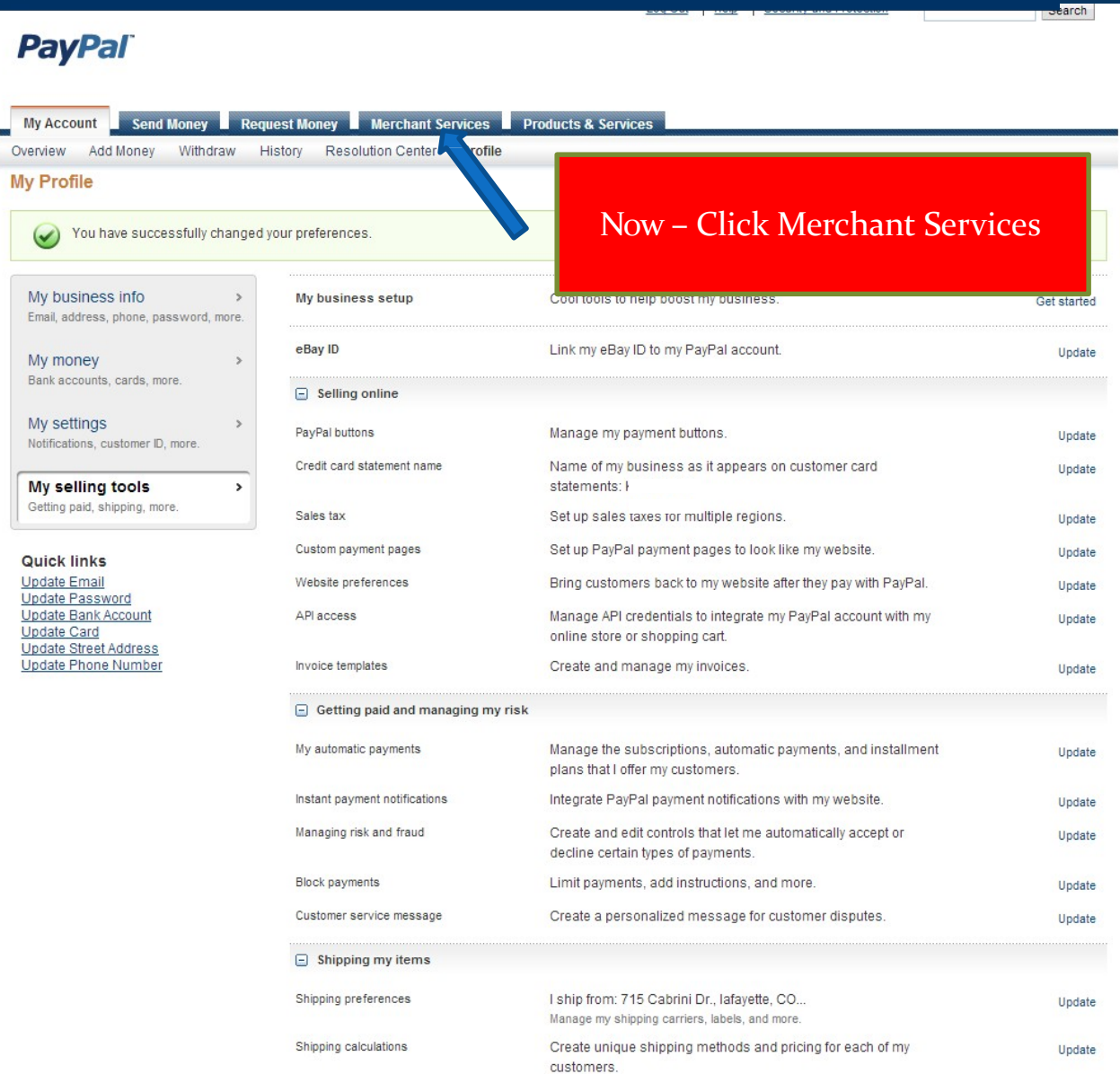
Setting Up Pay Pal Account and Collecting Dues On-Line

A screenshot of the PayPal "Payment Receiving Preferences" page. The page is titled "Payment Receiving Preferences" and has a "Back to My Profile" link. It contains several sections: "Block payments" with a link to "Buyer instructions to seller"; "Name on customers' credit card statements" with a description and a "Learn More" link; "Credit Card Statement Name" and "Extended Credit Card Statement Name" input fields with character limits; "Payment by" section with a "Payment by" checkbox and radio buttons for blocking payments from student account users; "Buyer instructions to seller" section with a "Display 'Add Instructions to Seller' text input field" and radio buttons for Yes/No; and a second "Name on customers' credit card statements" section at the bottom with input fields and "Save" and "Cancel" buttons. A blue box highlights the first "Name on customers' credit card statements" section and its associated input fields. A blue arrow points from the "Save" button in this section to a red callout box.

This is where you determine what shows up on the credit card and bank statements when transactions occur through this account. You can put whatever you like within the allowable parameters. As you see we chose "KOFC5237"

Enter what you like and click "Save"

Setting Up Pay Pal Account and Collecting Dues On-Line



PayPal

My Account | Send Money | Request Money | **Merchant Services** | Products & Services

Overview | Add Money | Withdraw | History | Resolution Center | Profile

My Profile

✔ You have successfully changed your preferences.

My business info > Email, address, phone, password, more.

My money > Bank accounts, cards, more.

My settings > Notifications, customer ID, more.

My selling tools > Getting paid, shipping, more.

Quick links
[Update Email](#)
[Update Password](#)
[Update Bank Account](#)
[Update Card](#)
[Update Street Address](#)
[Update Phone Number](#)

My business setup Cool tools to help boost my business. [Get started](#)

eBay ID Link my eBay ID to my PayPal account. [Update](#)

Selling online

PayPal buttons Manage my payment buttons. [Update](#)

Credit card statement name Name of my business as it appears on customer card statements: I [Update](#)

Sales tax Set up sales taxes for multiple regions. [Update](#)

Custom payment pages Set up PayPal payment pages to look like my website. [Update](#)

Website preferences Bring customers back to my website after they pay with PayPal. [Update](#)

API access Manage API credentials to integrate my PayPal account with my online store or shopping cart. [Update](#)

Invoice templates Create and manage my invoices. [Update](#)

Getting paid and managing my risk

My automatic payments Manage the subscriptions, automatic payments, and installment plans that I offer my customers. [Update](#)

Instant payment notifications Integrate PayPal payment notifications with my website. [Update](#)

Managing risk and fraud Create and edit controls that let me automatically accept or decline certain types of payments. [Update](#)

Block payments Limit payments, add instructions, and more. [Update](#)

Customer service message Create a personalized message for customer disputes. [Update](#)

Shipping my items

Shipping preferences I ship from: 715 Cabrini Dr., Lafayette, CO... Manage my shipping carriers, labels, and more. [Update](#)

Shipping calculations Create unique shipping methods and pricing for each of my customers. [Update](#)

Now – Click Merchant Services

Setting Up Pay Pal Account and Collecting Dues On-Line

Log Out | Help | Security and Protection Search

PayPal

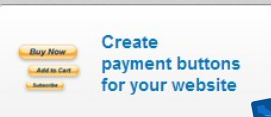
My Account | Send Money | Request Money | Merchant Services | Products & Services

Overview | Add Money | Withdraw | History | Resolution Center | Profile

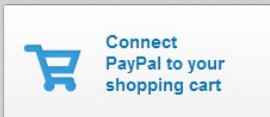
My Payment Solution: PayPal Payments Standard

However you do business, PayPal gets you paid. Explore all you can do with your account below.

Accept payments on your website

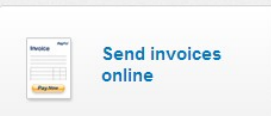


Create payment buttons for your website




Connect PayPal to your shopping cart


Other popular payment options



Send invoices online



Swipe cards on your smartphone



Get your PayPal Debit Card

Quick links

- [My saved payment buttons](#)
- [Manage my invoices](#)

Tools and settings

- [Customize my buyers' experience](#)
- [Manage users](#)
- [Process orders](#)
- [Get PayPal logos for my site](#)

We will create a "Pay Now" Button

Want more control over your customers' checkout experience?

PayPal Payments Advanced \$5/month	PayPal Payments Pro \$30/month
Get everything shown above, plus the added benefit of having your customers check out directly on your website, rather than link to PayPal. Learn more	Get everything shown above, plus design/host your own checkout pages for full control and accept credit cards via phone, fax, and mail (Virtual Terminal). Learn more

Setting Up Pay Pal Account and Collecting Dues On-Line

[Log Out](#) | [Help](#) | [Security and Protection](#)

PayPal

My Account | **Send Money** | **Request Money** | **Merchant Services** | **Products & Services**

Overview | **Add Money** | **Withdraw** | **History** | **Resolution Center** | **Profile**

Create PayPal payment button

PayPal payment buttons are an easy way to accept payments. Check the [PayPal Payments Standard Overview](#) for more information.

Use this page to customize your button and create the HTML you'll need to copy and paste into your website. [Learn more](#).

[Having trouble viewing this page?](#)

▼ Step 1: Choose a button type and enter your payment details

Choose a button type

Buy Now

Note: [Go to My saved buttons](#) to create a new button similar to an existing one.

Item name Item ID (optional) [What's this?](#)

Annual Dues

Price Currency

35.00

USD

[View more prices?](#)

Customize button

- Add drop-down menu with price/option [Example](#)
- Add drop-down menu [Example](#)
- Add text field [Example](#)

▼ Customize text or appearance (optional)

PayPal button

- Use smaller button
- Display credit card logos

Country and language for button

United States - English

Select button text

[Which button should I choose?](#)

In this circle are the tools to set up a variable menu of donation and dues. To create the code for this more elaborate option, stop here and open instruction set: UKnight On-Line Dues Collection Dues plus Donations. *coming soon

Or if you like, just give it a try.
It is really quite easy.

Setting Up Pay Pal Account and Collecting Dues On-Line

As you become more familiar with your UKnight web site and the many opportunities it offers for fundraising, this page is where you will be able to make a lot of your ideas happen.



Create PayPal payment button

PayPal payment buttons are an easy way to accept payments. Check the [PayPal Payments Standard Overview](#) for more information.

Use this page to customize your button and create the HTML you'll need to copy and paste into your website. [Learn more](#).

[Having trouble viewing this page?](#)

Step 1: Choose a button type and enter your payment details

Choose a button type

Buy Now

Note: [Go to My saved buttons](#) to create a new button similar to an existing one.

Item name Item ID (optional) [What's this?](#)

Price Currency [Need multiple prices?](#)

You can assign an Item ID as a unique identifier to make tracking easier

Customize button

- Add drop-down menu with price/option [Example](#)
- Add drop-down menu [Example](#)
- Add text field [Example](#)
- [Customize text or appearance \(optional\)](#)

Your customer's view



Shipping

Use specific amount: USD [Help](#)

Tax

Use tax rate %

Merchant account IDs [Learn more](#)

Step 2. Enter "Annual Dues" or whatever you like

Step 1. There are other options in this drop down menu, for your Dues Button select "Buy Now" We will change this to "Pay Now" Later

Step 3. Enter the Amount

Step 4. Here is where we change "Buy Now" to "Pay Now"
Click "Customize text or appearance" and a whole new menu will drop down



[My Account](#) | [Send Money](#) | [Request Money](#) | [Merchant Services](#) | [Products & Services](#)

[Overview](#) | [Add Money](#) | [Withdraw](#) | [History](#) | [Resolution Center](#) | [Profile](#)

Create PayPal payment button

PayPal payment buttons are an easy way to accept payments. Check the [PayPal Payments Standard Overview](#) for more information.

Use this page to customize your button and create the HTML you'll need to copy and paste into your website. [Learn more](#).

[Having trouble viewing this page?](#)

Step 1: Choose a button type and enter your payment details

Choose a button type

 [Which button should I choose?](#)

Note: [Go to My saved buttons](#) to create a new button similar to an existing one.

Item name Item ID (optional) [What's this?](#)

Price Currency

This menu will enable you to change the "Buy Now" button to say "Pay Now" - Scroll down to the lower part of the page

Add drop-down menu with price/option [Example](#)

Add drop-down menu [Example](#)

Add text field [Example](#)

▼ [Customize text or appearance](#) (optional)

PayPal button

Use smaller button

Display credit card logos

Country and language for button

Select button text



Setting Up Pay Pal Account and Collecting Dues On-Line

Price Currency [Need multiple prices?](#)

Customize button

- Add drop-down menu with price/option [Example](#)
- Add drop-down menu [Example](#)
- Add text field [Example](#)

Customize text or appearance(optional)

PayPal button

- Use smaller button
- Display credit card logos

Country and language for button

Select button text

- Use your own button image [What's this?](#)

Your customer's view



This is what your simple Pay Now Button will look like on your site. Other Buttons like "Donate Now" follow this same process as you probably saw "Donate Now" or "Contribute Now" options.

Click the Drop Down and Select "Pay Now"

Shipping

Use specific amount: USD [Help](#)

Tax

Use tax rate %

Merchant account IDs [Learn more](#)

- Use my secure merchant account ID
- Use my primary email address uknight@labriola.com

Your choice - This is recommended for security. The Secure Merchant Account ID is the Pay Pal ID you just set up.

Click Here to Create Your Button

- ▶ Step 2: Track inventory, profit & loss
- ▶ Step 3: Customize advanced features (optional)

[Create Button](#)

Setting Up Pay Pal Account and Collecting Dues On-Line

Log Out | Help | Security and Protection Search

PayPal

My Account | Send Money | Request Money | Merchant Services | Products & Services

Overview | Add Money | Withdraw | History | Resolution Center | Profile

You are viewing your button code


1. Click **Select Code** to select all the button code.
2. **Copy** the code (CTRL+C for Windows, CMD+C for Mac -- or right-click and choose Copy).
3. **Paste** the code into your own code (CTRL+V for Windows, CMD+V for Mac -- or right-click and choose Paste).

[Integration tips](#)

Website | Email


```
<form action="https://www.paypal.com/cgi-bin/webscr" method="post">
<input type="hidden" name="cmd" value="_s-xclick">
<input type="hidden" name="hosted_button_id"
value="RHZFJDQXJB5RQ">
<input type="image"
src="https://www.paypalobjects.com/en_US/i/btn/btn_paynowCC_LG.gif"
border="0" name="submit" alt="PayPal - The safer, easier way to pay
online!">
```

Buyer's View



Select Code | [Go back to edit this button](#)

Create more buttons

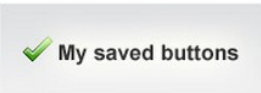


[Create similar button](#) | [Create a new button](#)

Similar: Use the button you just created as a template for another button.
New: Create a completely new button from a blank form.

[Go to My saved buttons](#)

- Edit most characteristics of a button.
- Create a new button that is similar to an existing one.

 My saved buttons

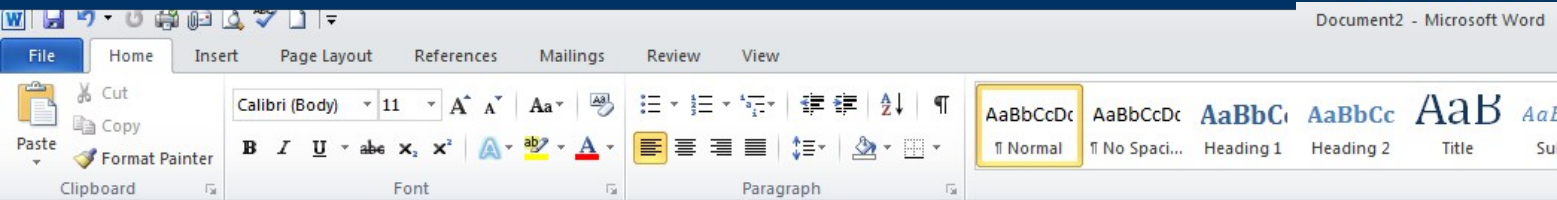
Click "Select Code"

This is the code that will translate into a payment button once you set it up on your UKnight site.

First click "Select Code" which will highlight everything in the box.

Then copy the highlighted area by either using "Ctrl-C" or right click and then Copy.

Setting Up Pay Pal Account and Collecting Dues On-Line



```
<form action="https://www.paypal.com/cgi-bin/webscr" method="post">  
<input type="hidden" name="cmd" value="_s-xclick">  
<input type="hidden" name="hosted_button_id" value="RHZFJDQXJB5RQ">  
<input type="image" src="https://www.paypalobjects.com/en_US/i/btn/btn_paynowCC_LG.gif"  
border="0" name="submit" alt="PayPal - The safer, easier way to pay online!">  
  
</form>
```

Paste the code to a Notepad or a Word Document
While you Prepare Your Admin Center

Setting Up Pay Pal Account and Collecting Dues On-Line

ABOUT WHY JOIN? DEGREE SCHEDULE UKNIGHT JOB CENTER UKNIGHT MARKET CENTER

HOME
EVENT CALENDAR
PRAYER REQUESTS
NEWS & ANNOUNCEMENTS
PHOTO GALLERIES
VIDEO GALLERY
OFFICERS
ROUND TABLE
ABOUT OUR COUNCIL
RECOGNITION

COUNCIL #5237 ADMIN CENTER LOG-IN

MEMBER NUMBER

PASSWORD:

LOG IN

COUNCIL FORMS

Log In

Forgot your Password?
RETRIEVE YOUR PASSWORD

Setting Up Pay Pal Account and Collecting Dues On-Line

The screenshot shows the UKNIGHT MARKET CENTER website interface. At the top, there are navigation tabs: WHY JOIN?, DEGREE SCHEDULE, KNIGHT JOBS, and UKNIGHT MARKET CENTER. The date Friday, October 19, 2012 is displayed in the top right corner. Below the date are links for UPDATE LOG-INS and ADMIN LOG-OUT. The main content area is titled COUNCIL ADMIN CENTER and features a yellow button labeled UPDATE THE ANNOUNCEMENT. A blue arrow points to this button. Below it, there is a section for Council Webmaster with an UPDATE WEBMASTER button. A large banner image shows a sign for KNIGHTS OF COLUMBUS 5237 with an ADOPT-A-ROAD START button. Below the banner is an UPDATE SLIDE SHOW button and a link to CLICK HERE to Crop & Resize your Photos. The bottom of the page is divided into two columns: UPCOMING EVENTS and MEETING SCHEDULES. The UPCOMING EVENTS section lists Family Movie Night on Friday, October 19, 2012 at 5:00 pm and Monthly Business Meeting. The MEETING SCHEDULES section lists Council Business Meeting Schedule (2nd Thursday of the month), Council Officers Meeting Schedule (of the month), and Council Program Meeting Schedule (of the month).

UPDATE THE ANNOUNCEMENT

Council Webmaster is:
UPDATE WEBMASTER

UPDATE SLIDE SHOW

[CLICK HERE](#) to Crop & Resize your Photos

UPCOMING EVENTS

See also DEGREE SCHEDULE above

Family Movie Night
Friday, October 19, 2012
5:00 pm

Monthly Business Meeting

MEETING SCHEDULES

Council Business Meeting Schedule
2nd Thursday of the month at

Council Officers Meeting Schedule
of the month at

Council Program Meeting Schedule
of the month at

We first want to update the Front Page Top Level Announcements, so click the button “Update the Announcement”

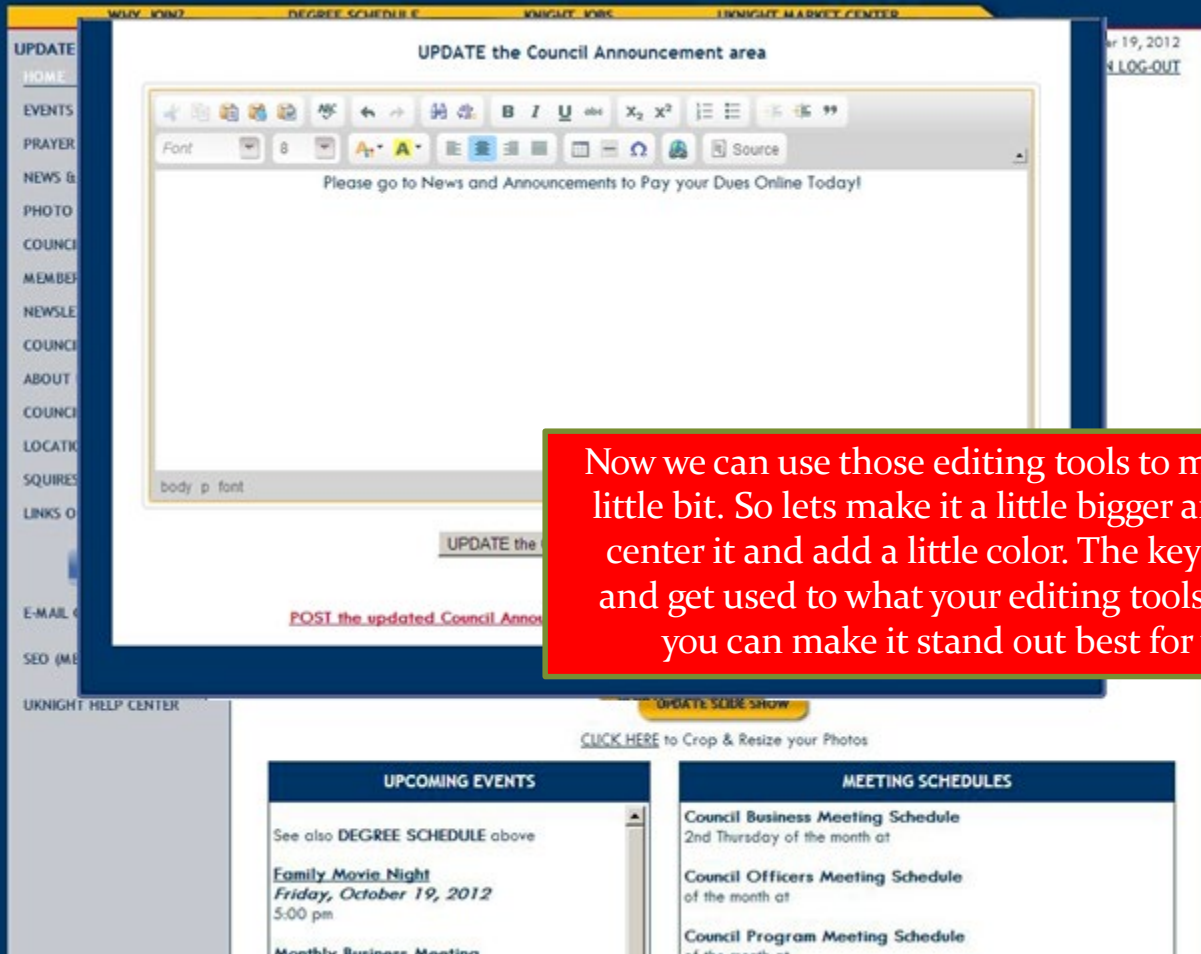
Setting Up Pay Pal Account and Collecting Dues On-Line

The screenshot shows a web browser window displaying the UKnight website's administrative interface. The top navigation bar includes links for 'WHY JOIN?', 'DEGREE SCHEDULE', 'KNIGHT JOBS', and 'UKNIGHT MARKET CENTER'. The main content area is titled 'UPDATE the Council Announcement area' and features a rich text editor with a toolbar containing various icons for text formatting (bold, italic, underline, font color, background color), alignment, and other functions. Below the editor is a 'POST the updated Council Announcement' button. The left sidebar contains a list of site navigation links such as 'HOME', 'EVENTS', 'PRAYER REQUESTS', 'NEWS & ANNOUNCEMENTS', 'PHOTO BANNER', 'COUNCIL MEMBERS', 'NEWSLETTERS', 'ABOUT UKNIGHT', 'COUNCIL LOCATION', 'SQUIRES', 'LINKS OF INTEREST', 'E-MAIL CONTACT', 'SEO (META)', and 'UKNIGHT'. The bottom section of the page shows 'UPCOMING EVENTS' with details for 'Family Movie Night' on Friday, October 19, 2012, at 5:00 pm, and a link to the 'Council Program Meeting Schedule'.

Here you see what the UKnight HTML/Text Editing Box. This is why you do not need to be a programmer to do some pretty amazing things with your UKnight Website.

So let's type something like: "Please go to News and Announcements to Pay your Dues Online Today"

Setting Up Pay Pal Account and Collecting Dues On-Line

A screenshot of a web editor interface. The main window is titled "UPDATE the Council Announcement area". It contains a rich text editor with a toolbar showing options for font, bold, italic, underline, and text color. The text in the editor reads "Please go to News and Announcements to Pay your Dues Online Today!". Below the editor are buttons for "UPDATE the" and "POST the updated Council Annou...". The interface also shows a sidebar with navigation links like "HOME", "EVENTS", and "PRAYER", and a footer with "UKNIGHT HELP CENTER".

UPDATE the Council Announcement area

Please go to News and Announcements to Pay your Dues Online Today!

UPDATE the

POST the updated Council Annou

UKNIGHT HELP CENTER

UPDATE SOME SHOW

CLICK HERE to Crop & Resize your Photos

UPCOMING EVENTS	MEETING SCHEDULES
See also DEGREE SCHEDULE above	Council Business Meeting Schedule 2nd Thursday of the month at
Family Movie Night Friday, October 19, 2012 5:00 pm	Council Officers Meeting Schedule of the month at
Monthly Business Meeting	Council Program Meeting Schedule of the month at

Now we can use those editing tools to make it stand out a little bit. So lets make it a little bigger and bolder, maybe center it and add a little color. The key is to play with it and get used to what your editing tools can do and how you can make it stand out best for your council.

Setting Up Pay Pal Account and Collecting Dues On-Line

The screenshot shows a web editor interface for updating council announcements. The main content area contains the text: "Please go to News and Announcements to [Pay your Dues](#) Online Today!". The interface includes a navigation menu on the left with items like HOME, EVENTS, PRAYER, NEWS & ANNOUNCEMENTS, PHOTO GALLERY, COUNCIL, MEMBERS, NEWSLETTER, COUNCIL, ABOUT US, COUNCIL, LOCATION, SQUIRES, LINKS OF INTEREST, E-MAIL CONTACT, and SEO (META). The top navigation bar includes links for HOME, DEGREE SCHEDULE, KNIGHT JOBS, and UKNIGHT MARKET CENTER. The right side shows the date "October 19, 2012" and a "LOG-OUT" link. Below the editor, there are sections for "UPCOMING EVENTS" and "MEETING SCHEDULES".

UPCOMING EVENTS

See also [DEGREE SCHEDULE](#) above

[Family Movie Night](#)
Friday, October 19, 2012
5:00 pm

Monthly Business Meeting

MEETING SCHEDULES

[Council Business Meeting Schedule](#)
2nd Thursday of the month at

[Council Officers Meeting Schedule](#)
of the month at

[Council Program Meeting Schedule](#)
of the month at

Now that looks a better. If you have done a little editing before you are quite familiar with this. If not, play around with it and you will see how quickly you get the hang of it. Rememberr, as long as you do not intentionally save it, as we are about to do, you will not change or alter anything.

Setting Up Pay Pal Account and Collecting Dues On-Line

The screenshot shows a web application interface for updating council announcements. The main editing area contains a rich text editor with a toolbar and a text field. Below the editor is a button labeled "UPDATE the Council Announcement area". A red text instruction at the bottom of the editing area reads: "POST the updated Council Announcement on the page and Close this Window".

THIS IS VERY IMPORTANT! If you do not SAVE your work it will be lost. First click on the grey Update button to save the work in your editing field.

THIS IS VERY IMPORTANT! If you do not POST your work your announcement section will remain unchanged. Click the red POST and you are finished.

UPCOMING EVENTS

See also [DEGREE SCHEDULE](#) above

Family Movie Night
Friday, October 19, 2012
5:00 pm

Monthly Business Meeting

MEETING SCHEDULES

Council Business Meeting Schedule
2nd Thursday of the month at

Council Officers Meeting Schedule
of the month at

Council Program Meeting Schedule
of the month at

Setting Up Pay Pal Account and Collecting Dues On-Line

The screenshot shows the UKNIGHT COUNCIL ADMIN CENTER interface. At the top, there are navigation tabs: WHY JOIN?, DEGREE SCHEDULE, KNIGHT JOBS, and UKNIGHT MARKET CENTER. The date is Friday, October 19, 2012. The main header includes 'COUNCIL ADMIN CENTER' and links for 'UPDATE LOG-INS' and 'ADMIN LOG-OUT'. Below the header are buttons for 'UPDATE THE ANNOUNCEMENT' and 'UPDATE WEBMASTER'. A central image shows a sign for 'KNIGHTS OF COLUMBUS 5237' and 'ADOPT-A-ROAD START'. Below the image is an 'UPDATE SLIDE SHOW' button and a link to 'CLICK HERE to Crop & Resize your Photos'. At the bottom, there are sections for 'UPCOMING EVENTS' and 'MEETING SCHEDULES'. A red callout box with white text points to the 'NEWS & ANNOUNCEMENTS' item in the left sidebar menu.

UPDATE THE FOLLOWING:

- HOME
- EVENTS CALENDAR
- PRAYER REQUESTS
- NEWS & ANNOUNCEMENTS
- PHOTO & VIDEO GALLERIES
- COUNCIL OFFICERS LIST
- MEMBERS LIST
- NEWSLETTERS
- COUNCIL ROUNDTABLE
- ABOUT US
- COUNCIL RECOGNITION
- LOCATION & DIRECTIONS
- SQUIRES CIRCLE SITE
- LINKS OF INTEREST

E-MAIL CENTER

SEO (META TAGS)

UKNIGHT HELP CENTER

Friday, October 19, 2012

COUNCIL ADMIN CENTER

[UPDATE LOG-INS](#) | [ADMIN LOG-OUT](#)

UPDATE THE ANNOUNCEMENT

Council Webmaster is:

UPDATE WEBMASTER

KNIGHTS OF COLUMBUS 5237

ADOPT-A-ROAD START

UPDATE SLIDE SHOW

[CLICK HERE](#) to Crop & Resize your Photos

UPCOMING EVENTS

See also DEGREE SCHEDULE above

Family Movie Night
Friday, October 19, 2012
5:00 pm

Monthly Business Meeting

MEETING SCHEDULES

Council Business Meeting Schedule
2nd Thursday of the month at

Council Officers Meeting Schedule
of the month at

Council Program Meeting Schedule
of the month at

Now click on News and Announcements to post your Pay Now Button.

Setting Up Pay Pal Account and Collecting Dues On-Line

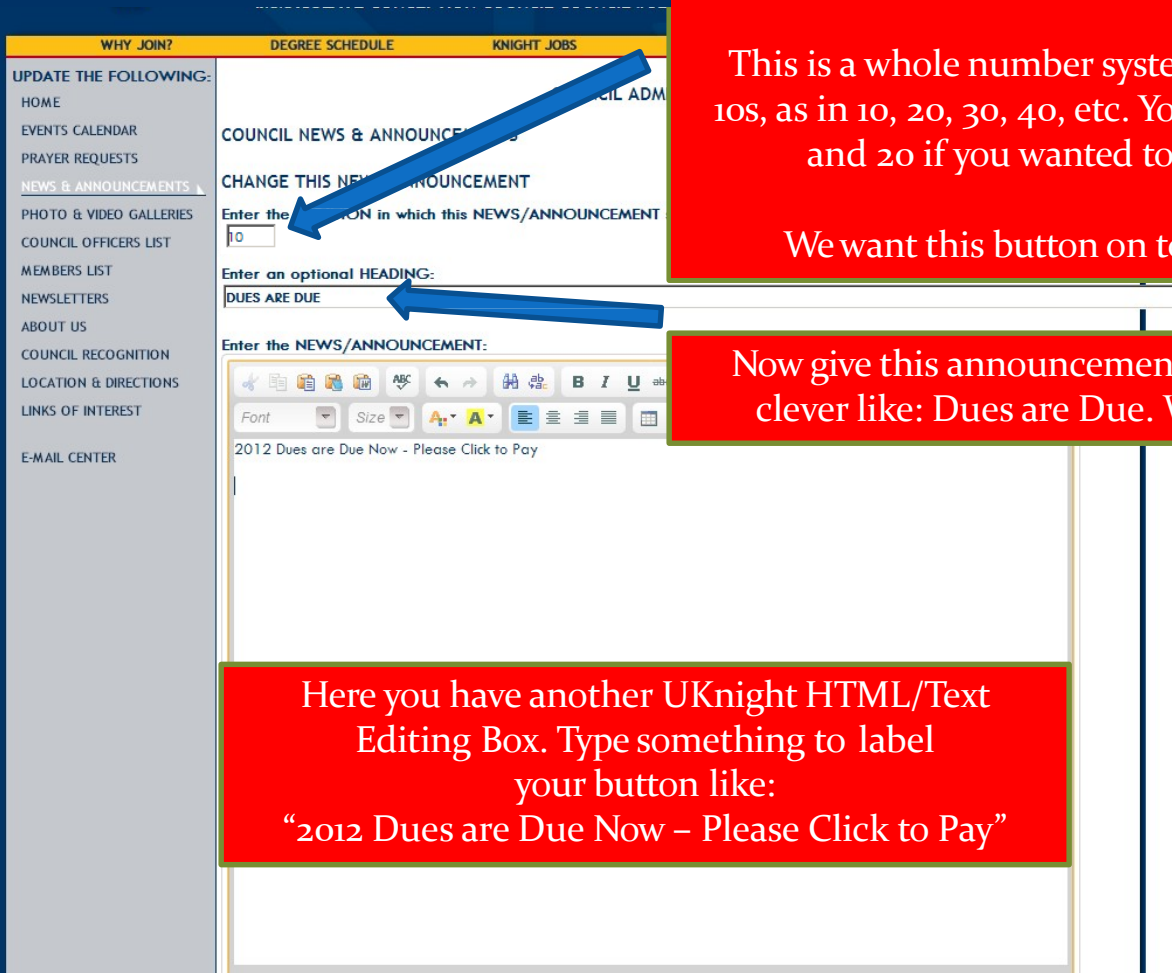
Here we have a Position Box. News and Announcements can be a very long page if you have a lot of information. With this Position Box you can arrange the way the articles appear and not have to accept chronological order.

This is a whole number system, so it's a good idea to number by 10s, as in 10, 20, 30, 40, etc. You can place an article in-between 10 and 20 if you wanted to; you cannot between 1 and 2.

We want this button on top, so let's enter the number 10.

Now give this announcement a title – something clever like: Dues are Due. Whatever you like.

Here you have another UKnight HTML/Text Editing Box. Type something to label your button like:
“2012 Dues are Due Now – Please Click to Pay”



WHY JOIN? DEGREE SCHEDULE KNIGHT JOBS

UPDATE THE FOLLOWING:
HOME
EVENTS CALENDAR
PRAYER REQUESTS
NEWS & ANNOUNCEMENTS
PHOTO & VIDEO GALLERIES
COUNCIL OFFICERS LIST
MEMBERS LIST
NEWSLETTERS
ABOUT US
COUNCIL RECOGNITION
LOCATION & DIRECTIONS
LINKS OF INTEREST
E-MAIL CENTER

COUNCIL NEWS & ANNOUNCEMENTS

CHANGE THIS NEWS/ANNOUNCEMENT

Enter the POSITION in which this NEWS/ANNOUNCEMENT
10

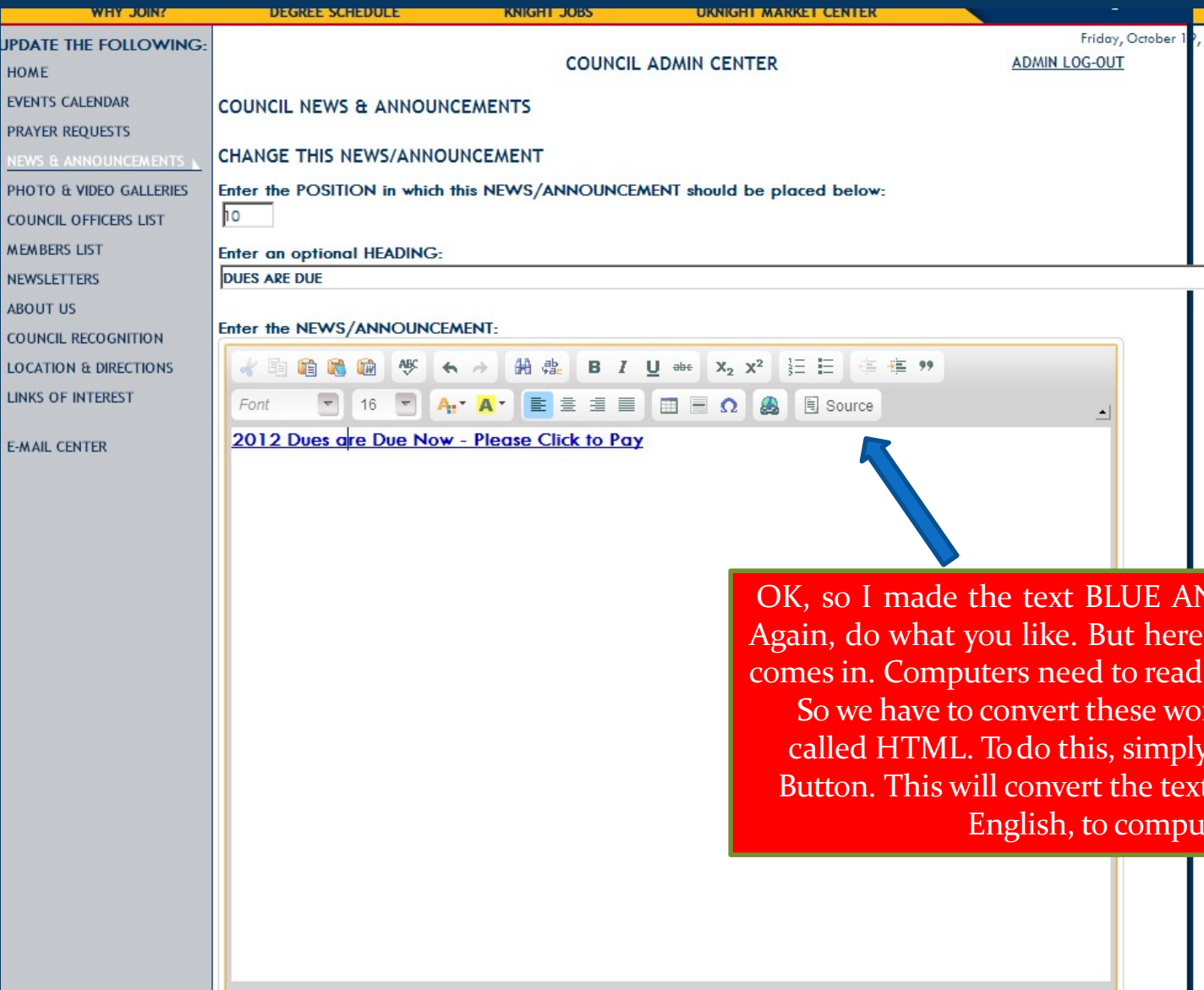
Enter an optional HEADING:
DUES ARE DUE

Enter the NEWS/ANNOUNCEMENT:

Font Size ABC B I U

2012 Dues are Due Now - Please Click to Pay

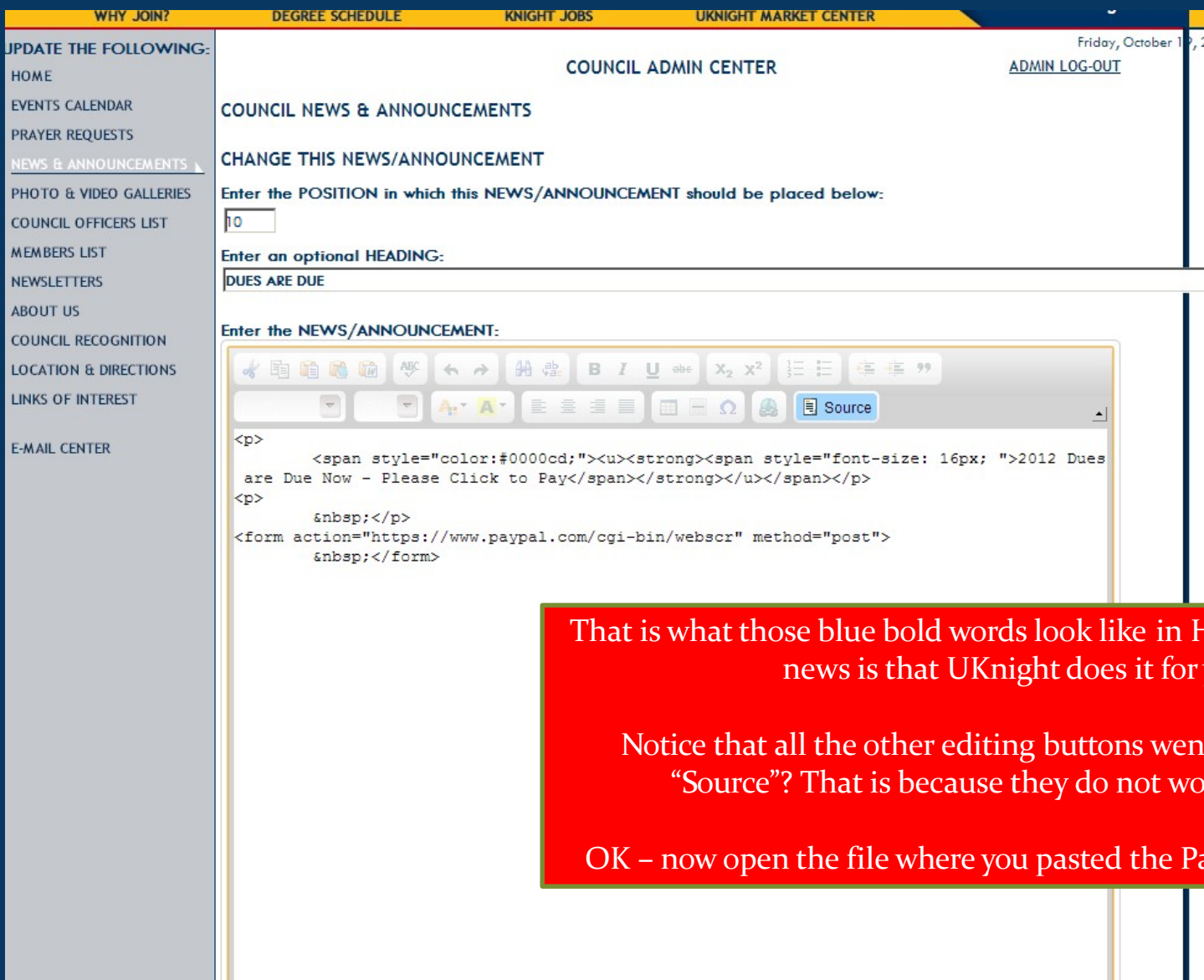
Setting Up Pay Pal Account and Collecting Dues On-Line

A screenshot of a web-based administrative interface titled "COUNCIL ADMIN CENTER". The interface includes a top navigation bar with links like "WHY JOIN?", "DEGREE SCHEDULE", "KNIGHT JOBS", and "UKNIGHT MARKET CENTER". A left sidebar contains a menu with options such as "UPDATE THE FOLLOWING:", "HOME", "EVENTS CALENDAR", "PRAYER REQUESTS", "NEWS & ANNOUNCEMENTS", "PHOTO & VIDEO GALLERIES", "COUNCIL OFFICERS LIST", "MEMBERS LIST", "NEWSLETTERS", "ABOUT US", "COUNCIL RECOGNITION", "LOCATION & DIRECTIONS", "LINKS OF INTEREST", and "E-MAIL CENTER". The main content area shows a "COUNCIL NEWS & ANNOUNCEMENTS" section with a "CHANGE THIS NEWS/ANNOUNCEMENT" form. The form includes fields for "POSITION", "HEADING" (with "DUES ARE DUE" entered), and "NEWS/ANNOUNCEMENT". A rich text editor toolbar is visible above the text area, with the "Source" button highlighted by a blue arrow. The text in the editor is "[**2012 Dues are Due Now - Please Click to Pay**](#)".

OK, so I made the text **BLUE AND BOLD**. Pretty simple. Again, do what you like. But here is where the HTML part comes in. Computers need to read code, not text like this.

So we have to convert these words to Computer Code called HTML. To do this, simply click on the **SOURCE** Button. This will convert the text you just wrote in plain English, to computer code.

Setting Up Pay Pal Account and Collecting Dues On-Line

A screenshot of a web application titled "COUNCIL ADMIN CENTER". The page has a yellow navigation bar at the top with links: "WHY JOIN?", "DEGREE SCHEDULE", "KNIGHT JOBS", and "UKNIGHT MARKET CENTER". On the right side of the navigation bar, it shows the date "Friday, October 17, 20" and a link "ADMIN LOG-OUT". The main content area is titled "COUNCIL NEWS & ANNOUNCEMENTS" and "CHANGE THIS NEWS/ANNOUNCEMENT". It contains a form with the following fields: "Enter the POSITION in which this NEWS/ANNOUNCEMENT should be placed below:" with a dropdown menu showing "10"; "Enter an optional HEADING:" with the text "DUES ARE DUE"; and "Enter the NEWS/ANNOUNCEMENT:" with a rich text editor. The rich text editor shows the following HTML code:

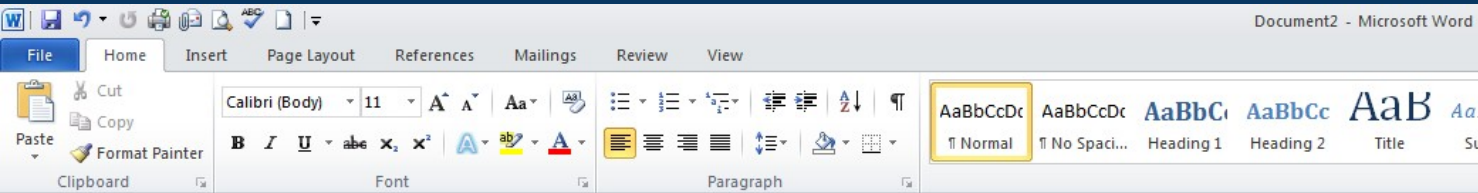
```
<p>  
    <span style="color:#0000cd;"><u><strong><span style="font-size: 16px; ">2012 Dues  
are Due Now - Please Click to Pay</span></strong></u></span></p>  
<p>  
    &nbsp;</p>  
<form action="https://www.paypal.com/cgi-bin/webscr" method="post">  
    &nbsp;</form>
```

That is what those blue bold words look like in HTML. So the good news is that UKnight does it for you!

Notice that all the other editing buttons went dark except the "Source"? That is because they do not work in HTML.

OK – now open the file where you pasted the Pay Pal Button Code.

Setting Up Pay Pal Account and Collecting Dues On-Line



```
<form action="https://www.paypal.com/cgi-bin/webscr" method="post">  
<input type="hidden" name="cmd" value="_s-xclick">  
<input type="hidden" name="hosted_button_id" value="RHZFJDQXJB5RQ">  
<input type="image" src="https://www.paypalobjects.com/en_US/i/btn/btn_paynowCC_LG.gif"  
border="0" name="submit" alt="PayPal - The safer, easier way to pay online!">  
  
</form>
```

Be sure to copy every detail.
You are going to paste it into
that HTML Box.

WHY JOIN? DEGREE SCHEDULE KNIGHT JOBS UKNIGHT MARKET CENTER

Friday, October 19, 2012

COUNCIL ADMIN CENTER [ADMIN LOG-OUT](#)

UPDATE THE FOLLOWING:
HOME
EVENTS CALENDAR
PRAYER REQUESTS
NEWS & ANNOUNCEMENTS
PHOTO & VIDEO GALLERIES
COUNCIL OFFICERS LIST
MEMBERS LIST
NEWSLETTERS
ABOUT US
COUNCIL RECOGNITION
LOCATION & DIRECTIONS
LINKS OF INTEREST
E-MAIL CENTER


COUNCIL NEWS & ANNOUNCEMENTS

CHANGE THIS NEWS/ANNOUNCEMENT

Enter the POSITION in which this NEWS/ANNOUNCEMENT should be placed below:

Enter an optional HEADING:
DUES ARE DUE

Enter the NEWS/ANNOUNCEMENT:



```
<p>
    <span style="color:#0000cd;"><u><strong><span style="font-size: 16px; ">2012 Dues
are Due Now - Please Click to Pay</span></strong></u></span></p>
<p>
    &nbsp;</p>
<p>
    &nbsp;</p>
<form action="https://www.paypal.com/cgi-bin/webscr" method="post">
    <input name="cmd" type="hidden" value="_s-xclick" /> <input name="hosted_button_i
d" type="hidden" value="RH2FJDQXJB5RQ" /> <input alt="PayPal - The safer, easier way to p
ay online!" border="0" name="submit" src="https://www.paypalobjects.com/en_US/i/btn/btn_p
aynowCC_LG.gif" type="image" /> </form>
```

Drop down a couple of spaces and then paste the Button Code.
Then click the Source Button to see how it looks.

Setting Up Pay Pal Account and Collecting Dues On-Line

WHY JOIN? DEGREE SCHEDULE KNIGHT JOBS UKNIGHT MARKET CENTER

Friday, October 17, 2014

COUNCIL ADMIN CENTER [ADMIN LOG-OUT](#)

UPDATE THE FOLLOWING:
HOME
EVENTS CALENDAR
PRAYER REQUESTS
NEWS & ANNOUNCEMENTS
PHOTO & VIDEO GALLERIES
COUNCIL OFFICERS LIST
MEMBERS LIST
NEWSLETTERS
ABOUT US
COUNCIL RECOGNITION
LOCATION & DIRECTIONS
LINKS OF INTEREST
E-MAIL CENTER


COUNCIL NEWS & ANNOUNCEMENTS

CHANGE THIS NEWS/ANNOUNCEMENT


Enter the POSITION in which this NEWS/ANNOUNCEMENT should be placed below:


Enter an optional HEADING:
DUES ARE DUE

Enter the NEWS/ANNOUNCEMENT:



[2012 Dues are Due Now - Please Click to Pay](#)





Now you have your Dues Payment Button!

Setting Up Pay Pal Account and Collecting Dues On-Line

NEWS & ANNOUNCEMENTS

PHOTO & VIDEO GALLERIES
COUNCIL OFFICERS LIST
MEMBERS LIST
NEWSLETTERS
ABOUT US
COUNCIL RECOGNITION
LOCATION & DIRECTIONS
LINKS OF INTEREST
E-MAIL CENTER

CHANGE THIS NEWS/ANNOUNCEMENT

Enter the POSITION in which this NEWS/ANNOUNCEMENT should be placed below:

Enter an optional HEADING:
DUES ARE DUE

Enter the NEWS/ANNOUNCEMENT:

Font Size Color Background Color Bulleted List Numbered List Indent Left Indent Right Undo Redo Source

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Pay Now

body form

No Photo uploaded
Upload an optional PHOTO file:
To upload a new photo or remove the one above, you must check this box
 No file chosen

Place this PHOTO within the NEWS/ANNOUNCEMENT text on the: LEFT or RIGHT

OPTIONAL PDF DOCUMENT & LINK
The text that is to be clicked to open the PDF file:

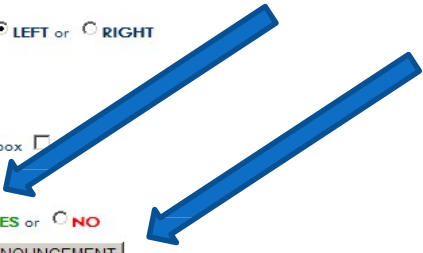
No PDF uploaded
To upload a new PDF or remove the one above, you must check this box
Upload an optional PDF file:
 No file chosen

Include this item on the News & Announcements page? YES or NO

NEWS & ANNOUNCEMENTS CURRENTLY ON THE PAGE

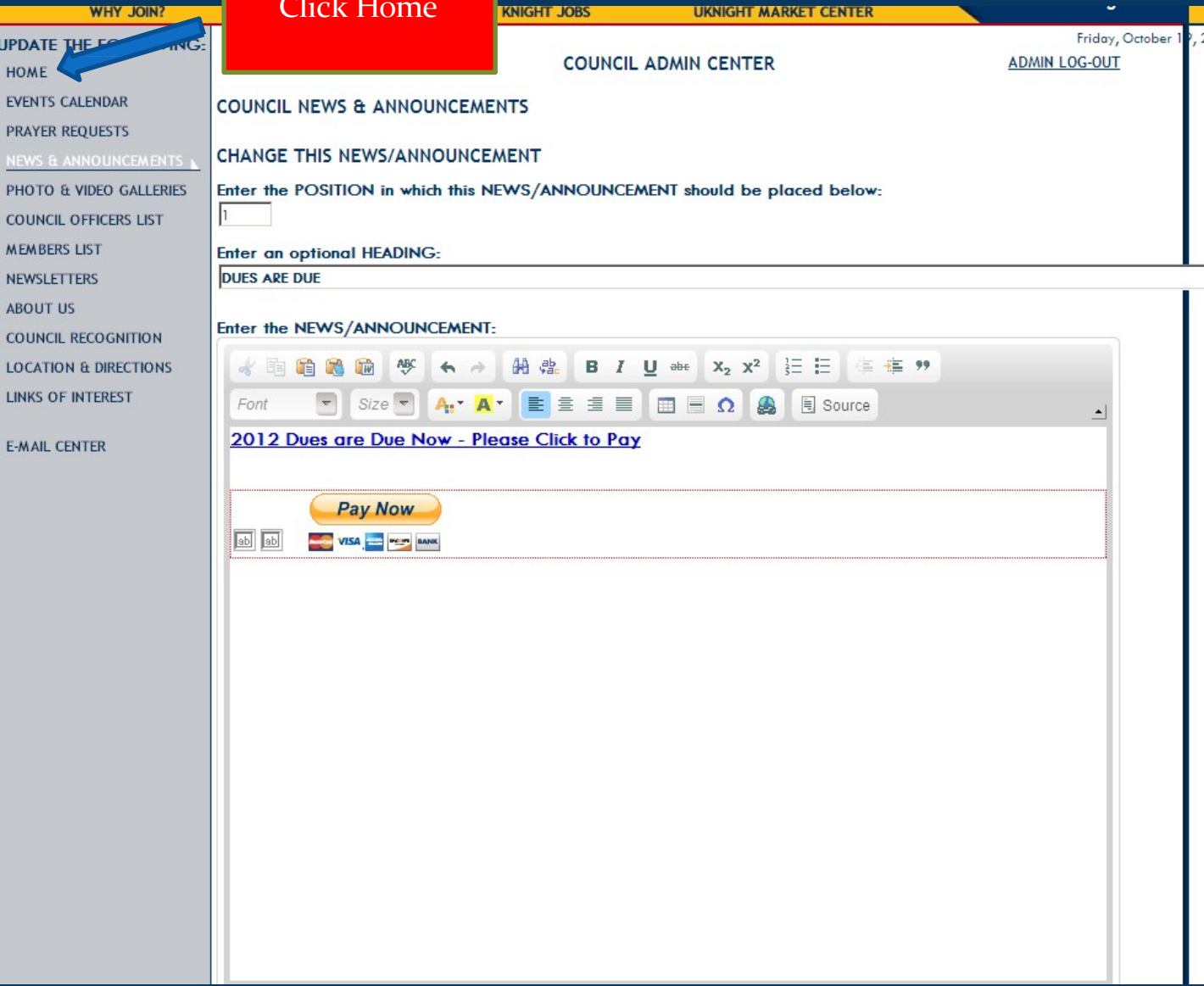
VERY IMPORTANT! If you do not click to change the announcement, you will lose all of your work.

VERY IMPORTANT! If the green Yes to show your work on the News And Announcement page is not marked, it will not show. So please double check these two things before you close .



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Click Home



WHY JOIN? KNIGHT JOBS UKNIGHT MARKET CENTER Friday, October 17, 2014

COUNCIL ADMIN CENTER [ADMIN LOG-OUT](#)

COUNCIL NEWS & ANNOUNCEMENTS

CHANGE THIS NEWS/ANNOUNCEMENT


Enter the POSITION in which this NEWS/ANNOUNCEMENT should be placed below:

Enter an optional HEADING:
DUES ARE DUE

Enter the NEWS/ANNOUNCEMENT:

2012 Dues are Due Now - Please Click to Pay

Pay Now

ab ab 

Navigation menu on the left: UPDATE THE FEEDBACK PAGE, HOME, EVENTS CALENDAR, PRAYER REQUESTS, NEWS & ANNOUNCEMENTS, PHOTO & VIDEO GALLERIES, COUNCIL OFFICERS LIST, MEMBERS LIST, NEWSLETTERS, ABOUT US, COUNCIL RECOGNITION, LOCATION & DIRECTIONS, LINKS OF INTEREST, E-MAIL CENTER

Setting Up Pay Pal Account and Collecting Dues On-Line

WHY JOIN? DEGREE SCHEDULE KNIGHT JOBS UKNIGHT MARKET CENTER


Friday, October 19, 2012

COUNCIL ADMIN CENTER [UPDATE LOG-INS](#) | [ADMIN LOG-OUT](#)

Please go to **News and Announcements** to **Pay your Dues** Online Today!

[UPDATE THE ANNOUNCEMENT](#)

Council Webmaster is: [UPDATE WEBMASTER](#)



[CLICK HERE](#) to Crop & Resize your Photos

[UPDATE SLIDE SHOW](#)

UPCOMING EVENTS	MEETING SCHEDULES
See also DEGREE SCHEDULE above	Council Business Meeting Schedule 2nd Thursday of the month at
Family Movie Night Friday, October 19, 2012 5:00 pm	Council Officers Meeting Schedule of the month at
Monthly Business Meeting	Council Program Meeting Schedule of the month at

Log-Out

Setting Up Pay Pal Account and Collecting Dues On-Line

The screenshot shows the website's navigation menu on the left and the main content area. The navigation menu includes: HOME, EVENT CALENDAR, PRAYER REQUESTS, NEWS & ANNOUNCEMENTS, PHOTO GALLERIES, VIDEO GALLERY, OFFICERS, MEMBERS LIST, SAFE ENVIRONMENT, NEWSLETTERS, ROUND TABLE, ABOUT OUR COUNCIL, RECOGNITION, DIRECTIONS, LINKS OF INTEREST, EVENT MANAGEMENT, COLUMBIA MAGAZINE, and ASSEMBLY SITES. The main content area features a top navigation bar with: ABOUT, WHY JOIN?, DEGREE SCHEDULE, UKNIGHT JOB CENTER, and UKNIGHT MARKET CENTER. Below this is a 'COUNCIL ANNOUNCEMENTS' section with a text prompt: 'Please go to News and Announcements to **Pay your Dues** Online Today!'. A large photograph of a council group is displayed below the text. Further down are sections for 'UPCOMING COUNCIL EVENTS' (listing Family Movie Night, Monthly Business Meeting, and Pancake Breakfast) and 'YOUR FIELD AGENT' (featuring Mr. Mike Kisting). A 'CURRENT NEWSLETTER' section is also visible at the bottom.

There is the Announcement

Click News and Announcements

Setting Up Pay Pal Account and Collecting Dues On-Line

The screenshot shows the UKnight website interface. At the top, there are navigation tabs: ABOUT, WHY JOIN?, DEGREE SCHEDULE, UKNIGHT JOB CENTER, and UKNIGHT MARKET CENTER. On the left is a vertical menu with links: HOME, EVENT CALENDAR, PRAYER REQUESTS, NEWS & ANNOUNCEMENTS, PHOTO GALLERIES, VIDEO GALLERY, OFFICERS, MEMBERS LIST, SAFE ENVIRONMENT, NEWSLETTERS, ROUND TABLE, ABOUT OUR COUNCIL, RECOGNITION, and DIRECTIONS. The main content area is titled 'NEWS & ANNOUNCEMENTS' and features a section 'DUES ARE DUE' with a link '2012 Dues are Due Now - Please Click to Pay'. Below this link is a yellow 'Pay Now' button with icons for MasterCard, VISA, AMEX, and BANK. A blue arrow points from a red callout box to the 'Pay Now' button. The callout box contains the text: 'There it is in the number one spot! Click it to check it and you are all set.' Below the 'DUES ARE DUE' section is a 'Real CHOICES pregnancy care center' logo and a 'WE ARE UNDER ATTACK' section with a link to a newsletter. At the bottom, there is a bold statement: 'OUR RELIGIOUS LIBERTY IS THREATENED. PLEASE MAKE SURE EVERYONE IN YOUR COUNCILS AND ASSEMBLIES GET THIS INFORMATION ALSO.'