



## 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

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](#)

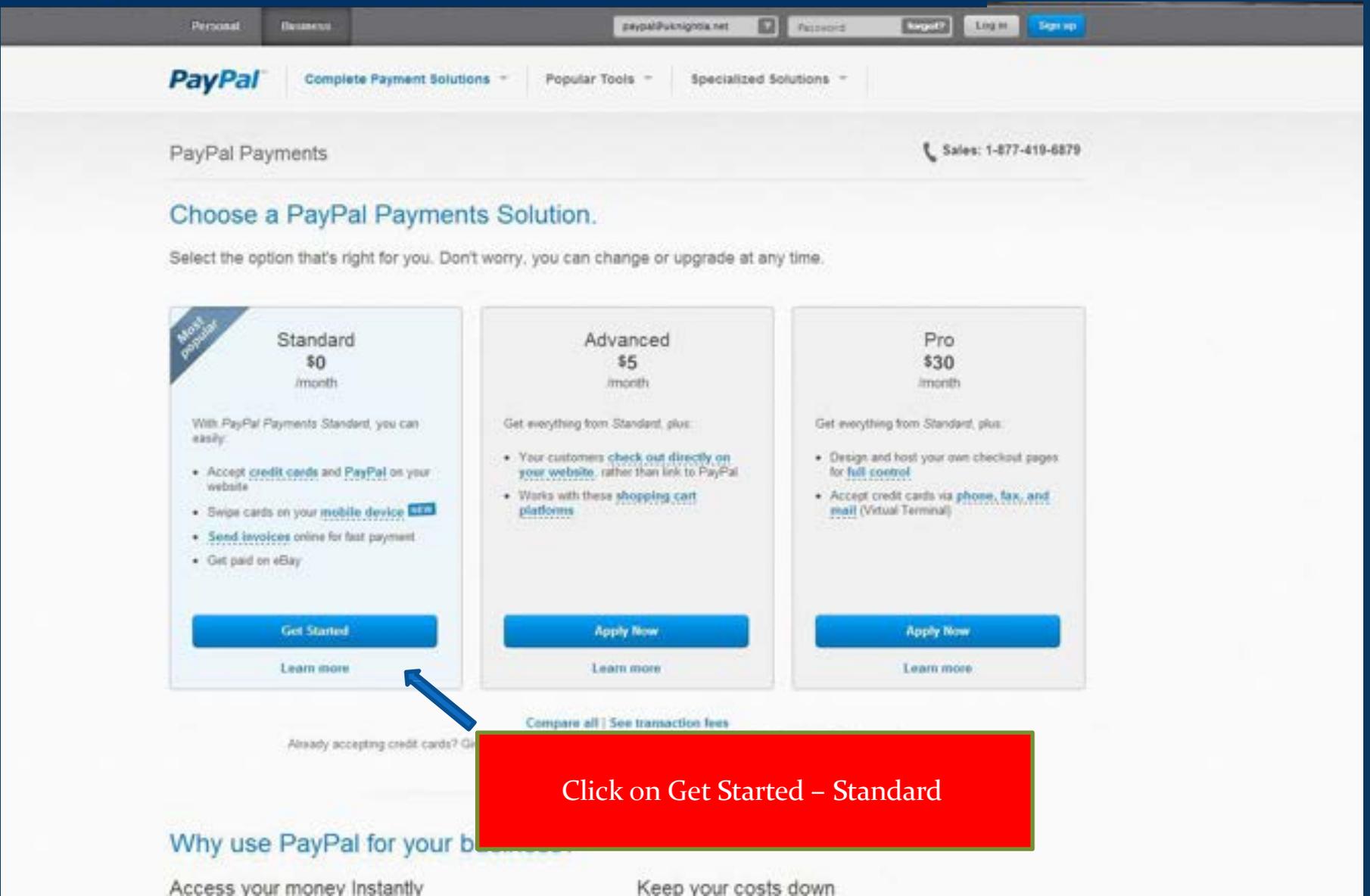
Help Contact us Fees Security Account features Developers Partners

# Setting Up Pay Pal Account and Collecting Dues On-Line

The screenshot shows the PayPal account creation interface. At the top, there is a navigation bar with links for 'Login', 'Help', and 'Security and Protection', along with a search box. The main heading is 'PayPal' in its signature font. Below this, the section is titled 'Create your PayPal account' with a 'Secure' lock icon. Two dropdown menus allow selection of 'Your country or region' (set to 'United States') and 'Your language' (set to 'English'). Three account types are presented in boxes: 'Personal' (for individuals who shop online), 'Premier' (for individuals who buy and sell online), and 'Business' (for merchants who use a company or group name). Each box contains a yellow 'Get Started' button. A blue arrow points from a red callout box at the bottom to the 'Business' 'Get Started' button. The callout box contains the text 'Click on Get Started - Business'. At the bottom of the page, there is a 'Contact Us' link and a copyright notice: 'Copyright © 1999-2012 PayPal. All rights reserved.'

Click on Get Started - Business

# Setting Up Pay Pal Account and Collecting Dues On-Line

A screenshot of the PayPal Payments website. The page is titled "PayPal Payments" and features a navigation bar with "Personal" and "Business" tabs. Below the navigation bar, there are links for "Complete Payment Solutions", "Popular Tools", and "Specialized Solutions". The main content area is titled "Choose a PayPal Payments Solution." and includes a sub-header "Select the option that's right for you. Don't worry, you can change or upgrade at any time." There are three solution cards: "Standard \$0 /month", "Advanced \$5 /month", and "Pro \$30 /month". Each card lists features and includes a "Get Started" or "Apply Now" button. A blue arrow points to the "Get Started" button for the Standard plan. A red box at the bottom contains the text "Click on Get Started - Standard".

Personal Business paypal@uknighta.net Password Forgot? Log In Sign up

PayPal Complete Payment Solutions Popular Tools Specialized Solutions

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? [Go here](#)

## Why use PayPal for your business?

Access your money instantly Keep your costs down

**Click on Get Started - Standard**

# 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](#) 

Copyright © 1999-2012 PayPal. All rights reserved.

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

PayPal

## Sign up for Business Account

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 / yy

11 / 1962

Website URL (optional)

http:// kofc5237.org

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?

- -

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 or 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](#)

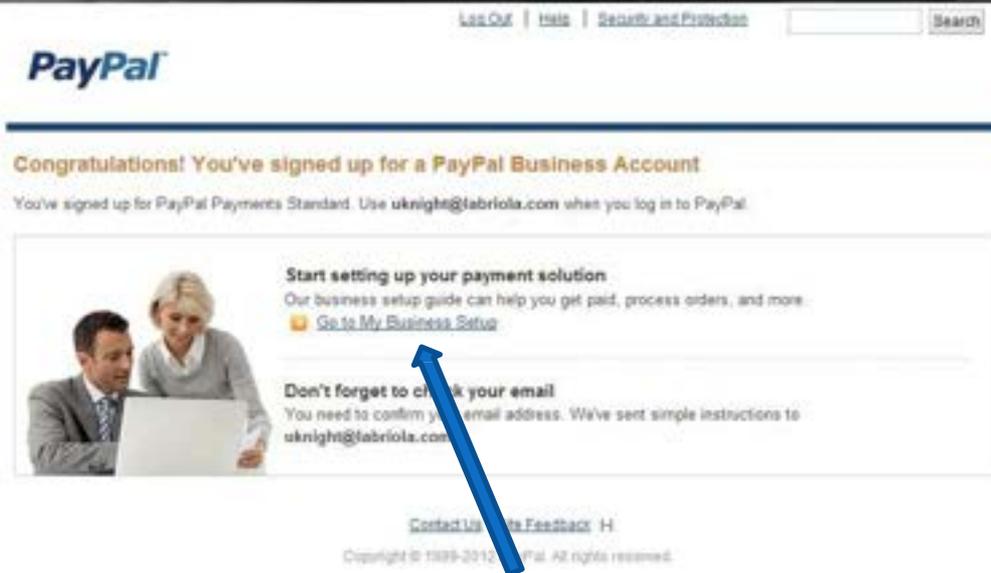
Agree and Continue

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



**Congratulations! Your Council now has a Pay PalAccount!**

**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  Search

**PayPal**

---

**Enter Password** [Secure](#)

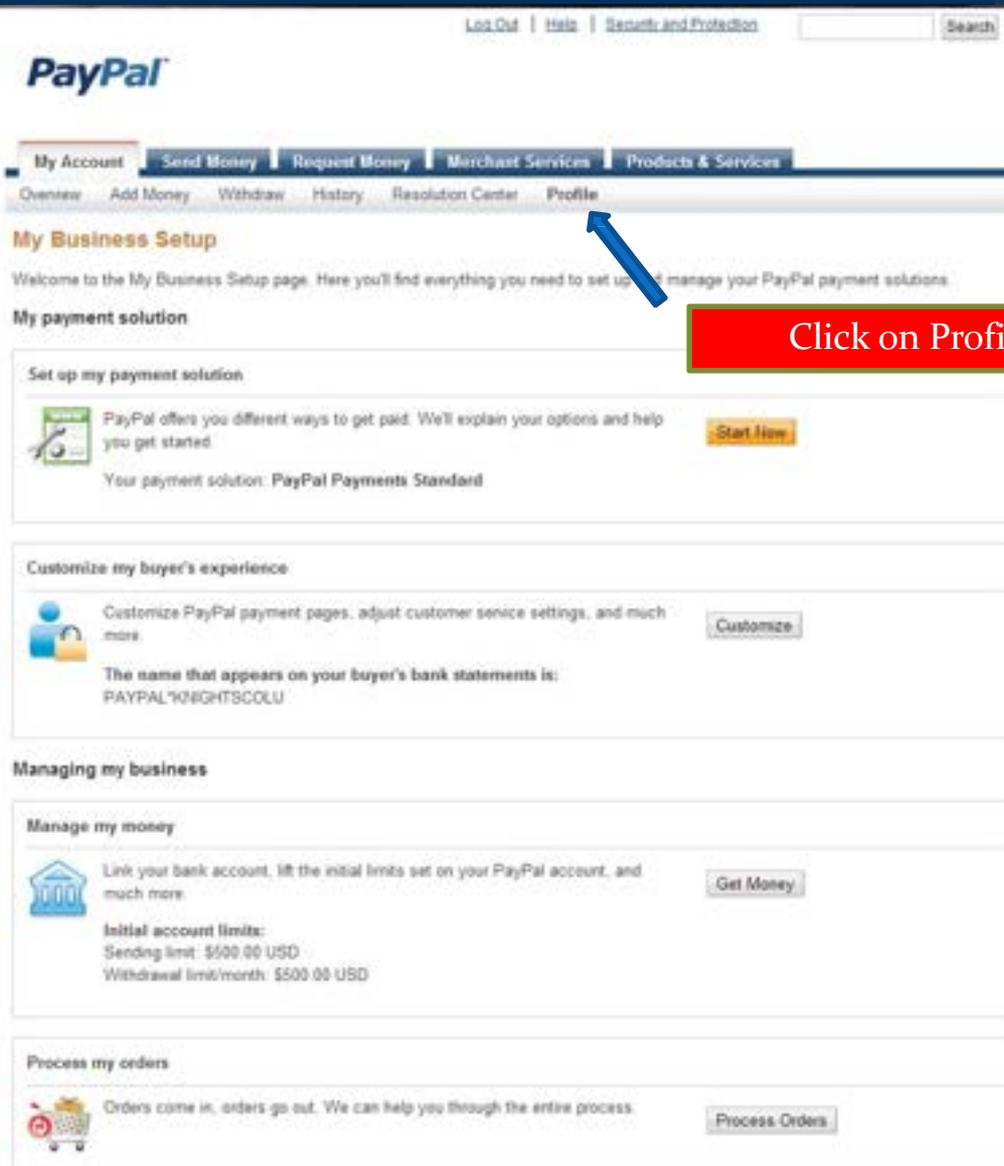
Please enter your PayPal password to confirm your email address.

PayPal Password:

  
  
[Forgot your password?](#)

Login

# Setting Up Pay Pal Account and Collecting Dues On-Line

A screenshot of the PayPal My Business Setup page. At the top, there are links for "Log Out", "Help", and "Security and Protection", along with a search bar. Below this is the PayPal logo and a navigation menu with tabs for "My Account", "Send Money", "Request Money", "Merchant Services", and "Products & Services". Under "My Account", there are sub-links for "Overview", "Add Money", "Withdraw", "History", "Resolution Center", and "Profile". A blue arrow points to the "Profile" link. The main content area is titled "My Business Setup" and includes a welcome message. Below this are several sections: "My payment solution" with a "Start Now" button, "Customize my buyer's experience" with a "Customize" button, "Managing my business" with a "Get Money" button, and "Process my orders" with a "Process Orders" button.

Click on Profile and we will get started.

# 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

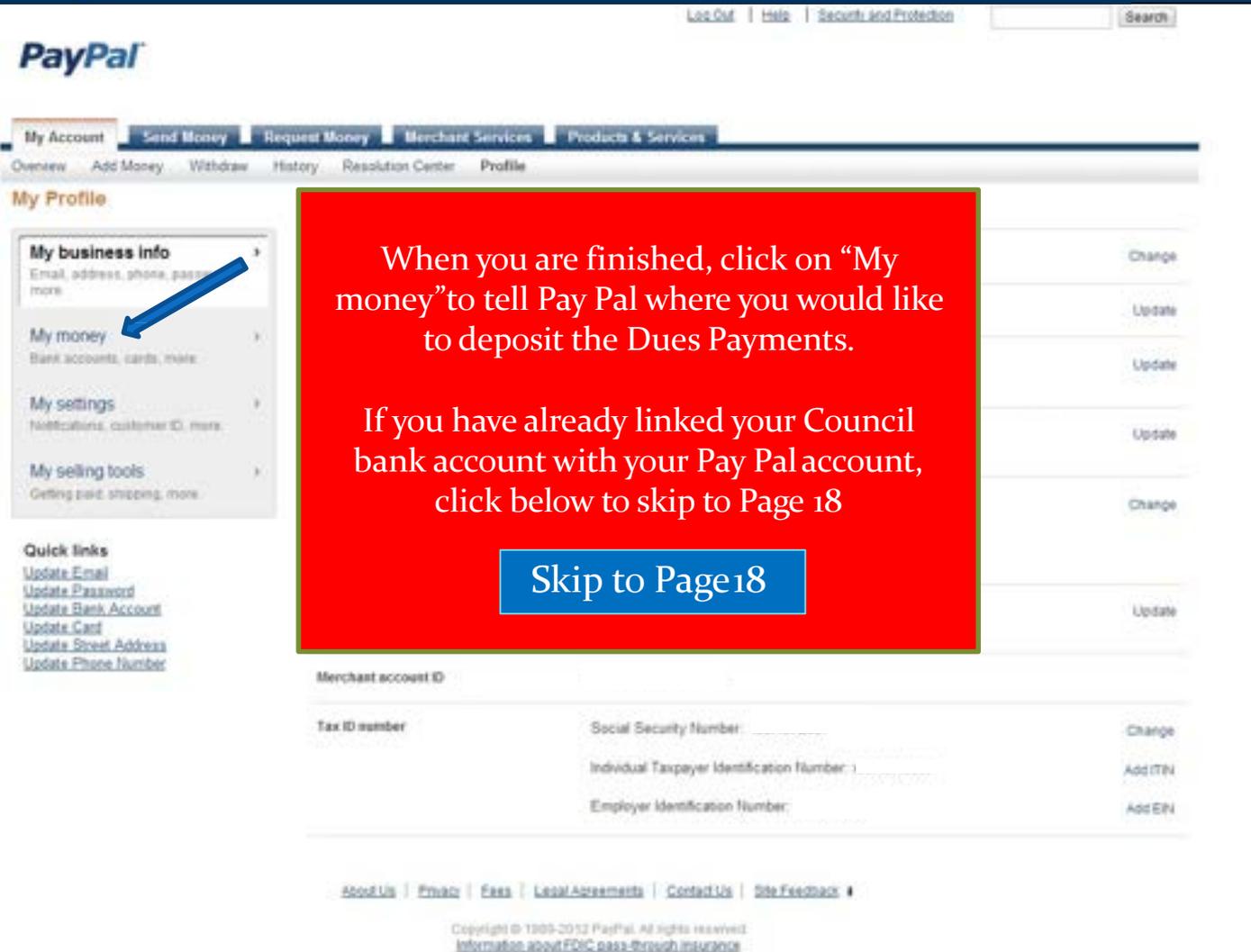
**My selling tools** ▶  
Getting paid, shipping, more

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

<b>Name</b>	XXXX XXXXX XXXX XXXXX	<a href="#">Change</a>
<b>Email</b>	XXXXXXXXXXXX@XXXXXX.com (Unconfirmed) (Primary)	<a href="#">Update</a>
<b>Address</b>	XXXXXXXXXXXXXXXXXXXXXXXXXXXX (Business)	<a href="#">Update</a>
<b>Phone</b>	XXXXXXXXXXXX (Business) Send and receive <a href="#">mobile payments</a>	<a href="#">Update</a>
<b>Password</b>	*****	<a href="#">Change</a>
<b>Security questions</b>	Who was your childhood best friend? Who was your first roommate?	
<b>Business information</b>	Edit my business type, URL, and more...	<a href="#">Update</a>
<b>Merchant account ID</b>		
<b>Tax ID number</b>	Social Security Number: _____	<a href="#">Change</a>
	Individual Taxpayer Identification Number: _____	<a href="#">Add ITIN</a>
	Employer Identification Number: _____	<a href="#">Add EIN</a>

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

# Setting Up Pay Pal Account and Collecting Dues On-Line

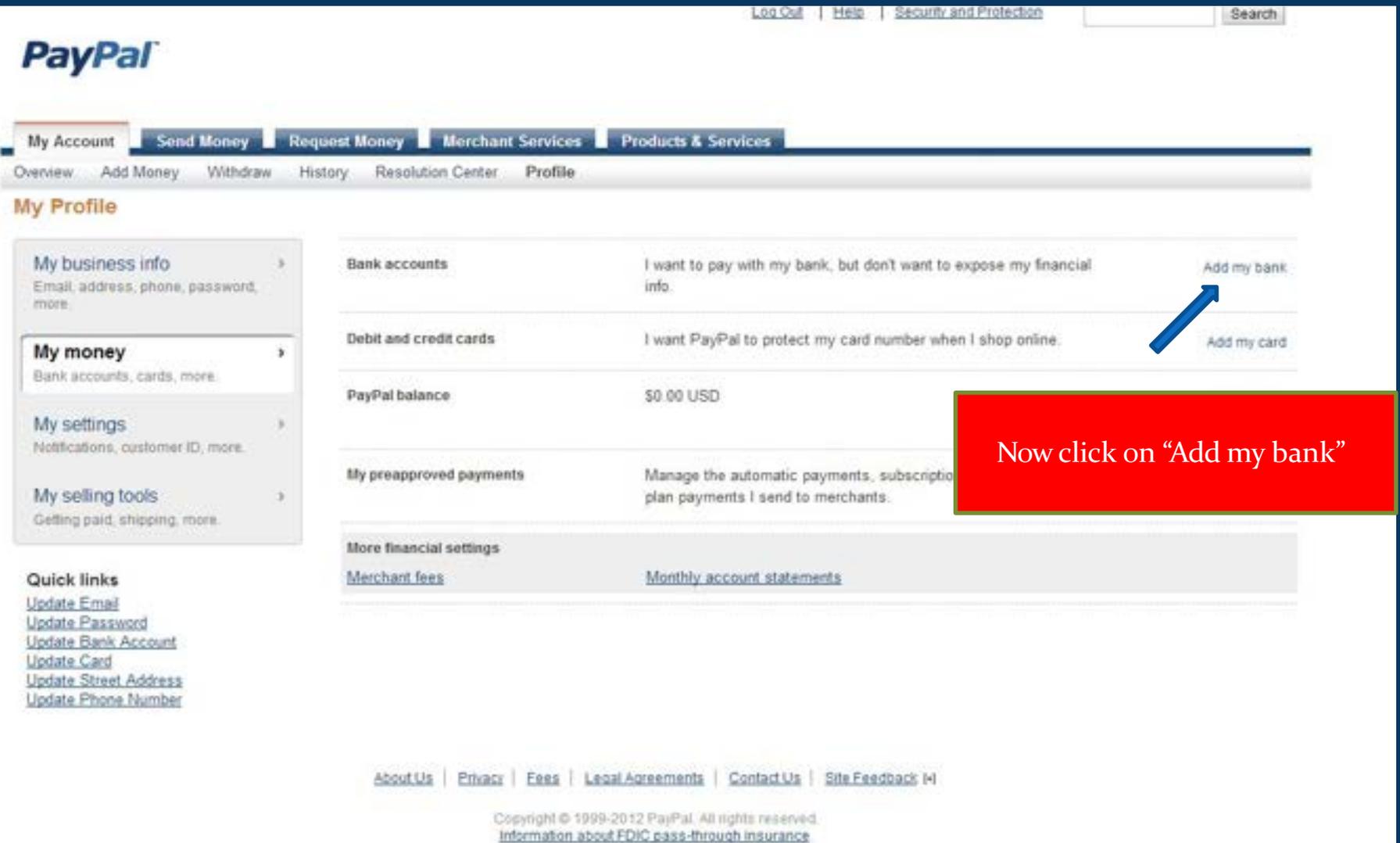
A screenshot of the PayPal 'My Profile' page. The page has a dark blue header with the PayPal logo and navigation links like 'Log Out', 'Help', and 'Security and Protection'. Below the header is a navigation bar with tabs for 'My Account', 'Send Money', 'Request Money', 'Merchant Services', and 'Products & Services'. The 'My Profile' section is active, showing a sidebar with 'My business info', 'My money', 'My settings', and 'My selling tools'. A blue arrow points to the 'My money' link. A large red callout box with white text is overlaid on the page, providing instructions on how to skip to Page 18 if a bank account is already linked. The callout box contains the text: 'When you are finished, click on “My money” to tell Pay Pal where you would like to deposit the Dues Payments.' and 'If you have already linked your Council bank account with your Pay Pal account, click below to skip to Page 18'. Below the callout box is a blue button with the text 'Skip to Page 18'. The background page shows various account settings and update options.

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](#)

# Setting Up Pay Pal Account and Collecting Dues On-Line



The screenshot shows the PayPal 'My Profile' page. At the top, there are links for 'Log Out', 'Help', and 'Security and Protection', along with a search bar. Below the PayPal logo, there are navigation tabs for 'My Account', 'Send Money', 'Request Money', 'Merchant Services', and 'Products & Services'. Under 'My Account', there are sub-links for 'Overview', 'Add Money', 'Withdraw', 'History', 'Resolution Center', and 'Profile'. The main content area is titled 'My Profile' and contains several sections:

- My business info**: Email, address, phone, password, more.
- My money**: Bank accounts, cards, more. This section is highlighted with a blue arrow pointing to the 'Add my bank' link.
- My settings**: Notifications, customer ID, more.
- My selling tools**: Getting paid, shipping, more.

Below these sections, there are links for 'Bank accounts', 'Debit and credit cards', 'PayPal balance', 'My preapproved payments', and 'More financial settings'. A red callout box with the text 'Now click on "Add my bank"' is positioned over the 'Add my bank' link in the 'Bank accounts' section.

**Quick links**

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

**Page Footer**

[About Us](#) | [Privacy](#) | [Fees](#) | [Legal Agreements](#) | [Contact Us](#) | [Site Feedback](#) | [Help](#)

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

# Setting Up Pay Pal Account and Collecting Dues On-Line

PayPal

## Link your bank account

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.

- Checking
- Savings

A sample of a U.S. check with fields for 'Pay to the order of', 'For', and a routing number '123456789' and account number '00123456789'.

Routing number (9 digits)

Account number (3-17 digits)

This bank account will become the default payment method for most payment. [View PayPal policies](#) and your payment method rights.

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.

**PayPal**

## Confirm your bank account in 2-3 days

Secure Transaction

Follow these 3 simple steps:



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.

**PLEASE READ THESE.**

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



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

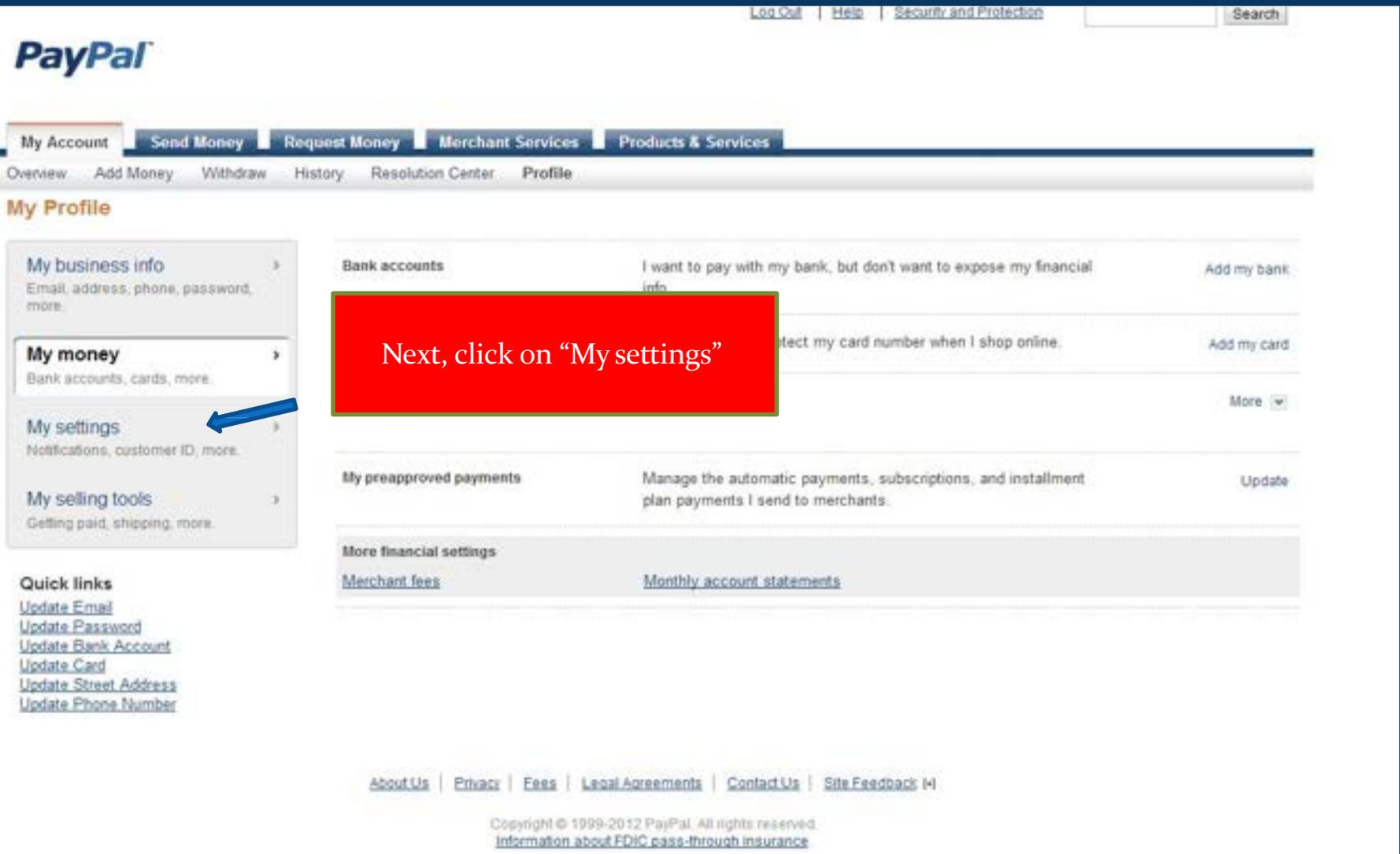
**Bank account** [Back to My Profile](#)

Bank account	Status ?
<input type="text"/> Checking <input type="text"/> <a href="#">Remove</a>	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.

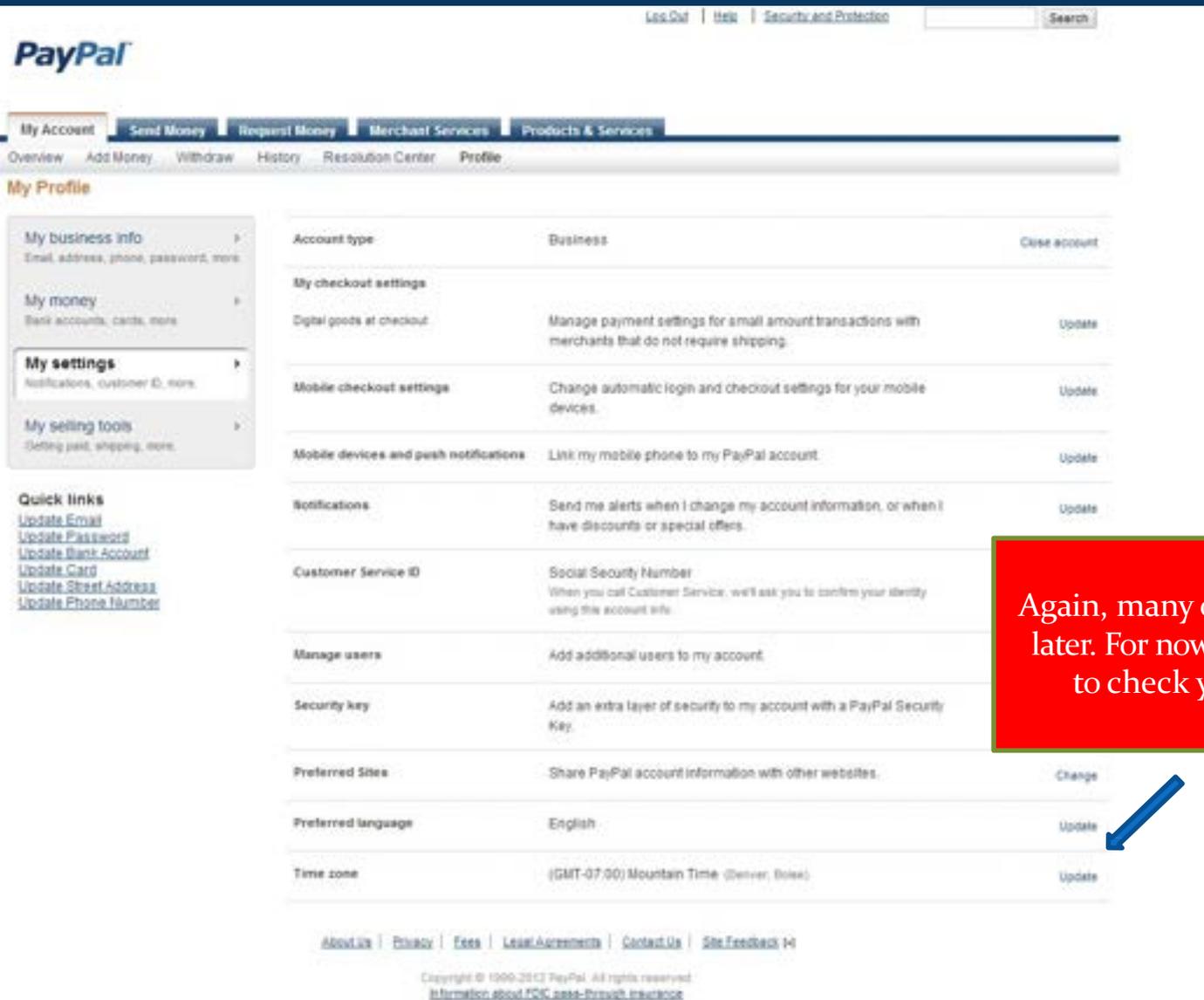
# Setting Up Pay Pal Account and Collecting Dues On-Line



The screenshot shows the PayPal 'My Profile' page. At the top, there are links for 'Log Out', 'Help', and 'Security and Protection', along with a search box. Below the PayPal logo, there are navigation tabs for 'My Account', 'Send Money', 'Request Money', 'Merchant Services', and 'Products & Services'. Under 'My Account', there are sub-links for 'Overview', 'Add Money', 'Withdraw', 'History', 'Resolution Center', and 'Profile'. The 'My Profile' section is highlighted in orange. On the left, there is a sidebar with 'My business info', 'My money', 'My settings', and 'My selling tools'. A blue arrow points to 'My settings'. A red callout box with the text 'Next, click on "My settings"' is positioned over the 'My settings' link. The main content area shows 'Bank accounts' with a description 'I want to pay with my bank, but don't want to expose my financial info' and an 'Add my bank' button. Below that is a section for 'Protect my card number when I shop online' with an 'Add my card' button. Further down is 'My preapproved payments' with an 'Update' button. At the bottom, there are links for 'More financial settings', 'Merchant fees', and 'Monthly account statements'. The footer contains links for 'About Us', 'Privacy', 'Fees', 'Legal Agreements', 'Contact Us', and 'Site Feedback', along with a copyright notice for 1999-2012 PayPal.

Next, click on "My settings"

# 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 setting tools** ▶  
Getting paid, shipping, more

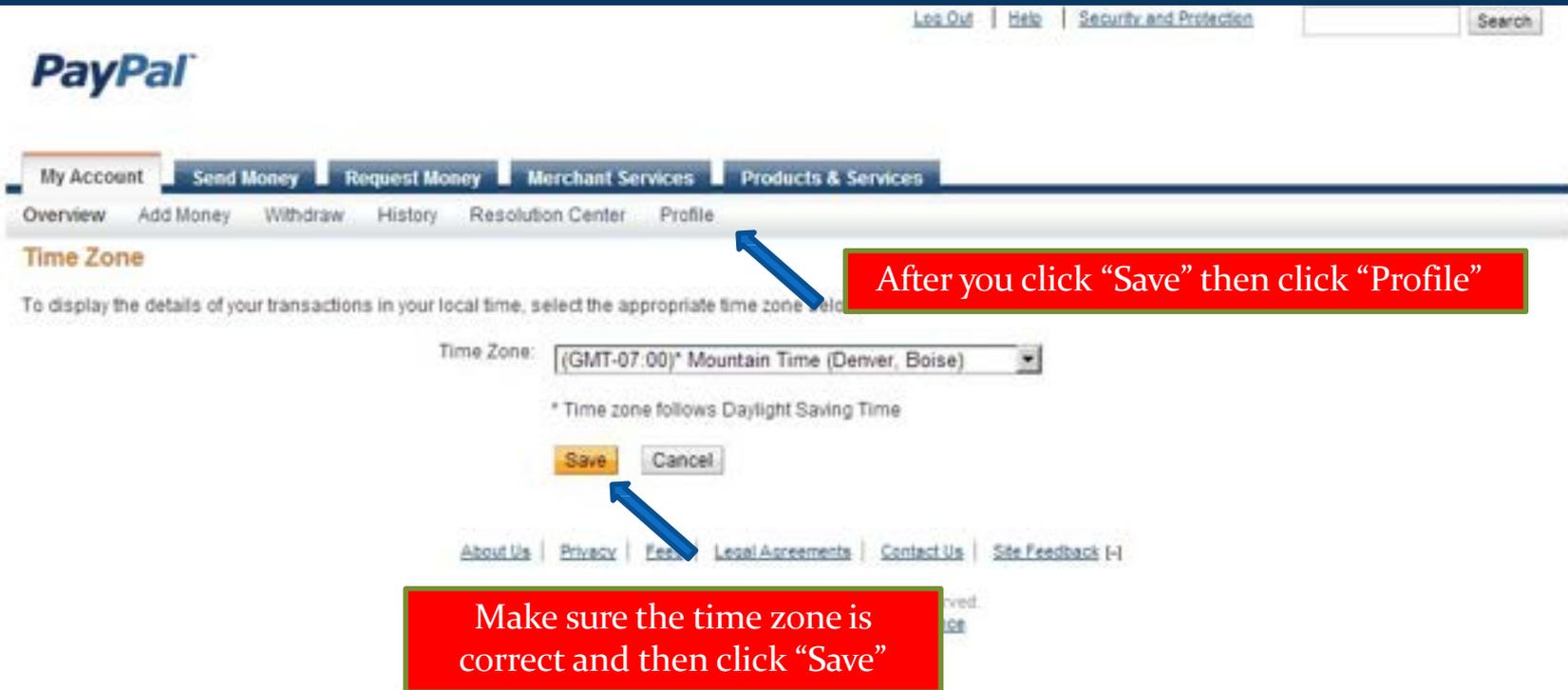
**Quick links**  
[Update Email](#)  
[Update Password](#)  
[Update Bank Account](#)  
[Update Card](#)  
[Update Street Address](#)  
[Update Phone Number](#)

<b>Account type</b>	Business	<a href="#">Close account</a>
<b>My checkout settings</b>		
Digital goods at checkout	Manage payment settings for small amount transactions with merchants that do not require shipping.	<a href="#">Update</a>
Mobile checkout settings	Change automatic login and checkout settings for your mobile devices.	<a href="#">Update</a>
Mobile devices and push notifications	Link my mobile phone to my PayPal account.	<a href="#">Update</a>
Notifications	Send me alerts when I change my account information, or when I have discounts or special offers.	<a href="#">Update</a>
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.	<a href="#">Change</a>
Preferred language	English	<a href="#">Update</a>
Time zone	(GMT-07:00) Mountain Time (Denver, Boise)	<a href="#">Update</a>

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

A screenshot of the PayPal website's account settings page. The page is titled "PayPal" and has a navigation bar with tabs for "My Account", "Send Money", "Request Money", "Merchant Services", and "Products & Services". Under "My Account", there are sub-tabs for "Overview", "Add Money", "Withdraw", "History", "Resolution Center", and "Profile". The "Time Zone" section is active, showing a dropdown menu set to "(GMT-07:00)\* Mountain Time (Denver, Boise)". Below the dropdown is a note: "\* Time zone follows Daylight Saving Time". There are "Save" and "Cancel" buttons. A red box with white text and a blue arrow points to the "Profile" tab, with the text "After you click 'Save' then click 'Profile'". Another red box with white text and a blue arrow points to the "Save" button, with the text "Make sure the time zone is correct and then click 'Save'". At the top right, there are links for "Log Out", "Help", "Security and Protection", and a search box. At the bottom, there are links for "About Us", "Privacy", "Feedback", "Legal Agreements", "Contact Us", and "Site Feedback (1)".

After you click "Save" then click "Profile"

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

# 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](#)

Account type		Close account
My checkout settings		
Digital goods at checkout		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.	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

About Us | Privacy | Fees | Link Agreements | Contact Us | Site Feedback

## Setting Up Pay Pal Account and Collecting Dues On-Line

The screenshot shows the PayPal 'My Profile' page. On the left, there are navigation tabs for 'My Account', 'Send Money', 'Request Money', 'Merchant Services', and 'Products & Services'. Below these are sub-tabs for 'Overview', 'Add Money', 'Withdraw', 'History', 'Resolution Center', and 'Profile'. The 'My Profile' section is active, showing a sidebar with 'My business info', 'My money', 'My settings', and 'My selling tools'. The main content area is a table of settings:

Setting	Description	Action
My business setup	Cool tools to help boost my business.	Get started
eBay ID	Link my eBay ID to my PayPal account.	Update
<b>Selling online</b>		
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
<b>Getting paid and managing my risk</b>		
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
<b>Shipping my items</b>		
Shipping preferences	I ship from: 715 Cabini 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
<b>More selling tools</b>		
Enabled payment settings	PayPal button language encoding	PayPal shops

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"

# 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

### Payment Receiving Preferences

[Back to My Profile](#)

[Block payments](#)

[Block instructions to seller](#)

[Name on customer 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

[Block instructions to seller](#)

Display "Add Instructions to Seller" text input field:

Yes

No

[Name on customer credit card statements](#)

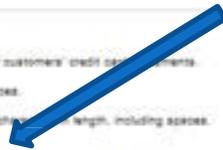
The Credit Card Statement Name is the name that will appear on your customers' credit card statements. The name can be 11 alpha-numeric characters in length, including spaces. For some payments, the name can be extended to 19 alpha-numeric characters in length, including spaces. [Learn More](#)

Credit Card Statement Name:  (11 Character Maximum)

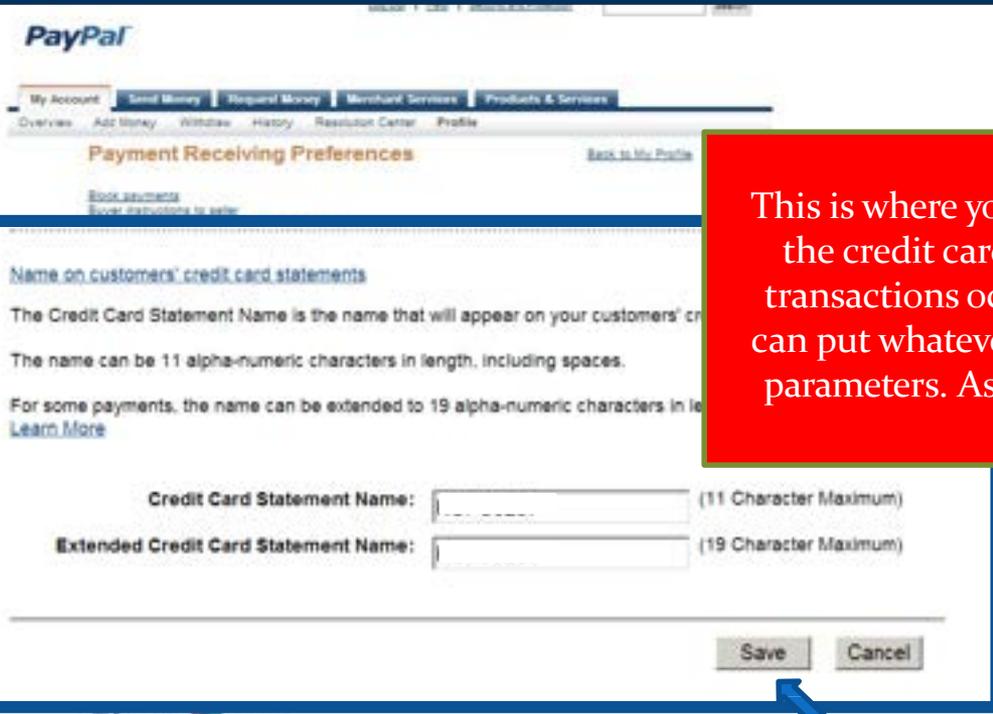
Extended Credit Card Statement Name:  (19 Character Maximum)

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.



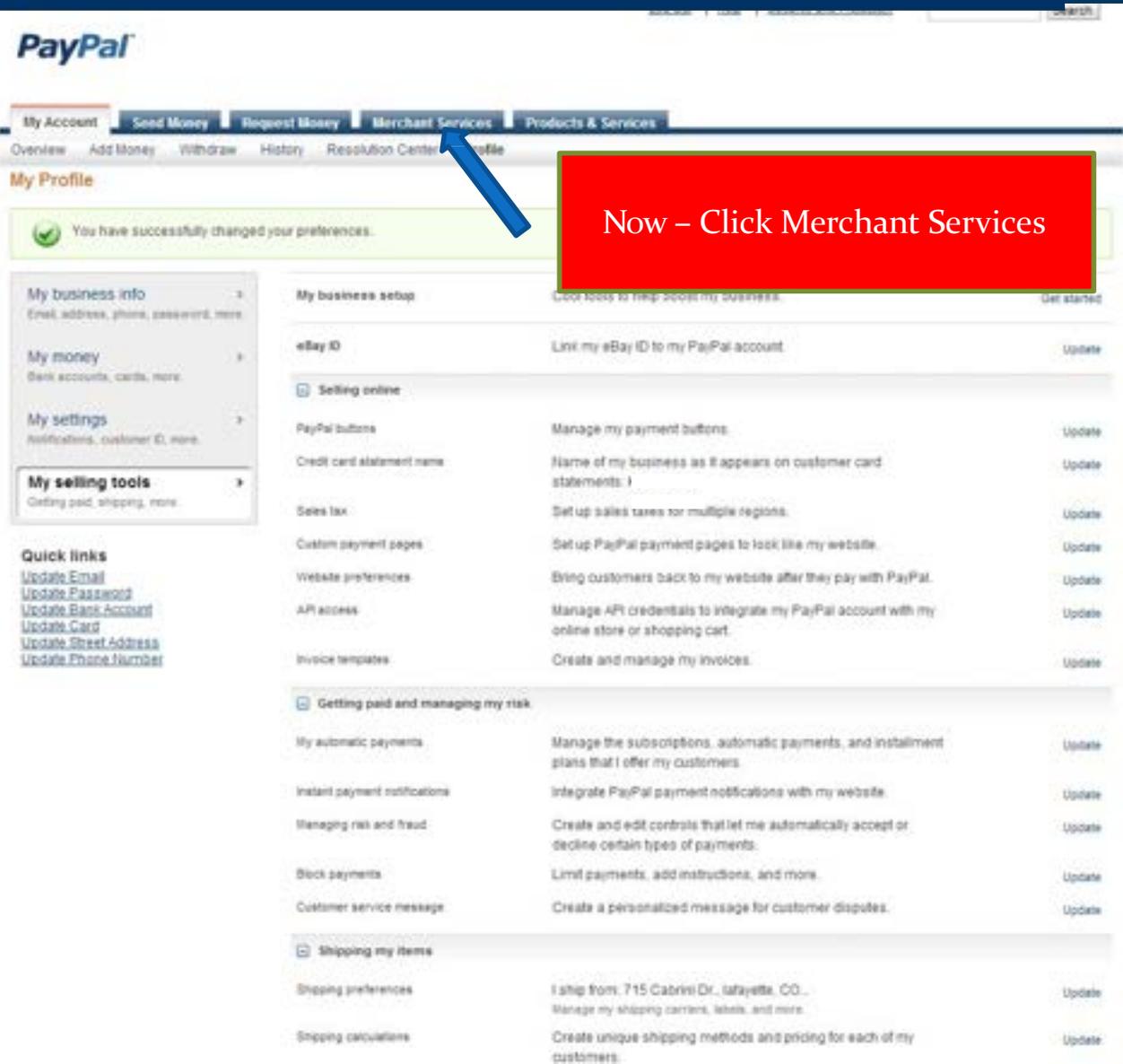
# Setting Up Pay Pal Account and Collecting Dues On-Line

A screenshot of the PayPal "Payment Receiving Preferences" page. The page has a navigation bar with links like "My Account", "Send Money", "Request Money", "Merchant Services", and "Products & Services". Below the navigation bar, there are tabs for "Overview", "Add Money", "Withdraw", "History", "Resolution Center", and "Profile". The main heading is "Payment Receiving Preferences" with a "Back to My Profile" link. The section "Name on customers' credit card statements" is highlighted with a blue border. It contains explanatory text and two input fields: "Credit Card Statement Name" (11 Character Maximum) and "Extended Credit Card Statement Name" (19 Character Maximum). At the bottom of this section are "Save" and "Cancel" buttons. A blue arrow points from the "Save" button 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

A screenshot of the PayPal website's Merchant Services page. The page has a dark blue header with the PayPal logo and navigation tabs for "My Account", "Send Money", "Request Money", "Merchant Services", and "Products & Services". Below the tabs is a sub-navigation bar with "Overview", "Add Money", "Withdraw", "History", "Resolution Centre", and "Profile". A blue arrow points to the "Merchant Services" tab. A red box with white text says "Now - Click Merchant Services". The main content area is titled "My Profile" and includes a green success message: "You have successfully changed your preferences." Below this are several sections: "My business info", "My money", "My settings", "My selling tools", "Quick links", "My business setup", "eBay ID", "Selling online", "Getting paid and managing my risk", and "Shipping my items". Each section contains various settings and options with "Update" buttons.

**PayPal**

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

Overview | Add Money | Withdraw | History | Resolution Centre | 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**  Click icons 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

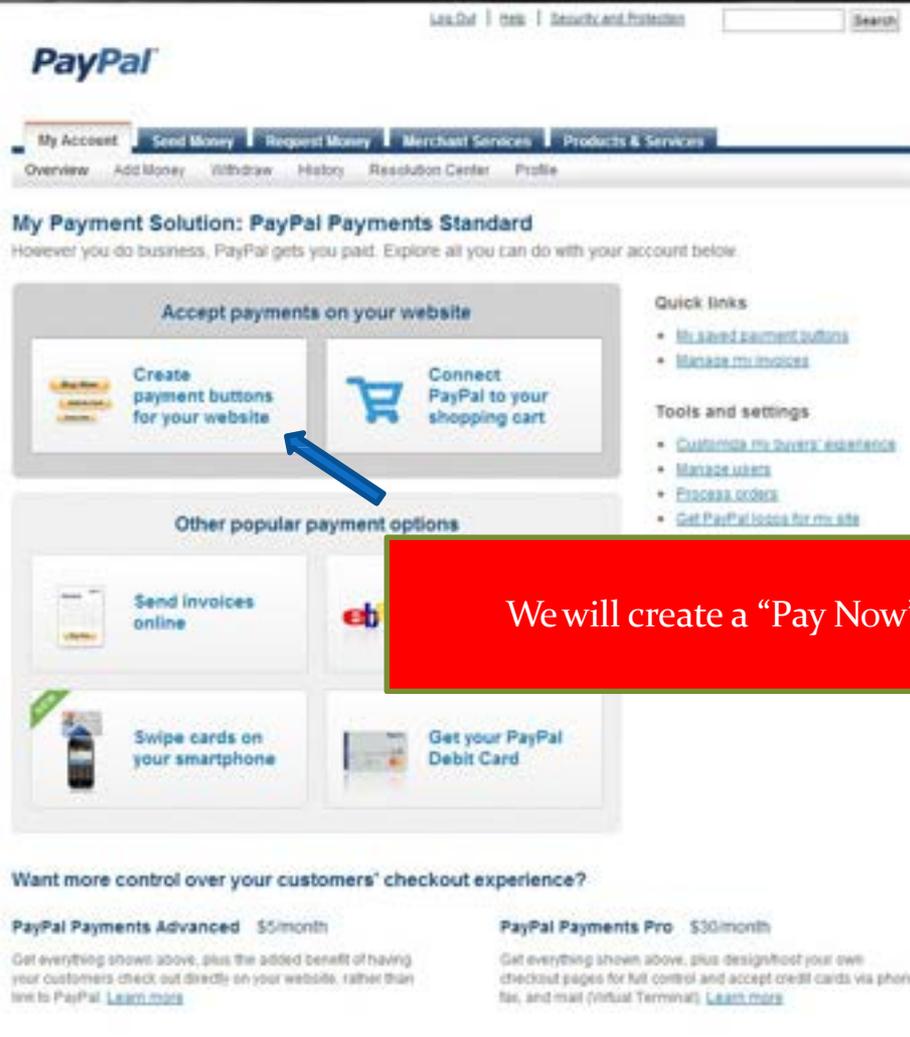
**Customer service message** Create a personalized message for customer disputes Update

**Shipping my items**

**Shipping preferences** I ship from: 715 Cabrini Dr., Lafayette, CO... Update  
Manage my shipping carriers, labels, and more

**Shipping calculations** Create unique shipping methods and pricing for each of my customers Update

# Setting Up Pay Pal Account and Collecting Dues On-Line

A screenshot of the PayPal website's account management page. The page is titled "My Payment Solution: PayPal Payments Standard" and offers various options for accepting payments. A blue arrow points to the "Create payment buttons for your website" option. A red box with white text is overlaid on the page, stating "We will create a 'Pay Now' Button".

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

Want more control over your customers' checkout experience?

<b>PayPal Payments Advanced</b> \$5/month	<b>PayPal Payments Pro</b> \$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. <a href="#">Learn more</a>	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). <a href="#">Learn more</a>

We will create a "Pay Now" Button

# 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: Annual Dues    Item ID (optional):  
Price: 35.00    Currency: USD

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

In this circle are the tools to set up 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

USD

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/options [Example](#)

Add drop-down menu [Example](#)

Add text field [Example](#)

**Customize text or appearance** (optional)

Your customer's view

Buy Now

Shipping

Use specific amount  USD [Help](#)

Tax

Use tax rate  %

Merchant account IDs [Learn more](#)

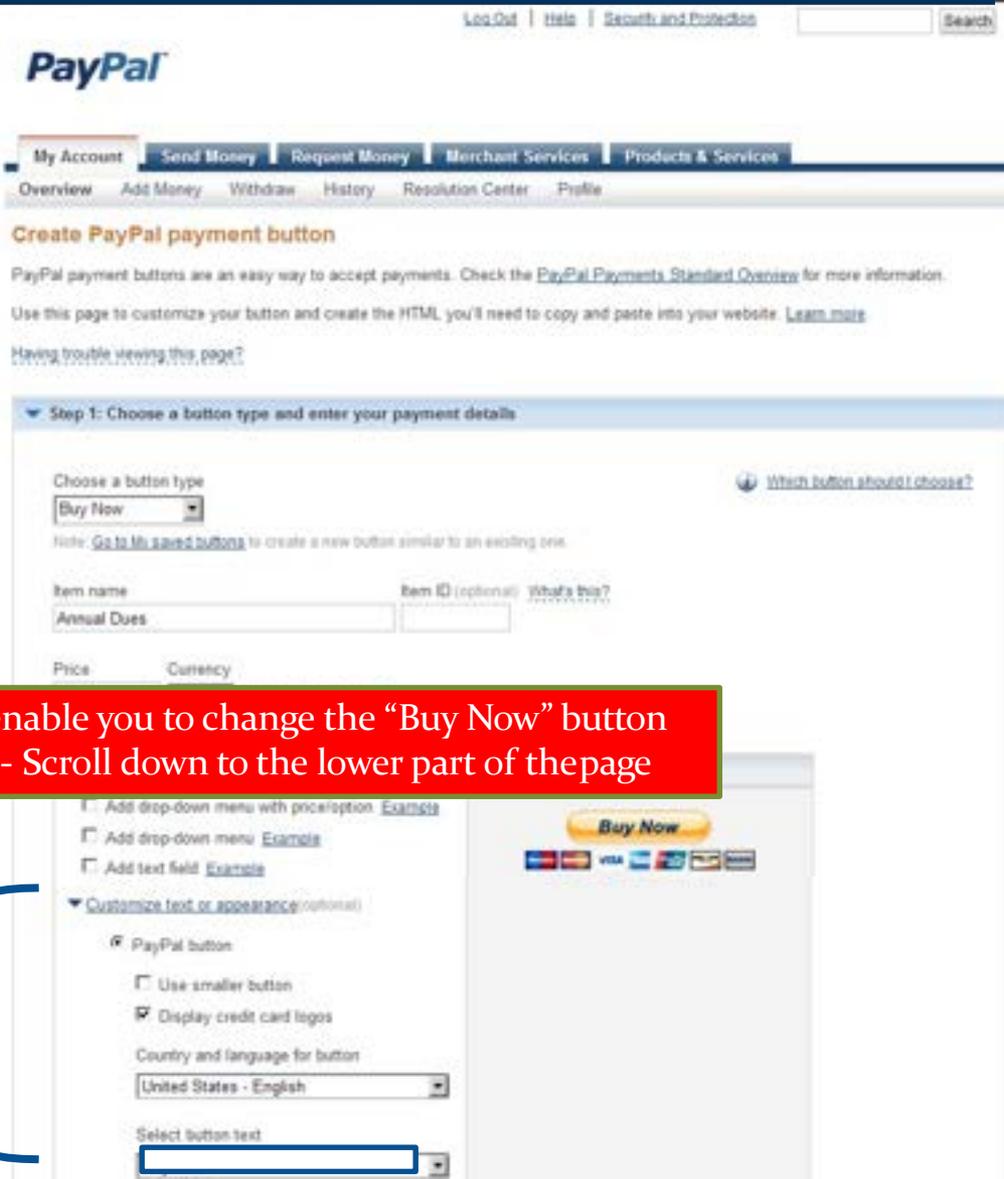
Step 2. Enter  
"Annual Dues" or  
whatever you like

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

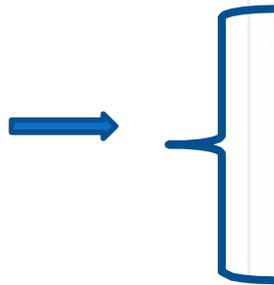
Step 3. Enter the  
Amount

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

A screenshot of the PayPal website's 'Create PayPal payment button' page. The page is titled 'Create PayPal payment button' and includes a navigation menu with options like 'My Account', 'Send Money', 'Request Money', 'Merchant Services', and 'Products & Services'. Below the navigation, there are links for 'Overview', 'Add Money', 'Withdraw', 'History', 'Resolution Center', and 'Profile'. The main content area is titled 'Create PayPal payment button' and contains instructions on how to create a payment button. A blue-bordered box highlights the 'Step 1: Choose a button type and enter your payment details' section. This section includes a 'Choose a button type' dropdown menu with 'Buy Now' selected, a 'Which button should I choose?' link, a 'Note' about saved buttons, and input fields for 'Item name' (containing 'Annual Dues'), 'Item ID (optional)', 'Price', and 'Currency'. Below this, there are checkboxes for 'Add drop-down menu with price/scription', 'Add drop-down menu', and 'Add text field'. A section titled 'Customize text or appearance (optional)' contains a checked 'PayPal button' option, a 'Use smaller button' checkbox, a checked 'Display credit card logos' checkbox, a 'Country and language for button' dropdown menu set to 'United States - English', and a 'Select button text' dropdown menu. A preview of the 'Buy Now' button is shown on the right side of the page.

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



# 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"

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

**Shipping**

Use specific amount:  USD [Help](#)

**Tax**

Use tax rate  %

**Merchant account IDs** [Learn more](#)

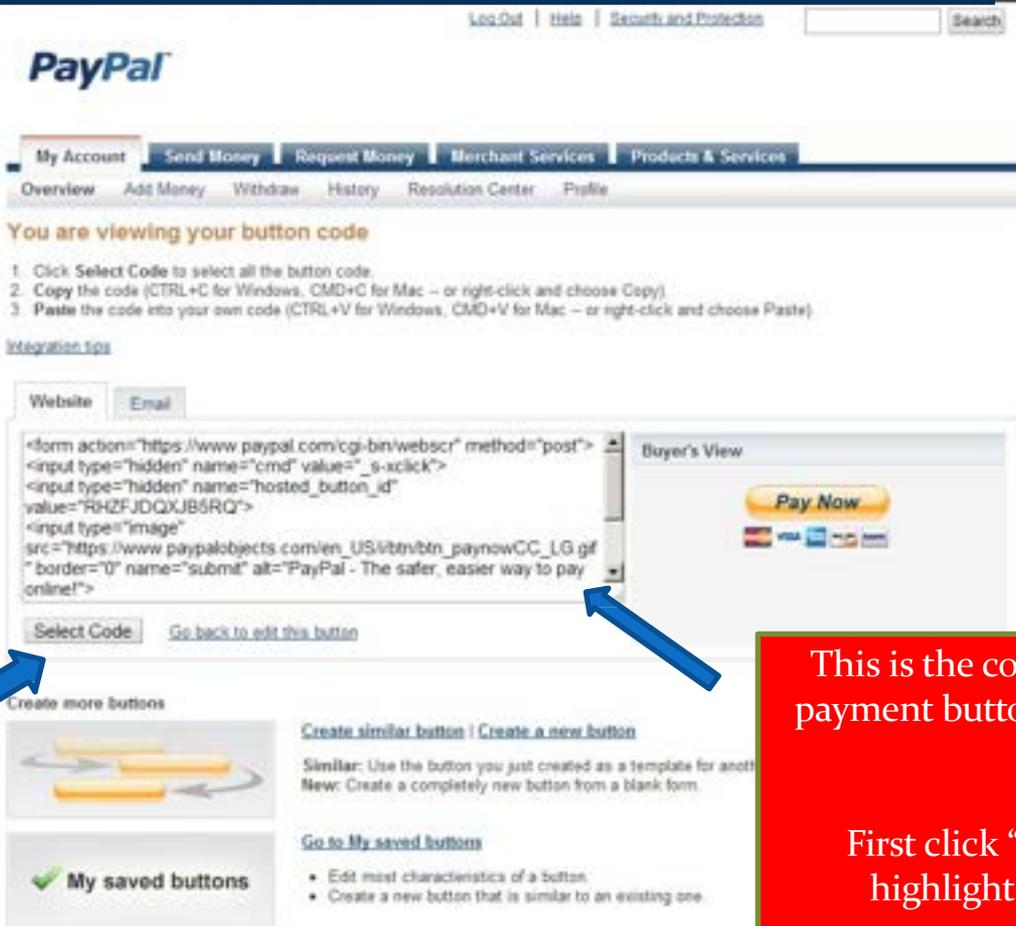
- Use my secure merchant account ID
- Use my primary email address uknight@fabriola.com

▶ Step 2: Track inventory, profit & loss

▶ Step 3: Customize advanced settings (optional)

**Create Button**

# 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

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/vbtn/btn_paynowCC_LG.gif"
border="0" name="submit" alt="PayPal - The safer, easier way to pay
online!">
```

Buyer's View

Pay Now

Select Code | Go back to edit this button

Create more buttons

My saved buttons

Go to My saved buttons

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

About Us | Contact Us | Legal Agreements | Privacy | Fees | Site Feedback

Copyright © 1999-2012 PayPal. All rights reserved.  
Information about Direct Access through Insurance

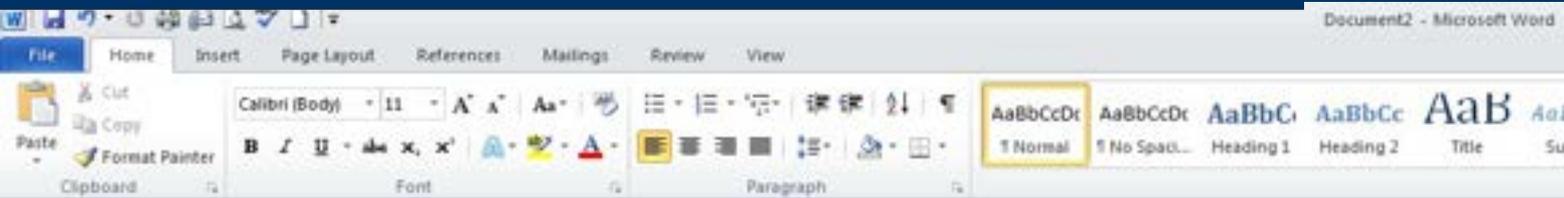
Click "Select  
Code"

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="RHZFJDQXIB5RQ">  
<input type="image" src="https://www.paypalobjects.com/en_US/l/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

The screenshot displays the 'COUNCIL #5237 ADMIN CENTER LOG-IN' page. The top navigation bar contains links for 'ABOUT', 'WHY JOIN?', 'DEGREE SCHEDULE', 'UKNIGHT JOB CENTER', and 'UKNIGHT MARKET CENTER'. The left sidebar menu lists: 'HOME', 'EVENT CALENDAR', 'PRAYER REQUESTS', 'NEWS & ANNOUNCEMENTS', 'PHOTO GALLERIES', 'VIDEO GALLERY', 'OFFICERS', 'ROUND TABLE', 'ABOUT OUR COUNCIL', and 'RECOGNITION'. The main content area features a login form with the following elements:

- MEMBER NUMBER**: A text input field.
- PASSWORD:**: A text input field with a blue arrow pointing to it.
- LOG IN**: A yellow button.
- Forgot your Password?**: A link with a yellow button labeled 'RETRIEVE YOUR PASSWORD'.
- COUNCIL FORMS**: A grey button.
- Log In**: A red button with a green border, highlighted by a red box.

## Setting Up Pay Pal Account and Collecting Dues On-Line

WHY JOIN? DEGREE SCHEDULE KNIGHT JOBS UKNIGHT MARKET CENTER

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  
f  
t  
E-MAIL CENTER  
SEO (META TAGS)  
UKNIGHT HELP CENTER

Friday, October 19, 2012  
[UPDATE LOG-INS](#) | [ADMIN LOG-OUT](#)

COUNCIL ADMIN CENTER

UPDATE THE ANNOUNCEMENT

Council Webmaster is:  
UPDATE WEBMASTER

KNIGHTS OF COLUMBUS 5237  
ADOPT-A-ROAD START

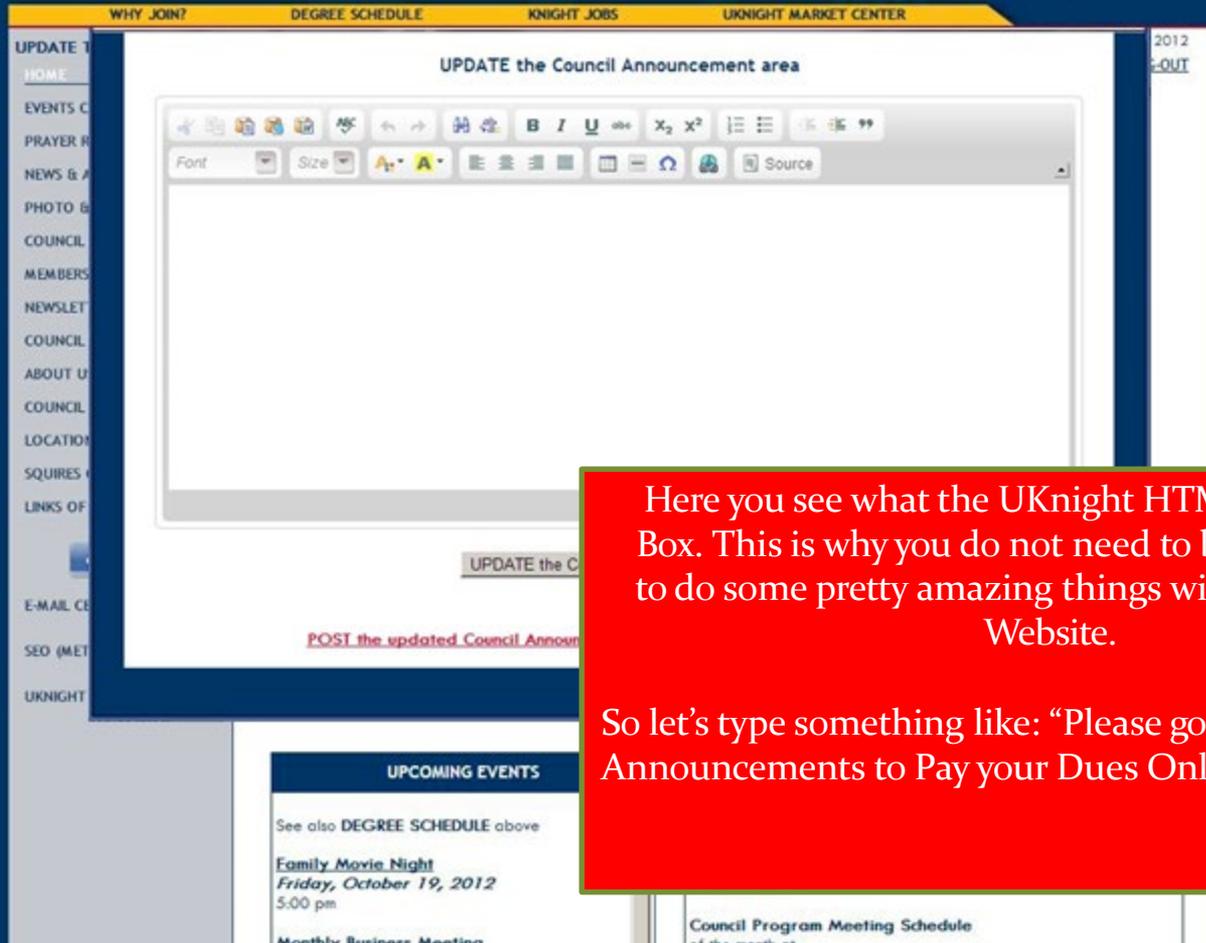
UPDATE SLIDE SHOW

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

UPCOMING EVENTS	MEETING SCHEDULES
See also DEGREE SCHEDULE above	Council Business Meeting Schedule 2nd Thursday of the month at
<u>Family Movie Night</u> 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

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

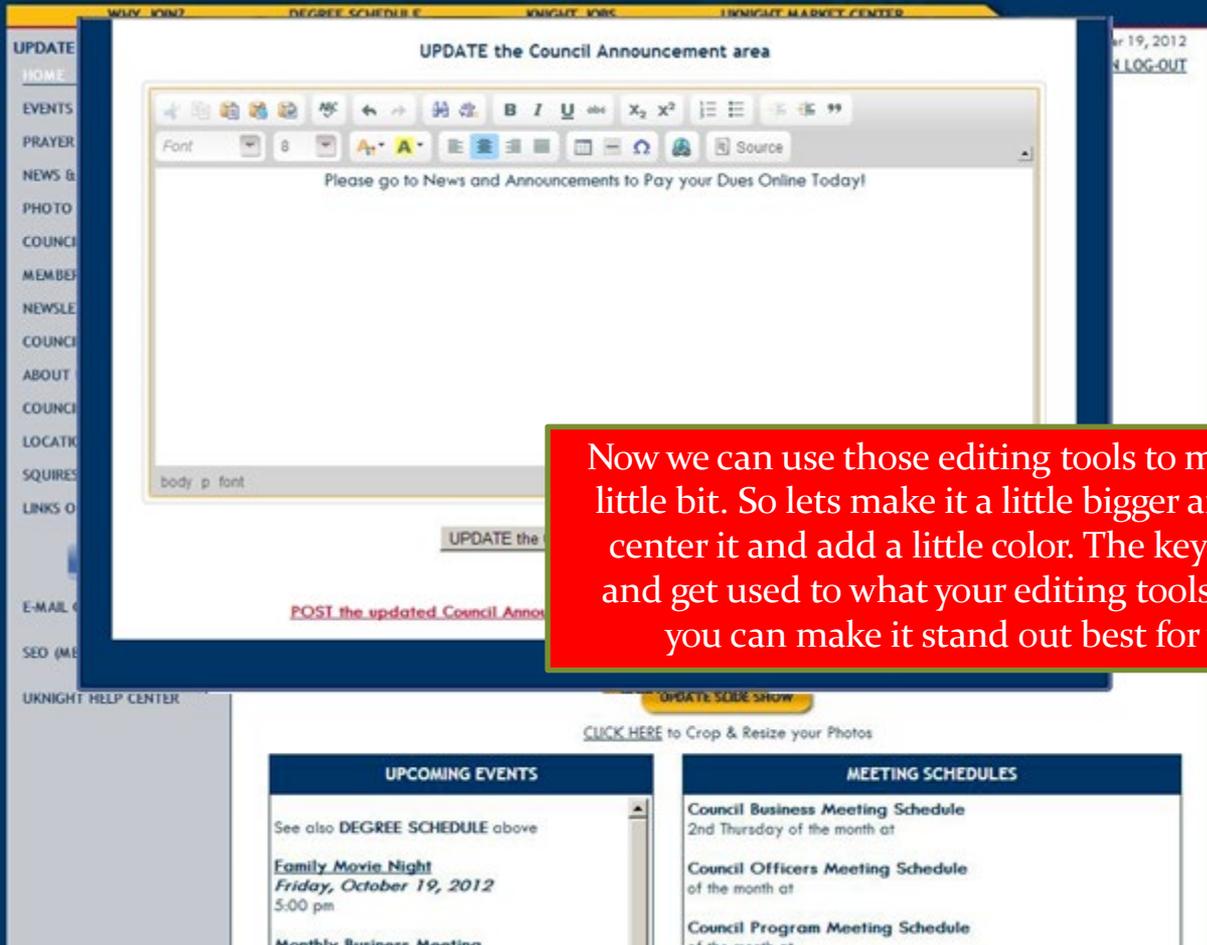
# Setting Up Pay Pal Account and Collecting Dues On-Line



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 at the top showing various editing options like bold, italic, underline, and font color. The text inside the editor reads "Please go to News and Announcements to Pay your Dues Online Today!". Below the editor is a "POST the updated Council Announcement" button. The interface also shows a sidebar with navigation links like "HOME", "EVENTS", "PRAYER", etc., 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 Announcement

UKNIGHT HELP CENTER

UPCOMING EVENTS

See also DEGREE SCHEDULE above

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

Monthly Business Meeting

MEETING SCHEDULES

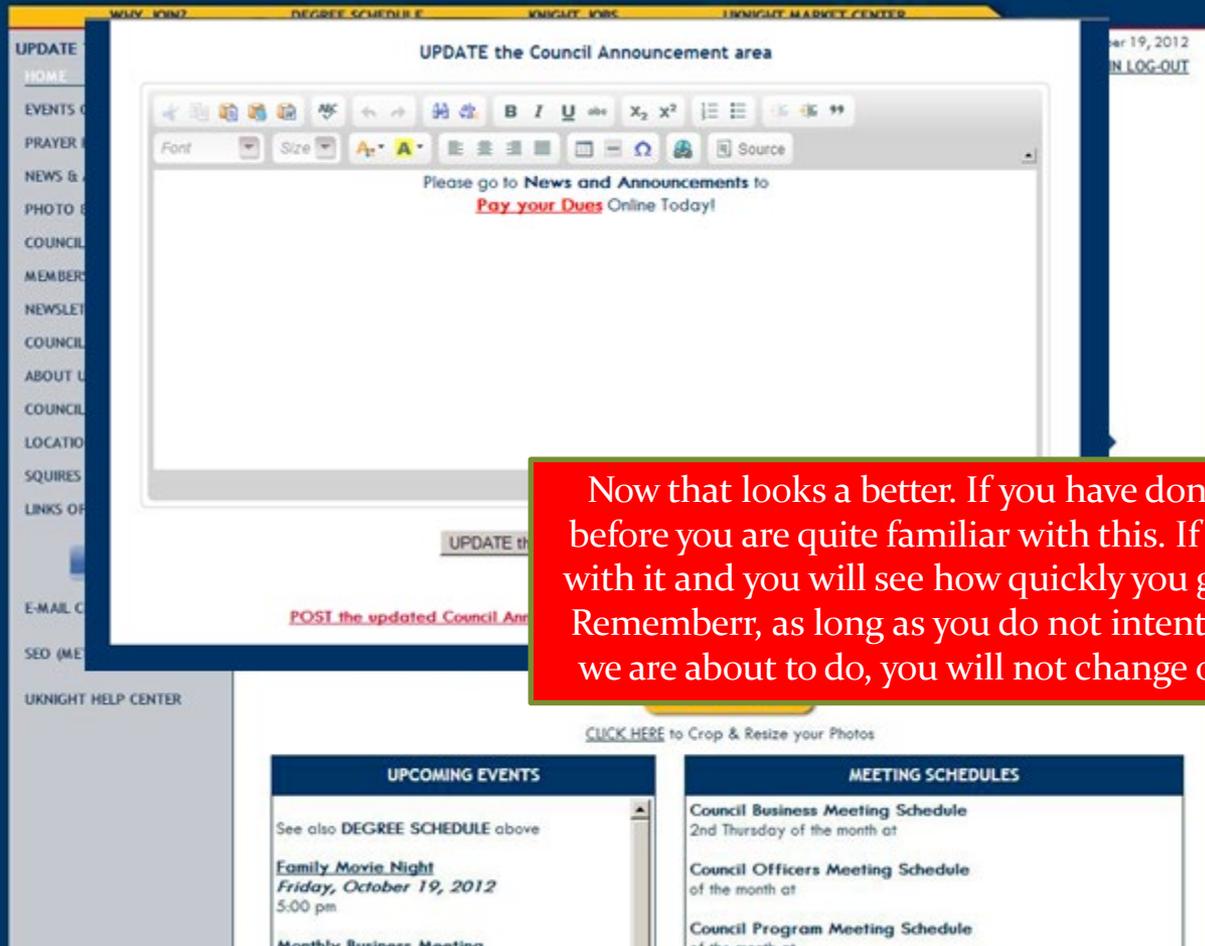
Council Business Meeting Schedule  
2nd Thursday of the month at

Council Officers Meeting Schedule  
of the month at

Council Program Meeting Schedule  
of the month at

Now we can use those editing tools to make it stand out a little bit. So let's 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

A screenshot of a web editor interface. At the top, there are navigation tabs: "WOLV. JOHN", "DEGREE SCHEDULE", "KNIGHT JOBS", and "UKNIGHT MARKET CENTER". On the left is a vertical menu with items like "UPDATE", "HOME", "EVENTS", "PRAYER", "NEWS & A", "PHOTO B", "COUNCIL", "MEMBERS", "NEWSLET", "COUNCIL", "ABOUT U", "COUNCIL", "LOCATIO", "SQUIRES", "LINKS OF", "E-MAIL C", "SEO (ME", and "UKNIGHT HELP CENTER". The main editing area is titled "UPDATE the Council Announcement area" and contains a rich text editor with a toolbar. The editor's content reads: "Please go to News and Announcements to [Pay your Dues](#) Online Today!". Below the editor is a "POST the updated Council Ann" button. On the right side, there is a date "ber 19, 2012" and a "LOG-OUT" link. At the bottom of the page, there are two columns: "UPCOMING EVENTS" and "MEETING SCHEDULES". The "UPCOMING EVENTS" column includes a link to "DEGREE SCHEDULE" and an event titled "Family Movie Night" on "Friday, October 19, 2012" at "5:00 pm". The "MEETING SCHEDULES" column lists "Council Business Meeting Schedule" (2nd Thursday), "Council Officers Meeting Schedule", and "Council Program Meeting Schedule".

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

WHY JOIN? DEGREE SCHEDULE KNIGHT JOBS UKNIGHT MARKET CENTER

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

Facebook Twitter

E-MAIL CENTER  
SEO (META TAGS)  
UKNIGHT HELP CENTER

Friday, October 19, 2012  
[UPDATE LOG-INS](#) | [ADMIN LOG-OUT](#)

COUNCIL ADMIN CENTER  
[UPDATE THE ANNOUNCEMENT](#)

Council Webmaster is:  
[UPDATE WEBMASTER](#)

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

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

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

# 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

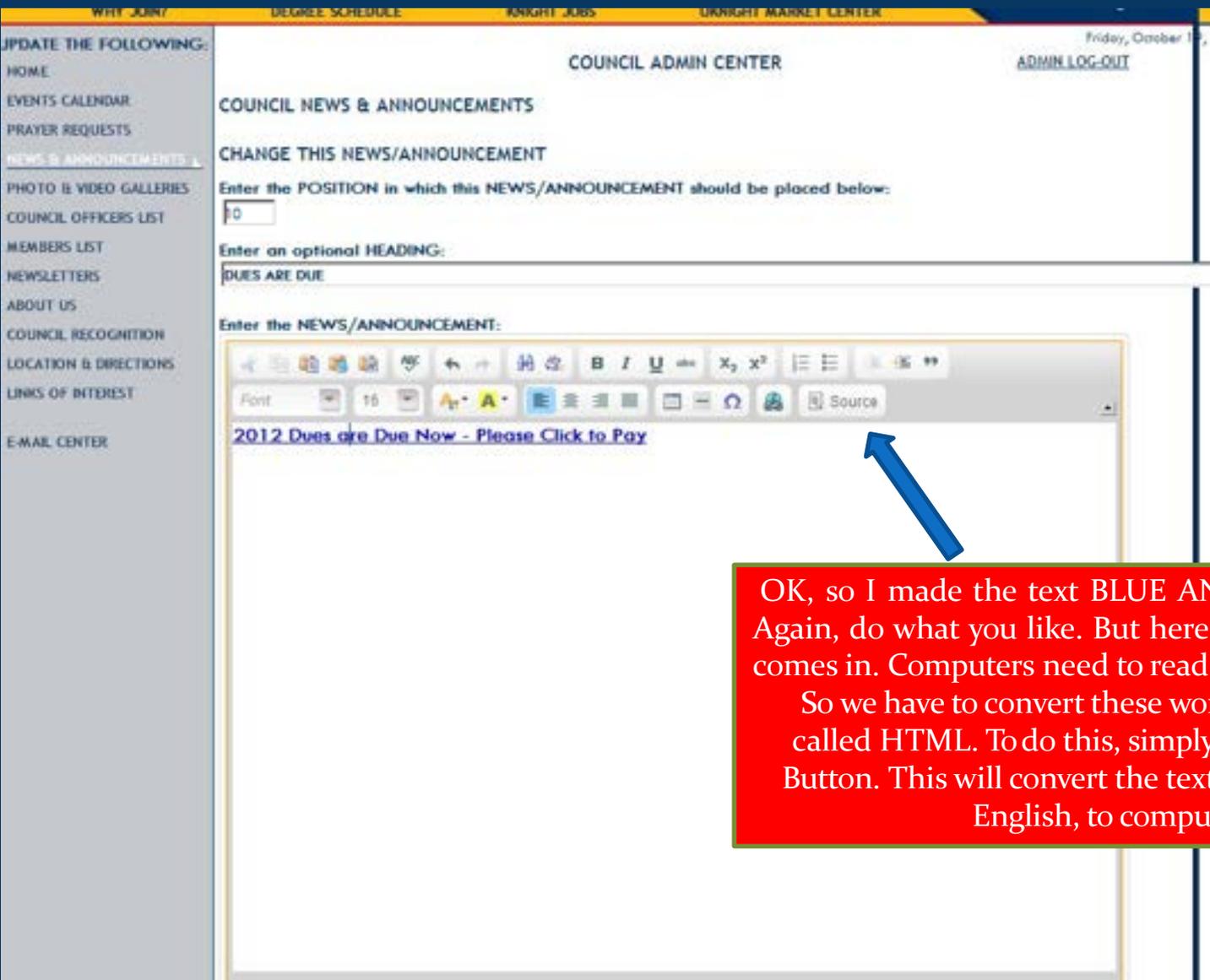
10

Enter an optional HEADING:  
DUES ARE DUE

Enter the NEWS/ANNOUNCEMENT:

2012 Dues are Due Now - Please Click to Pay

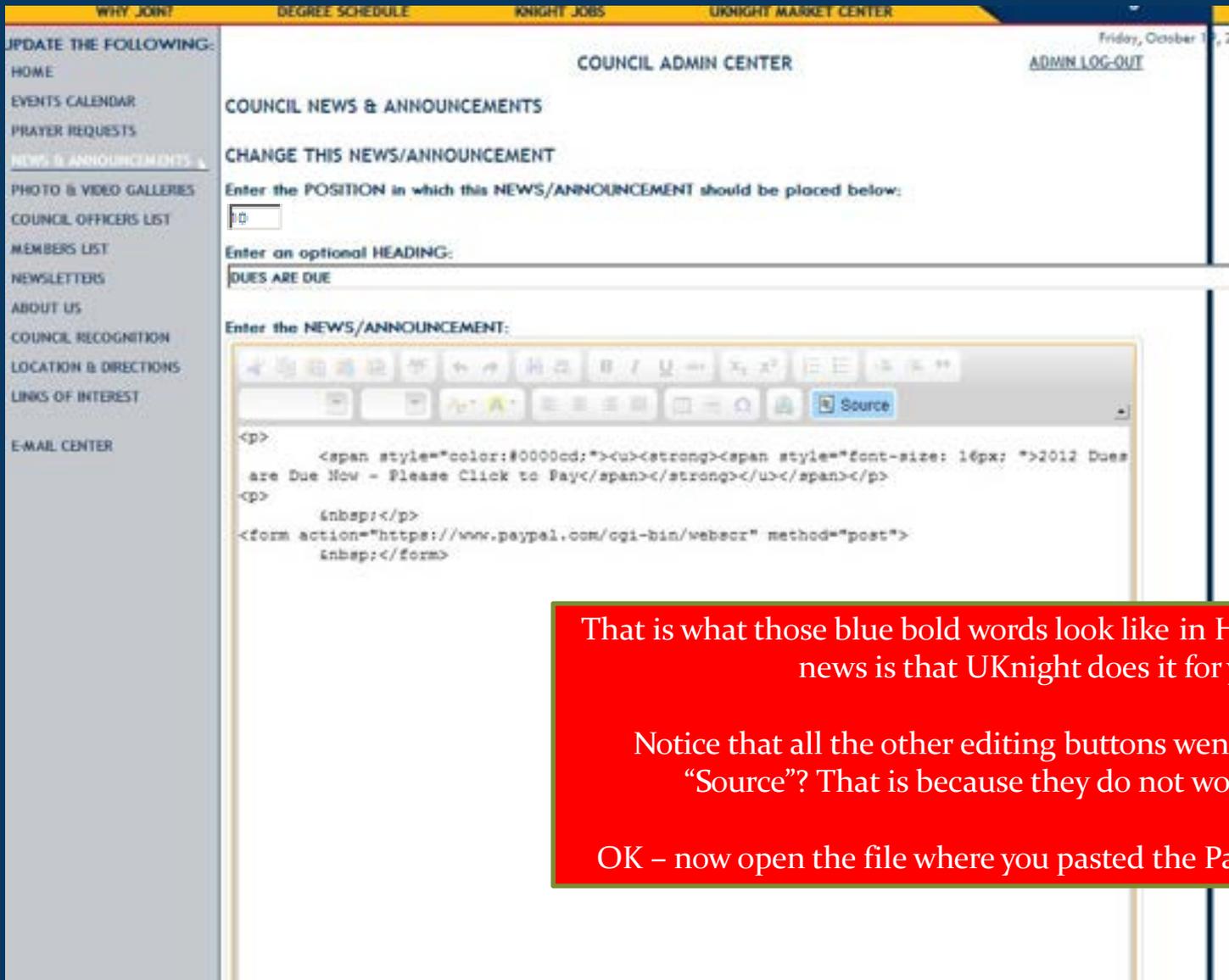
# Setting Up Pay Pal Account and Collecting Dues On-Line

A screenshot of the U-Knight Admin Center web interface. The page title is "COUNCIL ADMIN CENTER" and the date is "Friday, October 19, 2012". The main content area is titled "COUNCIL NEWS & ANNOUNCEMENTS" and "CHANGE THIS NEWS/ANNOUNCEMENT". It contains a form with fields for "POSITION", "HEADING" (with "DUES ARE DUE" entered), and "NEWS/ANNOUNCEMENT". The "NEWS/ANNOUNCEMENT" field contains the text "2012 Dues are Due Now - Please Click to Pay" which is blue and bold. A blue arrow points to the "Source" button in the rich text editor toolbar above the text field. A sidebar on the left lists various navigation options like "HOME", "EVENTS CALENDAR", and "MEMBERS LIST".

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 the UKnight Council Admin Center web application. The interface has a yellow header with navigation links: "WHY JOIN?", "DEGREE SCHEDULE", "KNIGHT JOBS", and "UKNIGHT MARKET CENTER". On the right of the header, it shows the date "Friday, October 17, 2014" and a link for "ADMIN LOG-OUT". The main content area is titled "COUNCIL ADMIN CENTER" and "COUNCIL NEWS & ANNOUNCEMENTS". Below this, there is a section for "CHANGE THIS NEWS/ANNOUNCEMENT" with a form. The form includes a "POSITION" dropdown menu, an "optional HEADING" text field containing "DUES ARE DUE", and a rich text editor for the "NEWS/ANNOUNCEMENT" content. The rich text editor shows a toolbar with various icons, and the text area contains HTML code for a paragraph with blue, bold text: "2012 Dues are Due Now - Please Click to Pay". Below the text area is a form action for a PayPal payment link.

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

Friday, October 17, 2014  
ADMIN LOG-OUT

COUNCIL ADMIN 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>  
    <strong></strong></p>  
<form action="https://www.paypal.com/cgi-bin/webscr" method="post">  
    </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="RH2FJDQXIB5RQ">  
<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.

## Setting Up Pay Pal Account and Collecting Dues On-Line

WHY JOIN? DEGREE SCHEDULE KNIGHT JOBS UKNIGHT MARKET CENTER

Friday, October 15, 2010

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

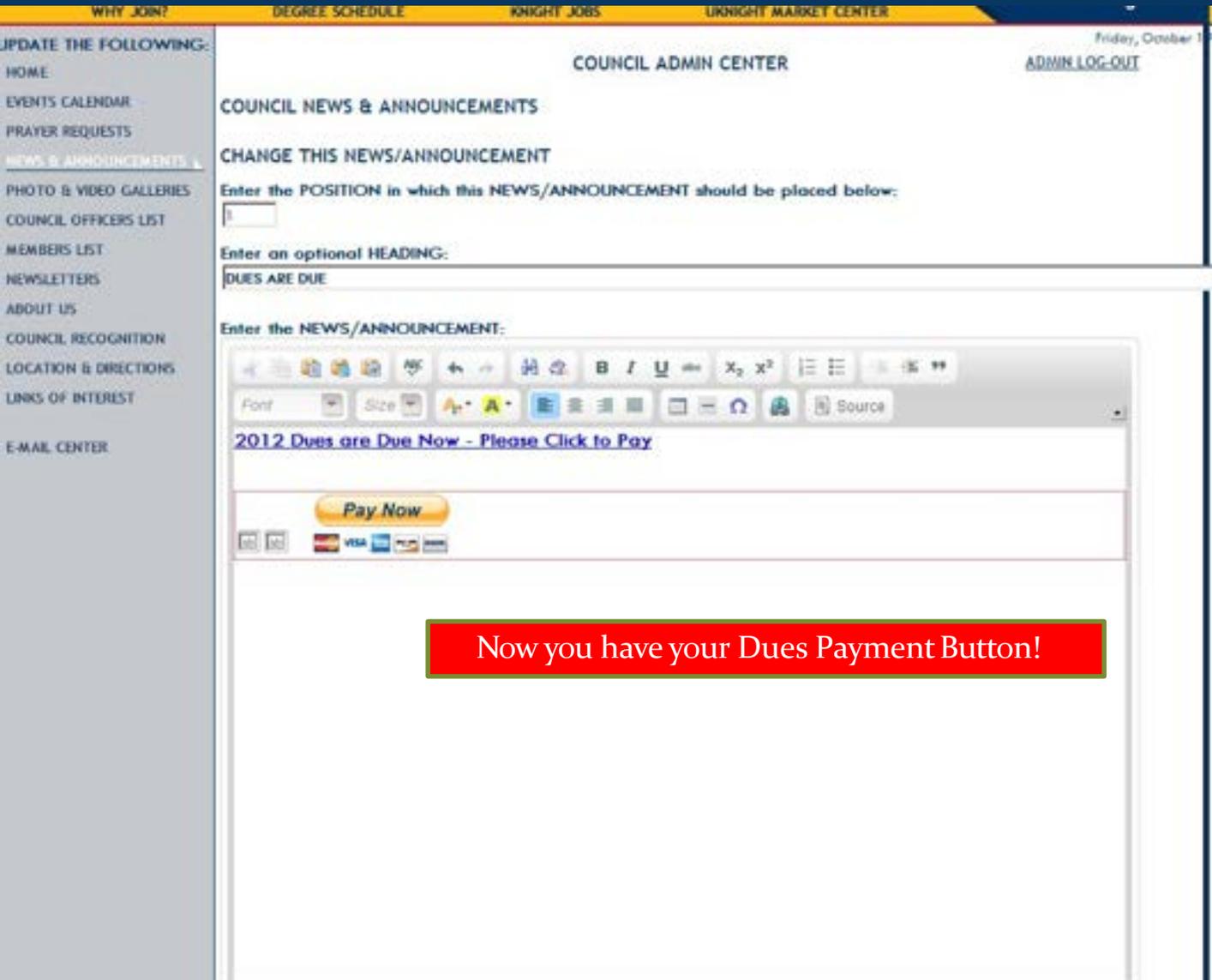
Enter the NEWS/ANNOUNCEMENT:



```
<p>
  <span style="color:#00000d;"><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_1
d" type="hidden" value="RH2FUDQXJB5RQ" /> <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

A screenshot of a web application interface titled "COUNCIL ADMIN CENTER". The interface has a yellow navigation bar at the top with links for "WHY JOIN?", "DEGREE SCHEDULE", "KNIGHT JOBS", and "UKNIGHT MARKET CENTER". On the right side of the header, it shows the date "Friday, October 17, 2014" and a link for "ADMIN LOG-OUT". A left sidebar contains a list of navigation options: "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 is titled "COUNCIL NEWS & ANNOUNCEMENTS" and "CHANGE THIS NEWS/ANNOUNCEMENT". It contains several form fields: "Enter the POSITION in which this NEWS/ANNOUNCEMENT should be placed below:" with a dropdown menu; "Enter an optional HEADING:" with the text "DUES ARE DUE" entered; and "Enter the NEWS/ANNOUNCEMENT:" with a rich text editor. The rich text editor contains the text "2012 Dues are Due Now - Please Click to Pay" and a yellow "Pay Now" button. Below the button are icons for payment methods: American Express, Discover, Mastercard, Visa, and PayPal. A red callout box at the bottom of the screenshot contains the text "Now you have your Dues Payment Button!".

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:

**2012 Dues are Due Now - Please Click to Pay**

**Pay Now**

body form

No Photo unloaded  
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:

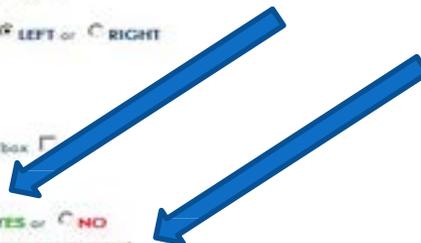
No PDF uploaded  
To upload a new PDF or remove the one above, you must check this box   
Upload an optional PDF file:  
 No file chosen

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 .



# Setting Up Pay Pal Account and Collecting Dues On-Line

Click Home

The screenshot displays the 'COUNCIL ADMIN CENTER' interface. The top navigation bar includes 'WHY JOIN?', 'UKNIGHT JOBS', and 'UKNIGHT MARKET CENTER'. The left sidebar contains a menu with items like 'UPDATE THE EC...', '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 is titled 'COUNCIL NEWS & ANNOUNCEMENTS' and includes a 'CHANGE THIS NEWS/ANNOUNCEMENT' section. It features a form with the following fields: 'Enter the POSITION in which this NEWS/ANNOUNCEMENT should be placed below:' (with a dropdown menu), 'Enter an optional HEADING:' (with the text 'DUES ARE DUE'), and 'Enter the NEWS/ANNOUNCEMENT:' (with a rich text editor). The rich text editor contains the text '2012 Dues are Due Now - Please Click to Pay' and a 'Pay Now' button. Below the text editor, there are logos for MasterCard, Visa, and American Express.

## 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](#)



[UPDATE SLIDE 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
<b>Family Movie Night</b> 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 UKNIGHT website interface. At the top, there is a navigation bar with links: ABOUT, WHY JOIN?, DEGREE SCHEDULE, UKNIGHT JOB CENTER, and UKNIGHT MARKET CENTER. Below this is a sidebar menu with various options: 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 'COUNCIL ANNOUNCEMENTS' section with a text prompt: 'Please go to News and Announcements to [Pay your Dues](#) Online Today!'. Below this is a large photo of a group of knights in regalia holding a banner that reads 'KNIGHTS OF COLUMBUS' and 'Council 5237'. Further down, there are sections for 'UPCOMING COUNCIL EVENTS' and 'YOUR FIELD AGENT'. The 'UPCOMING COUNCIL EVENTS' section lists three events: 'Family Movie Night' (Friday, October 19, 2012, 5:00 pm), 'Monthly Business Meeting' (Thursday, November 8, 2012, 7:00 pm), and 'Pancake Breakfast' (Sunday, November 11, 2012, 8:30 am). The 'YOUR FIELD AGENT' section features a photo of Mr. Mike Kisting, identified as the Council's Field Agent, with a link to visit his site. Below that is a 'CURRENT NEWSLETTER' section for Council 5237 August 2012 Newsletter.

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 side, there 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'. Below this, there is a link: '2012 Dues are Due Now - Please Click to Pay'. A blue arrow points from a red callout box to this link. Below the link is a yellow 'Pay Now' button with icons for MasterCard, VISA, AMEX, PAYPAL, and BANK. To the right of the arrow, a red 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, there is a logo for 'Real CHOICES pregnancy care center' and a section titled 'WE ARE UNDER ATTACK' 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.'