Paypal is easy to set up and use! If you don’t already have a Paypal account:

- Visit Paypal’s website [here](#) and sign up for a personal account.

To receive payments via Paypal:

- Log in to your Paypal account. Click **Send & Request** on the top bar.

- Click the **Request** Button.
- Enter the email address of whomever you need to request payment from. Click the **Next** button.
• Type how much they owe and then Request Now. They will receive a request for the amount you entered to their email inbox. If they don’t see it, make sure you have them check their spam messages.

• For more resources on Paypal, watch this short video here.