

USC Manager Instructions for setting up Team PayPal account:

PayPal Set Up Instructions:

1. Go to www.paypal.com
2. Click "Sign Up" and register a new PayPal account using your USC Team email.
3. Create a password.
4. Link your USC Team Bank Account.

Collecting Money:

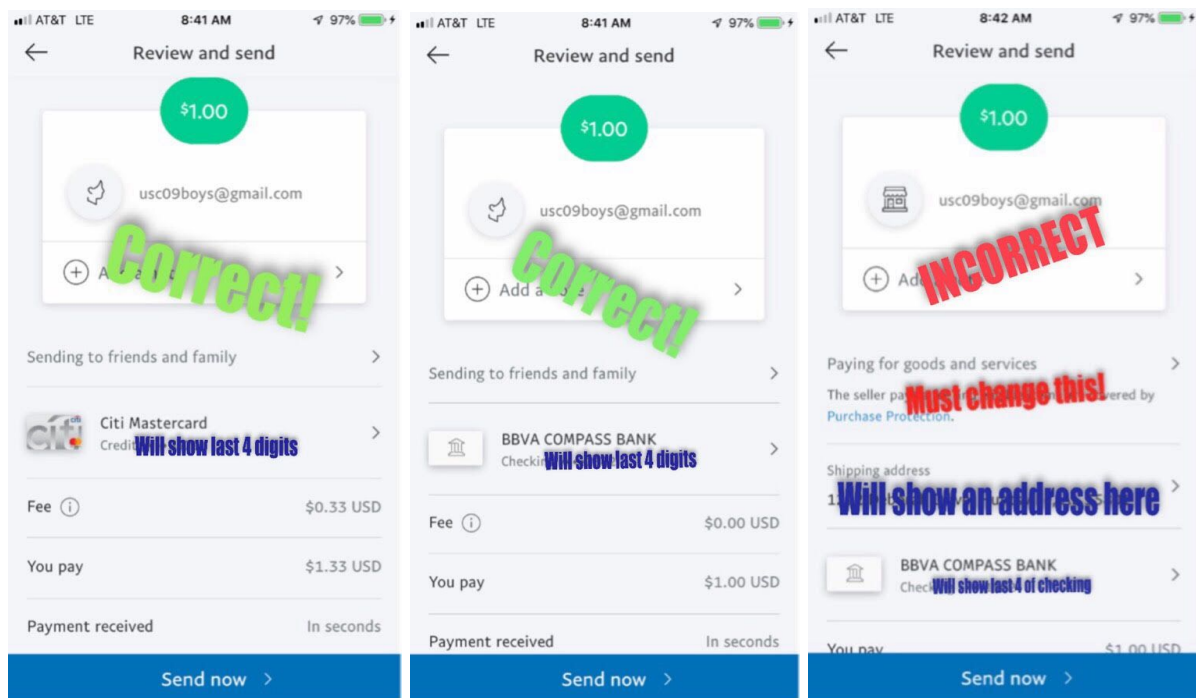
1. Parents will be able to email payments to you using your team email and PayPal website or the app.
2. **PARENTS MUST SEND MONEY "FAMILY AND FRIENDS" OR PAYPAL TAKES FEES.** PLEASE make sure parents understand that if they send it incorrectly, they will be responsible for the fees. PayPal does not default to "Friends and Family", so you MUST make sure they are choosing that option if they use PayPal.
3. Parents can use the PayPal app or the website. Below are samples of what the transaction through the app should look like.

Credit Card to Team: Must choose Friends and Family and then BUYER pays the fees.

Bank Account to Team: Must choose Friends and Family and then no fees.

*****IF BUYER DOES NOT CHANGE FROM "GOODS AND SERVICES" TO "FRIENDS AND FAMILY", USC WILL BE DOCKED THE FEES.*****

See examples below using the PayPal app:



Transferring Money to Team Bank Account:

1. You will receive a confirmation email when you have received funds. It is always a good idea to then forward that email back to the sender to let them know you have received it.
2. You can do as many transfers as needed to your bank account without any fees. Don't forget to transfer your money to the bank!
3. Click "Transfer Money" and choose your bank account.
4. Click "Transfer". Your money will be transferred in 1 business day.
5. You will receive a confirmation on the webpage and email.