Wellesley Clubs
Using PayPal to Collect Dues Payments Online

Setting up a PayPal Account

1. You will need to have an email address and a bank account to associate with your PayPal account. Clubs may want to set up a designated email address for dues payments such as dues@chicagowellseleyclub.org.

2. On the PayPal website (www.paypal.com), indicate that you want to sign up for a Premier PayPal account. (Click on “sign up now,” then on “premier account.”) A Premier account allows you to accept credit card payments. PayPal will charge you $0.30 per transaction plus 2.9% of the total transaction. There are NO other fees that the club (or the payer) has to pay. For every $40 dues payment, this works out to the club getting $38.54 and PayPal getting $1.46. For a $60 payment, clubs get $57.96 and PayPal gets $2.04.

3. On the “Account Sign Up” Page, enter the needed information. The account name should be the name of the club’s bank account (i.e. “Chicago Wellesley”). The address should be the club treasurer’s address or the address currently associated with the club’s bank account. Enter the email address that will be associated with your PayPal account (i.e., dues@chicagowellseleyclub.org)

4. At this point, PayPal will send you an email message to confirm your email address. Activate your account by clicking on the link in this message.

5. You can now associate your PayPal account with a bank account. Click on “add a bank account.” You will need to enter your bank’s name, as well as the routing number and account number associated with your bank account. (These numbers are both listed on checks for the account.)

6. PayPal will now ask you to “confirm” your bank account. They do this by making two small deposits in your bank account and then asking you to report these deposit amounts back to them.

The process takes a few days. PayPal will send you email messages reminding you to confirm your account until you do so.

Even before you confirm your account, you’ll be able to accept payments and transfer funds to your bank account.

Using your PayPal Account

1. PayPal will send you an email message whenever someone sends you a payment through PayPal. To see these payments online, go to www.paypal.com and log into your account.
2. To transfer a payment to your bank account, click on “withdraw” and then “transfer funds to your bank account.”

**Informing Club Members of Your PayPal Account**

1. If possible, notify alums of the new PayPal dues payment option through email (because that way they'll already be on their computers). To do so, request a broadcast email from the Alumnae Association by contacting wclubs@alum.wellesley.edu.

2. Always remind people of both the online and of the “snail mail” payment options.

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