



PayPal Pay Later Merchant Enrollment Guide



Section1

Connect to an EXISTING PayPal Business Account



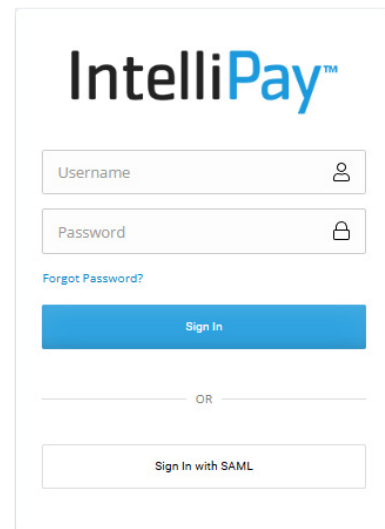
IMPORTANT NOTE:

To enable PayPal Pay Later (Pay in 4 and PayPal Monthly, you will need to connect your IntelliPay Account to PayPal. There are two options:

- 1) Connect to an EXISTING PayPal merchant account - Section 1
- 2) Sign up and CREATE a PayPal merchant account - Section 2

Follow these steps to connect an EXISTING PayPal Account.

1. Log into your IntelliPay Account.

The image shows the IntelliPay login interface. At the top is the IntelliPay logo. Below it are two input fields: 'Username' with a person icon and 'Password' with a lock icon. A link for 'Forgot Password?' is positioned between the password field and the 'Sign In' button. The 'Sign In' button is a solid blue rectangle. Below this is a horizontal line with the text 'OR' in the center. At the bottom is a button labeled 'Sign In with SAML'.

PAYPAL is a registered trademark of PayPal, Inc., with primary registrations for its word mark and logo covering computer software, electronic payment processing, and financial services. IntelliPay is a registered trademark of Convenient Payments, LLC.

2. "Once you are logged in, click the "PayPal Onboarding" terminal bar. Then click on the button "Create or Connect PayPal" - See **red rectangle** in the image below.

The screenshot shows the DJ's Service & Repairs dashboard. At the top, there's a header with the logo and navigation links like 'Edit User Profile' and 'Logout'. Below the header is a dark blue bar with icons for Super, Partners, Reseller, Invoices, and Help. A search bar is on the left. The main content area shows 'DJ'S SERVICE & REPAIRS (M7123)' and a breadcrumb trail '*Home / Terminal'. A row of icons includes Dashboard, 0/0Alerts, Research, Reports, Terminals, and Users. The 'Terminals' section is expanded, showing 'Online Payment Page', 'Lightbox Terminal', 'Lightbox EMV Terminal', and 'Paypal Onboarding'. The 'Paypal Onboarding' section displays 'PayPal Account Id:', 'Primary Email Confirmed: No', and 'Payment Receivable Confirmed: No', with a red arrow pointing to the 'NOT CONNECTED TO INTELLIPAY' status. A red rectangle highlights the 'Create or Connect PayPal' button. Below this are 'Global Terminal Settings' and 'Global Email Settings'.

3. When the "Create or Connect PayPal" button is clicked, you will be taken to PayPal's website, and you will see a screen like that pictured on the right. Click "Next" (**red rectangle**)



Ready to take payments?

You're in the right place. We just need to finish learning about your business or organization.

Next

[Skip for now](#)

4. When you arrive at the “Create a business account” screen, scroll down to the bottom, and find “Already have an account?” and click on “Sign-in” **(red rectangle)**

Create a business account

You're one step closer to setting up PayPal for your Test Store site.

First name
Drake

scroll down the page, until you see this section

You've read and agree to [PayPal's User Agreement](#), [Privacy Statement](#) and [E-Sign Disclosure](#), and you consent to receive all communications electronically.

You've read and agree to our [Online Card Payment Services Agreement](#) and [PayPal Alternate Payments Agreement](#).

You give Test Store permission to perform some actions to make sure PayPal works on your site. These includes viewing account info and managing payments on your behalf. [View all actions](#) Test Store can perform. You can change Test Store permissions in your Settings anytime.

Agree and Create Account

Already have an account? [Sign in](#)

5. As a PayPal merchant, you enter your PayPal credentials and click login, **(red rectangle)**



Email or mobile number

Password

[Forgot password?](#)

Log In

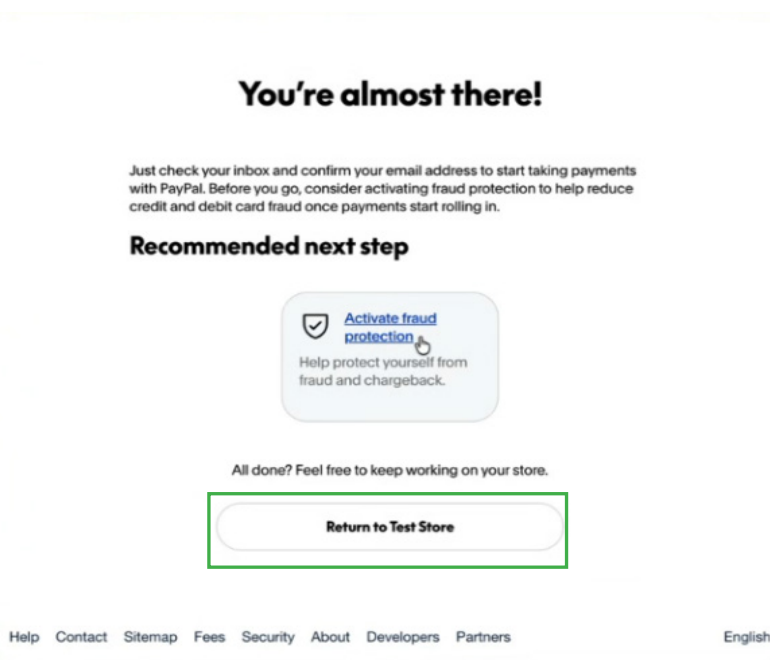
or

Sign Up

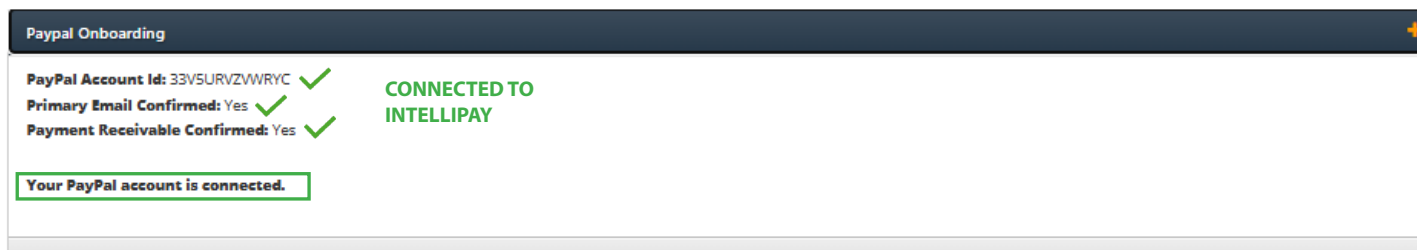
[English](#) | [Francais](#) | [Español](#) | [中文](#)

6. On the “You’re almost there” screen, there is a choice to activate fraud protection.

We recommend you do not activate fraud protection, and simply click “Return to Store” (green rectangle) to continue without it.



7. After clicking the “Return to Store” and returning to IntelliPay, navigate to your screen, choose the terminals tile, and click the “PayPal onboarding” tab in the terminals menu. When the tab opens, you should see a screen confirming you have connected your PayPal account.



Customer Payments

For in-person or online payments, you will need to send your customer a OneLink payment link to connect to PayPal Later.

Section 2

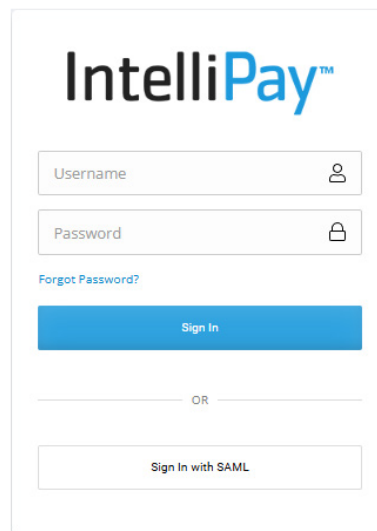
CREATE and CONNECT a New PayPal Business Account



Create & Connect a New PayPal Business Account

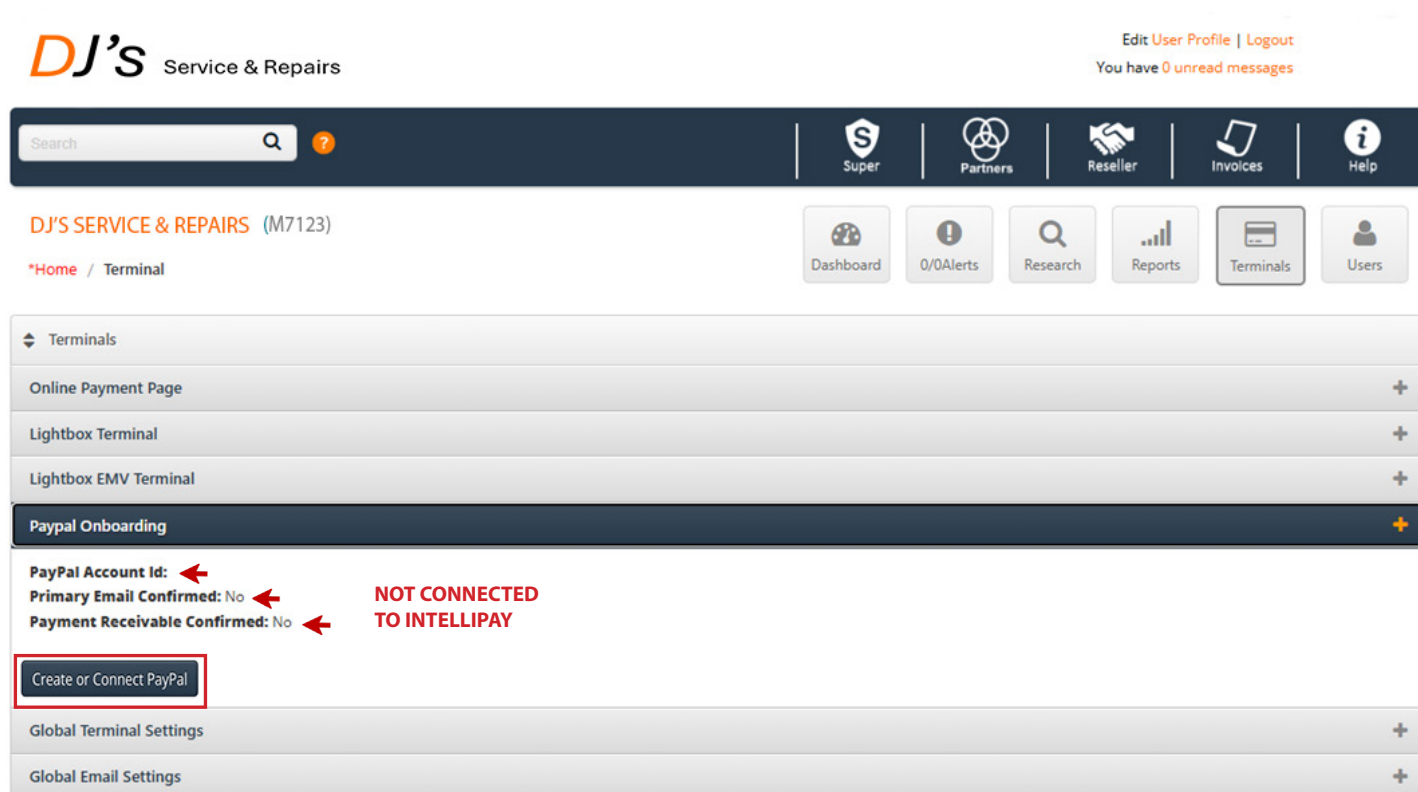
Follow these steps to CREATE a new PayPal Business Account and CONNECT to IntelliPay.

1. Log into your IntelliPay/CP Teller Account.



The image shows the IntelliPay login interface. At the top is the IntelliPay logo. Below it are two input fields: 'Username' with a person icon and 'Password' with a lock icon. A link 'Forgot Password?' is positioned below the password field. A blue 'Sign In' button is centered below the fields. Below the button is a horizontal line with the word 'OR' in the center. At the bottom is a button labeled 'Sign In with SAML'.

2. "Once you are logged in, click the "PayPal Onboarding" terminal bar. Then click on the button "Create or Connect PayPal" - See **red rectangle** in the image below.



The screenshot shows the IntelliPay dashboard for 'DJ's Service & Repairs'. The top navigation bar includes a search bar, a help icon, and links for 'Edit User Profile', 'Logout', and 'You have 0 unread messages'. Below the navigation bar is a row of icons for 'Super', 'Partners', 'Reseller', 'Invoices', and 'Help'. A secondary row of icons includes 'Dashboard', '0/0Alerts', 'Research', 'Reports', 'Terminals', and 'Users'. The main content area is titled 'DJ'S SERVICE & REPAIRS (M7123)' with a breadcrumb 'Home / Terminal'. A 'Terminals' section is expanded, showing a list of terminal types: 'Online Payment Page', 'Lightbox Terminal', 'Lightbox EMV Terminal', and 'Paypal Onboarding' (which is highlighted with a dark bar and a plus icon). Below the 'Paypal Onboarding' section, the status is shown: 'PayPal Account Id: [red arrow]', 'Primary Email Confirmed: No [red arrow]', and 'Payment Receivable Confirmed: No [red arrow]'. To the right of this status is the text 'NOT CONNECTED TO INTELLIPAY' in red. A button labeled 'Create or Connect PayPal' is highlighted with a red rectangle. Below this are links for 'Global Terminal Settings' and 'Global Email Settings'.

[Privacy Policy](#)

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05/04/2026 10:29:48 AM Mountain Time Zone



3. When the “Create or Connect PayPal” button is clicked, you will be taken to PayPal’s website, and the “Create a business account” screen.

Complete the required fields and at the bottom of the screen click next.

Create a business account

You're one step closer to setting up PayPal for your Test Store site.

First name

Last name

Enter the account owner's name. Make sure it matches a government ID.

Country

United States

▼

Choose the country or region where your business is legally established. If you're a sole trader, choose the country or region where you're a legal resident. This helps set up your account correctly and can't be changed later.

Email

drake.jones@test.co

Make business account creation easier by using an email not associated with your personal PayPal account.

Password

👁

☒ Enter between 8 to 20 characters

☒ Use upper and lowercase letters

☒ Enter at least 1 number or 1 symbol (such as !@#\$%^)

Code

 +1

▼

Phone number

4. When you have completed the “Create a business account” steps, you will see the “Ready to start using your business account?” screen.

Select one from the list: registered business, unregistered business, or non-profit. **(red rectangle)**

Depending on which option was selected, your options in the section below may change.

Choose the type most appropriate for your entity. **(green rectangle)** Click next.

Ready to start using your business account?

Verifying your business is the first step. Start by choosing your category. [Need help?](#)

☒ You have a registered business
LLC, corporation, partnership, or government

☐ You have an unregistered business
Sole proprietorships and individual sellers

☐ You have a nonprofit
Including registered charities

Choose your registered business type

LLC (Single owner)

LLC (Multi member)

Partnership

Private corporation

Public Company

Government entity

5. When you have completed the required fields on the “Ready to start using your business account?” The “Tell us more about your business” screen will appear next.

Complete all required fields and click next.

This is a long form, with dropdown menus, so only the top part of the form is shown here.

Tell us more about your business

Business industry ▼

Date established
MM/DD/YYYY

Country established
United States ▼

Primary currency
US Dollar ▼

Total monthly sales ▼

If you're not sure, choose your best guess.

Do you sell on a business website?

☒ Yes

☐ No

6. Depending on your choices made earlier, you may need to add other “Beneficial Owners” **(red rectangle)**

Once you add any additional beneficial owners, click the “Agree and Submit” button **(green rectangle)**

Tell us more about your beneficial owners

The banks we work with require us to collect this info.

Make sure to include:

-  Everyone who owns at least 25% of the business
-  One person who makes high-level decisions

[More about these roles](#)

Drake Jones 

Date of birth xxx-xx-15

Address 12884 South Frontrunner Boulevard, Draper, UT 84020-5486

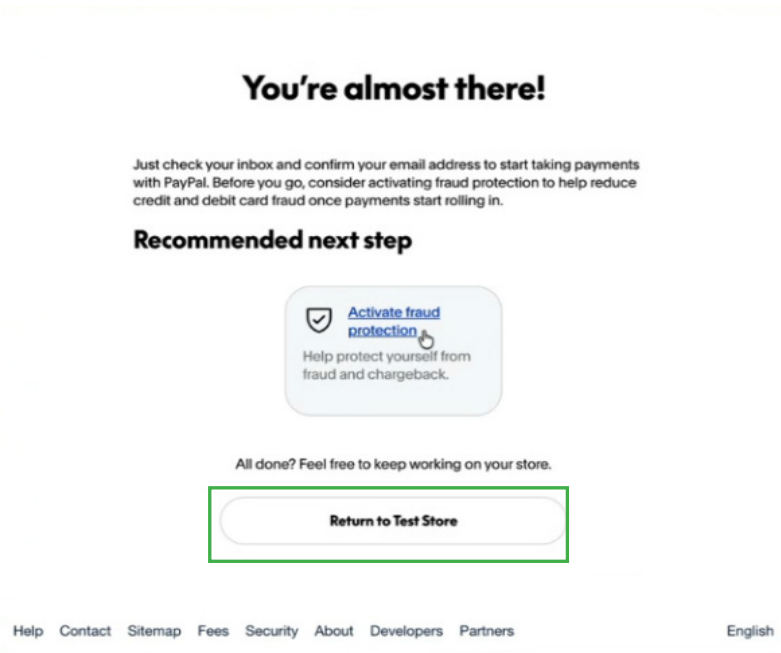
 Add a beneficial owner

You confirm that you've included all beneficial owners and that their info is accurate to the best of your knowledge. You also confirm that you have the necessary permission to provide this info on behalf of the beneficial owners.

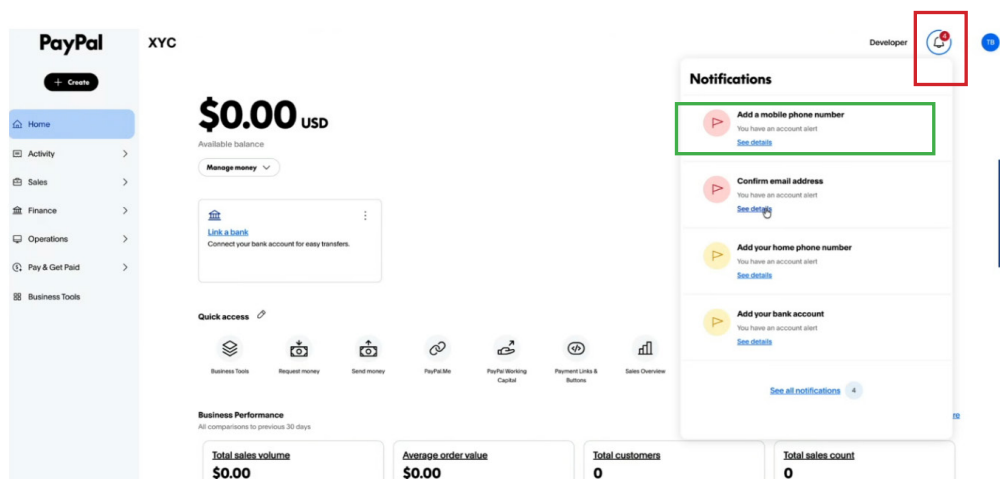
Agree and Submit

7. On the “You’re almost there” screen, there is a choice to activate fraud protection.

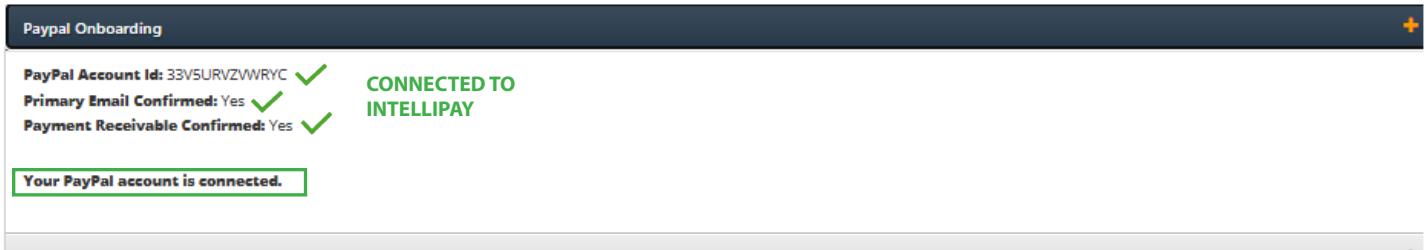
We recommend you do not activate fraud protection, and simply click “Return to Store” (green rectangle) to continue without it.



8. When you click the “Return to Store button” on the previous screen, you will see your business account screen next. There is still one more vital step. You will need to click the bell icon in the upper right corner (red box) and when the drop-down opens, select confirm email address (green rectangle) to activate your PayPal business account.



9. Return to IntelliPay, navigate to your screen, choose the terminals tile, and click the “PayPal onboarding” tab in the terminals menu. When the tab opens, you should see a screen confirming you have connected your PayPal account.



Customer Payments

For in-person or online payments, you will need to send your customer a payment link to connect to PayPal Later.