

September 9, 2021

Setting up PayPal accounts to use with JotForm:

- Create a BUSINESS bank account at the bank of your choosing.
- Create a BUSINESS PayPal account, **associated with an email that belongs to your local Airstream Club**. The domain should be @wbcci.net or @airstreamclub.net. If you do not have a club email account contact itc@airstreamclub.net to request one.

The bank account and the PayPal should not be connected to a member's personal email.

- When selecting a Payment Module from JotForm, choose "PayPal Standard." This will allow you collect money via PayPal or credit cards. **Use the email attached to the PayPal account when setting up the JotForm payment profile.** For further instructions, see tutorial on "Creating a JotForm from a Template" (or with a paid account) on the ITC microsite. <https://airstreamclub.org/itc-information-technology-committee>