

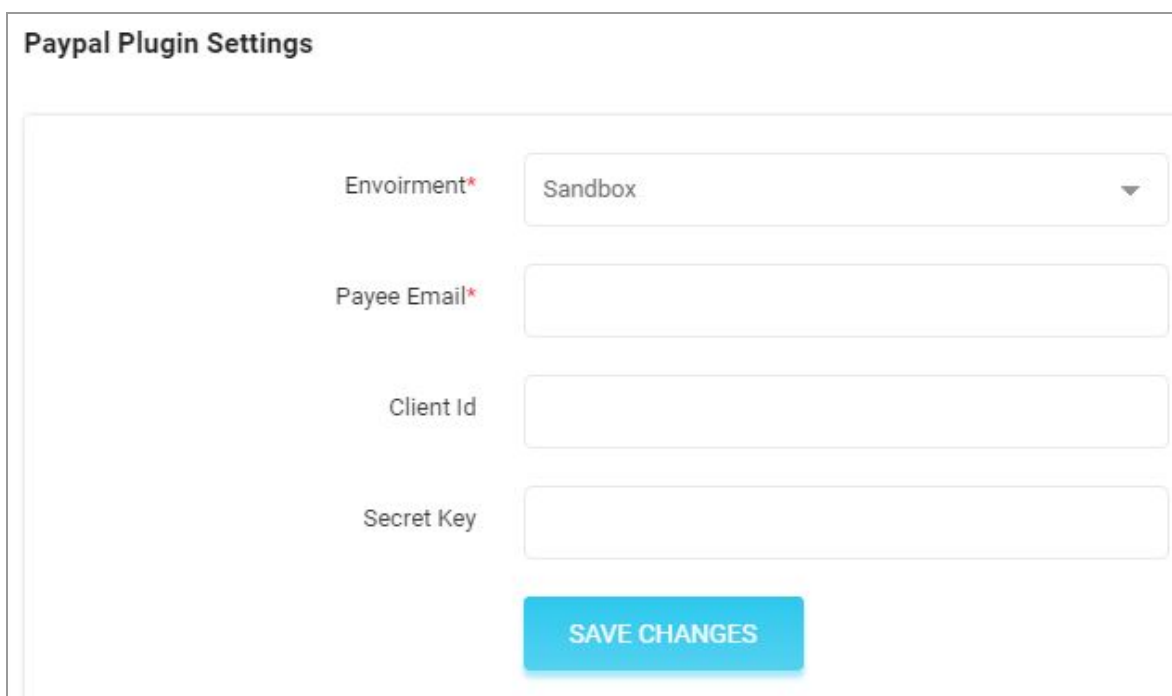
PayPal & Send Payout Plugin API Keys Setup

Guide

1. PayPal Settings at Admin-end

The PayPal keys configuration process for the following two plugins is the same -

a. **PayPal:** The PayPal configuration settings are provided under System Settings > Plugins > Regular Payment Methods > PayPal > Settings.

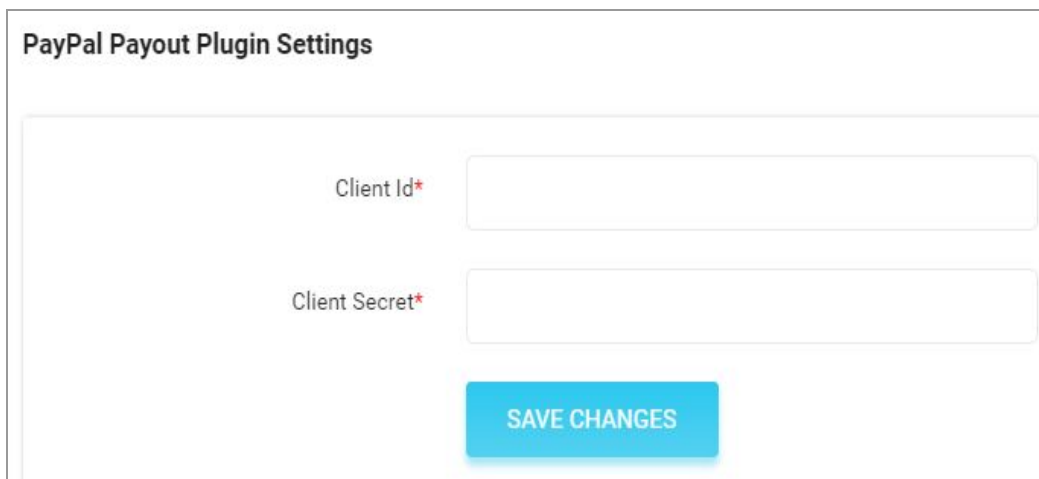


The screenshot shows the 'Paypal Plugin Settings' form. It contains four input fields: 'Envoirement*' (a dropdown menu with 'Sandbox' selected), 'Payee Email*', 'Client Id', and 'Secret Key'. A blue 'SAVE CHANGES' button is located at the bottom of the form.

Fig. 1.1: PayPal Settings at Admin-end

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*) next to a form control's label indicates it as 'required'.

b. Send Payout: The PayPal Payout keys are to be configured by the admin from System Settings > Plugins > Payout > PayPal Payout > Settings.



The screenshot shows the 'PayPal Payout Plugin Settings' form. It contains two input fields: 'Client Id*' and 'Client Secret*'. Below these fields is a blue button labeled 'SAVE CHANGES'.

Fig. 1.2: PayPal Payout Settings at Admin-end

2. PayPal Keys Configuration Setup Process

The steps to be followed to get access to required keys are-

1. Visit <https://developer.paypal.com/home/> and click on the 'Login to Dashboard' button provided at the top-right corner as shown in figure 2.1.

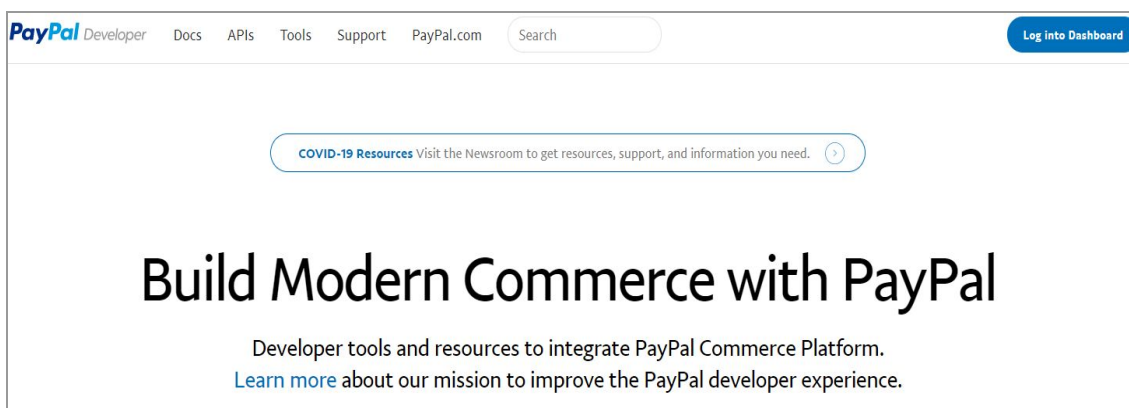
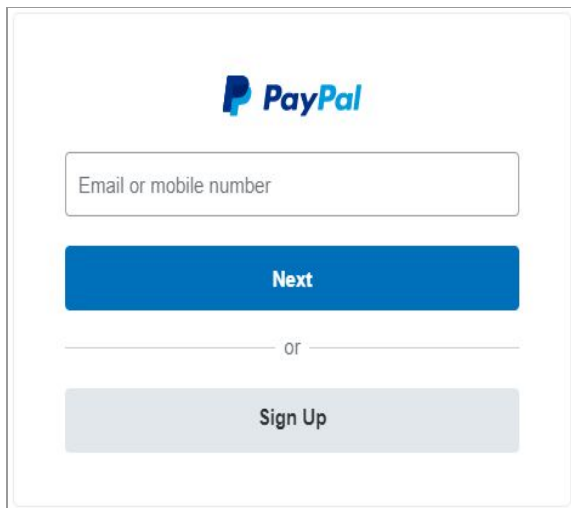


Fig. 2.1: PayPal Login/Sign Up Page

NB: Nota Bene [Note Well] (N.B., N.b., n.b or NB, Nb, nb) is a Latin phrase, meaning 'note well' or 'take notice' or 'please note'. Asterisk (*) next to a form control's label indicates it as 'required'.

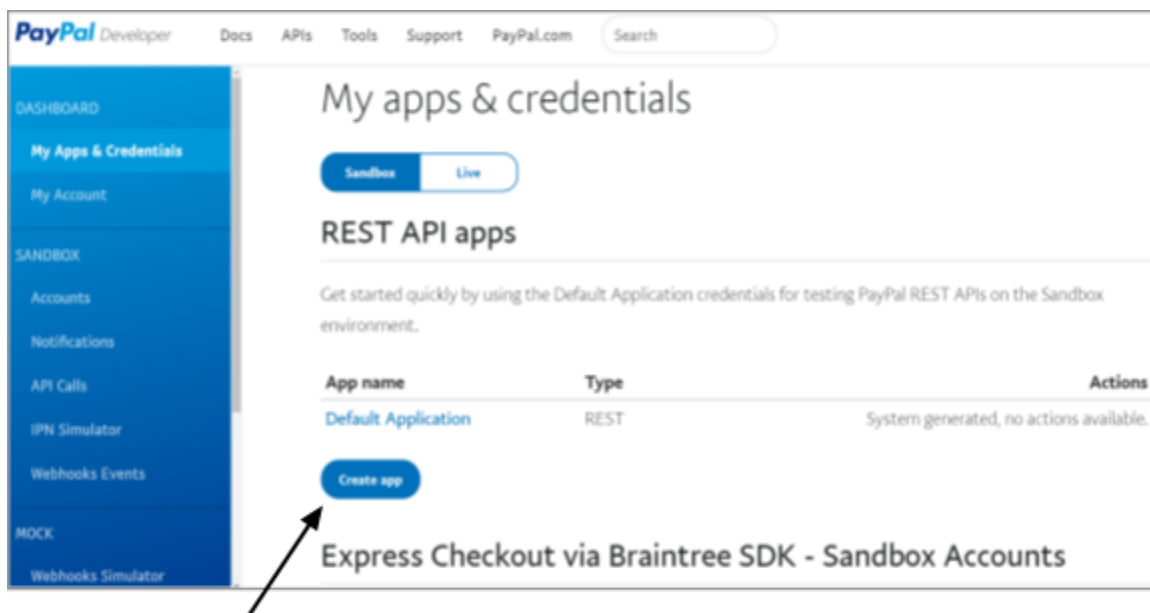
The admin must login by entering their credentials in the ‘**PayPal Login**’ form (refer figure 2.2). If not a registered user, the admin must Sign up by clicking on the ‘**Sign Up**’ button.



The image shows the PayPal login form. At the top is the PayPal logo. Below it is a text input field labeled "Email or mobile number". Underneath the input field is a blue button labeled "Next". Below the "Next" button is the word "or" centered between two horizontal lines. At the bottom is a grey button labeled "Sign Up".

Fig. 2.2: PayPal Login Form

2. Once logged in, the admin will be redirected to ‘**My apps & Credentials**’ page as shown in figure 2.3.



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Fig. 2.3: 'My Apps & Credentials' Page

- The admin must select if they wish to proceed with creating **'Sandbox'** (Developer Mode) or **'Live'** credentials from the button provided on the top of this page as shown in figure 2.3. This guide will proceed further with creating **'Sandbox'** credentials and the steps for creating credentials for any of them is the same.
 - Then, the admin must click on the **'Create App'** button to create an app in their PayPal account.
- NB:** If the admin is a previous user of PayPal and already has an existing app, they can use their app to proceed further.
- The admin must enter the **'App Name'** and **'Sandbox Business Account'** and then click on the **'Create App'** button to finish creating the app.

The screenshot shows the PayPal Developer 'Create New App' page. The top navigation bar includes 'PayPal Developer', 'Docs', 'APIs', 'Tools', 'Support', 'PayPal.com', and a search bar. The left sidebar is blue and contains the following menu items: 'DASHBOARD', 'My Apps & Credentials' (highlighted), 'My Account', 'SANDBOX', 'Accounts', 'Notifications', 'API Calls', 'IPN Simulator', 'Webhooks Events', and 'MOCK'. The main content area is titled 'Create New App' and contains the text: 'Before you create your new app, let us know what kind of solution you're looking for.' Below this is a form titled 'Application Details' with two input fields: 'App Name' and 'Sandbox Business Account'. The 'Sandbox Business Account' field is a dropdown menu showing 'sb-lscpi2853515@business.example.com'. A blue 'Create App' button is located at the bottom of the form.

Fig. 2.4: Create New App

- Once the app is created, the admin will be redirected to the page that displays the created app along with the **'Sandbox Credentials'**. As shown in figure 2.5, this page displays the **'Sandbox Account'**, **'Client Id*'** and **'Secret*'** keys.

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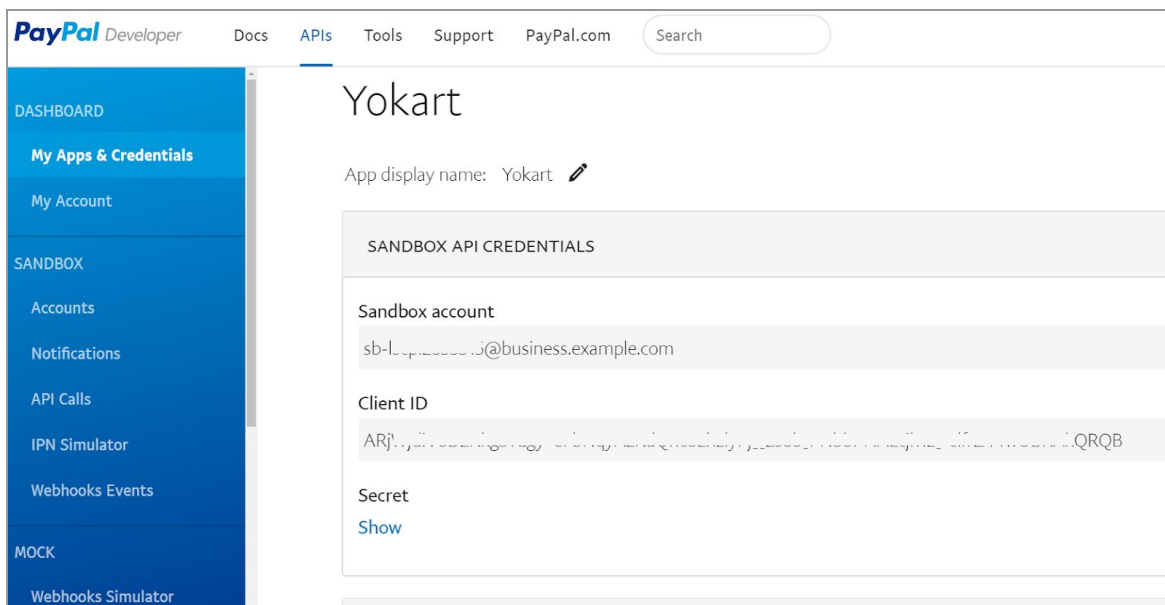


Fig. 2.5: Sandbox Credentials Page for Created App

The **'Client id'** and **'Client Secret'** keys can be used for **both** PayPal and Payout plugins. Please enter these keys in the provided input fields as shown in [Figure 1.1](#) and [Figure 1.2](#). The **'Sandbox Account'** needs to be copied and entered in the **'Payee Email'** input field provided for **PayPal plugin settings** as shown in [figure 1.1](#).

Although the keys have been set up, the admin needs to **follow the below steps** to complete the configuration process.

7. To complete the configuration process **for PayPal Payout** please follow the steps ahead. Scrolling down on this page, there is a **'Sandbox App Settings'** section in which the admin can mention the return URL by clicking on the **'Show'** button provided in the **'Return URL'** section as shown in figure 2.6.

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SANDBOX APP SETTINGS

Return URL- Users are redirected to this URL after live transactions. Allow up to three hours for the change to take effect. [Show](#)

App feature options

- Accept payments** Enable one-time and subscription payments. [Advanced options](#)
- Invoicing** Issue invoices for payments owed, manage partial balances due, and enable custom net payment terms.
- Payouts** Send batch payments to multiple PayPal accounts at once. You can vary the amount by recipient and select if you'd like it delivered by phone number or email.
- Customer Disputes** Use the PayPal Disputes API to list disputes, provide evidence, accept claims, show dispute details, and appeal disputes.
- PayPal Here** Process swiped/card-present card transactions.
- Connect with PayPal (formerly Log In with PayPal)** Identity service that enables your customers to connect with their PayPal login.
- Transaction Search** Access your PayPal transaction history.

[Save](#)

Fig. 2.6: Sandbox App Settings

Return URL- Users are redirected to this URL after live transactions. Allow up to three hours for the change to take effect. [Hide](#)

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Fig. 2.7: Return URL Section

Clicking on the **'Show'** button will open a new section as shown in figure 2.7. The format to be followed to enter the URL is: **<DOMAIN>/pay-pal-payout/callback**. Admin can mention the Return URLs and then click on the **'Save'** button provided in the bottom of this section.

8. Scrolling to the bottom of this page, there is a **'Sandbox Webhooks'** section as shown in the figure 2.8 below.

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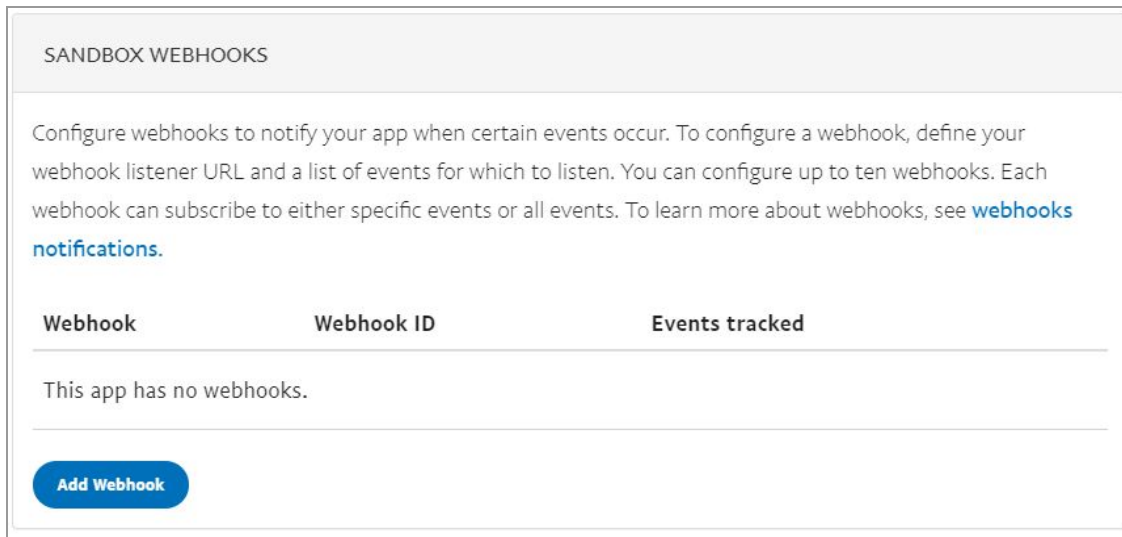


Fig. 2.8: Sandbox Webhooks Section

The admin must click on the '**Add Webhook**' button to add a new webhook.

9. A new section will open in which the admin must enter the '**Webhook URL**' in the input field provided as shown in figure 2.9. The format to be followed to enter the URL is: **<DOMAIN>/pay-pal-payout/callback**.

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SANDBOX WEBHOOKS

⚠ Important: Make sure that you entered the correct URL to receive webhooks when events occur in your account. You must keep the URL up-to-date and are responsible for the safety and security of the data that you transmit through webhooks.

Webhook URL

Event types

- All events ?
- Billing plan activated
- Billing plan created
- Billing plan deactivated
- Billing plan pricing-change activated
- Billing plan pricing-change inprogress
- Billing plan updated
- Billing subscription activated
- Billing subscription cancelled
- Billing subscription created

Fig. 2.9: Add a Webhook

10. The next step is to select events from the **'Event Types'** section as shown in figure 2.9. Either the admin can select **'All Events'** option provided at the top of the list or they can select the following important options -

- **PAYMENT PAYOUTS-ITEM SUCCEEDED**
- **PAYMENT PAYOUTS-ITEM CANCELED**
- **PAYMENT PAYOUTS-ITEM DENIED**
- **PAYMENT PAYOUTS-ITEM FAILED**
- **PAYMENT PAYOUTS-ITEM UNCLAIMED**

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Admin must make sure that the changes are updated by clicking on the 'Save' button provided at the end of this section.

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