



Don's Johns, Inc. • 42630 John Mosby Highway • Chantilly, VA 20152  
703-273-7100 • Fax 703-991-3002 • www.donsjohns.com  
*Our People Make the Difference*



## Instructions for Online Payment via Checking Account

Payment occurs in three phases – first you need to create a PayPal account, and then fund it via your checking/savings account, after which money can be transferred to us

### Step 1 – Create your PayPal account

1. Select your country or region
2. Select your language
3. Select kind of PayPal account according to your needs
4. Click Get Started
5. Provide email address
6. Create a password (8 characters minimum)
7. Re-enter password
8. Enter first name
9. Enter last name
10. Enter address
11. Enter city and zip code
12. Enter Phone number
13. Optional: you can link a credit card to your PayPal account in this step or you can do it later
14. Click Agree and create account

### Step 2 – How do I add a U.S. bank account to my PayPal account?

1. Log in to your account
2. Click the **My Account** tab
3. Click **Profile** at the top of the page
4. Click the **Bank Accounts** link in the Financial Information column
5. Click **Add**
6. Enter the required information and click **Add Bank Account**
  - Bank name
  - Specify account type: Checking or Savings
  - Routing number\*
  - Account number\*
  - Re-enter account number\*
  - Click continue



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\*This information can be found on the bottom of your checks

You will receive an email that will help you confirm your bank account and get verified

### **Step 3 – How do I confirm my bank account?**

To confirm your bank account added to your PayPal account, follow these steps:

1. Log in to your account
2. Click the **My Account** tab
3. Click **Profile** at the top of the page
4. Click the **Bank Accounts** link in the Financial Information column
5. Click **Confirm**

If your bank qualifies for instant bank confirmation, you will have two options:

Instantly confirm your bank account online – if you have online access to your bank account, you can enter login to confirm your bank account in two to three minutes. If your bank does not qualify for instant bank confirmation, you will see only the random deposits option.

Confirm your bank account by random deposits – PayPal sends two deposits to your bank account within two to three business days, check your bank account for the two amounts and follow these steps:

1. Log in to your account
2. Click the **My Account** tab
3. Click **Profile** at the top of the page
4. Click the **Bank Accounts** link in the Financial Information column
5. Click **Confirm**
6. Enter the two amounts in the boxes provided
7. Click **Submit**

Note: the process of transferring money from checking account to PayPal takes 3 to 5 business days