

INSTRUCTIONS

(First, read this document; then, print it for reference)

Here are the instructions (A) for setting up a PayPal Standard Business Account, (B) for setting up a PayHip Affiliate Account, (C) for asking the **Zetetic Library** to set up a webpage for you, and (D) for promoting your webpage.

Before you do anything, please email me at:

CampusJob@ZeteticLibrary.com

... .. with your name, your school, your status (e.g., Freshman), your email address, and a “selfie”. Then, go ahead and follow these instructions.



A - To set up a Standard Business Account with PayPal, which is **FREE**:

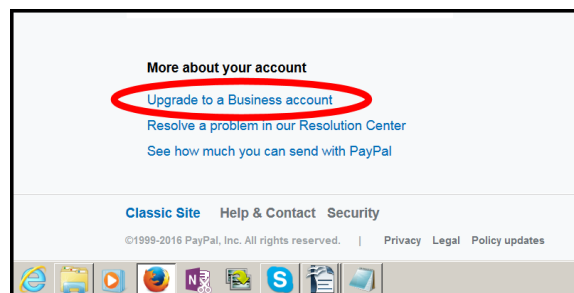
1 - Go to www.PayPal.com

Caveat! PayPal is a changing environment. The steps that follow may change. If you have any questions, please visit:

<https://www.paypal.com/selfhelp/home>

or call (888) 221-1161 or (402) 935-2050

2 - If you already have a PayPal Personal Account, log in to your PayPal account and, then, upgrade to a Business Account. To do it, click on “Upgrade to a Business Account” on the bottom left side of the webpage.

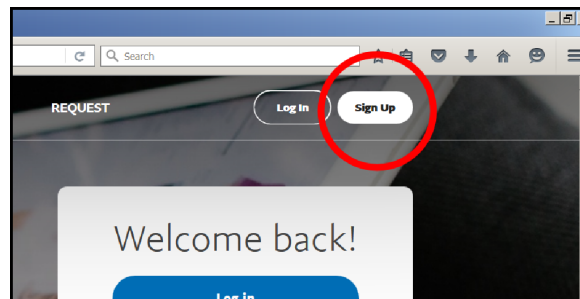


3 - Follow the instructions displayed on the webpage. If you have any questions, please visit:

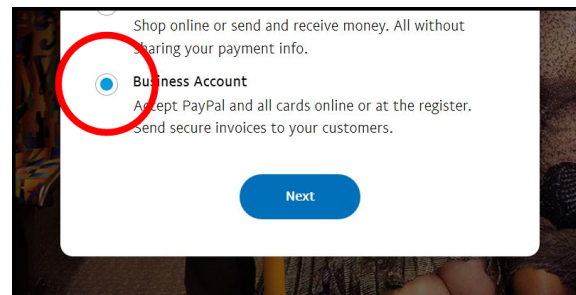
<https://www.paypal.com/selfhelp/home>

or call (888) 221-1161 or (402) 935-2050

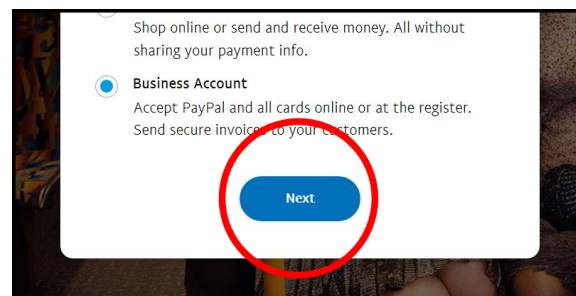
4 - If you do not have a PayPal Personal Account, to set up a PayPal Business Account, click on “Sign Up” on the top right side of the webpage.



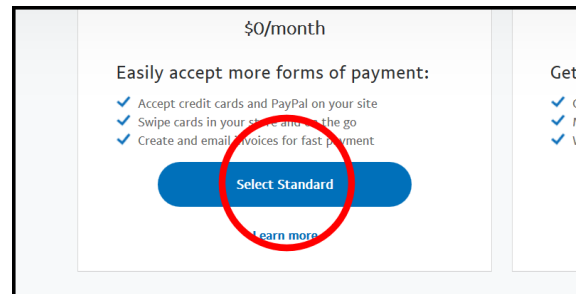
5 - Select “Business Account”.



6 - Click on “Next”.



7 - Click on "Select Standard".



8 - Follow the instructions on the webpage. If you have any questions, please visit:

<https://www.paypal.com/selfhelp/home>

or call (888) 221-1161 or (402) 935-2050

Here are the answers to some of the questions that you will be asked:

- For your business name, unless you already have a business, enter your name.

- For the type of business, unless you already have a business, select "Individual/Sole Proprietorship".

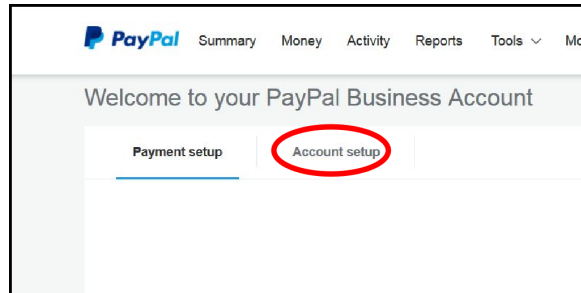
- For the business category, select "Books and magazines".

- For the business sub-category, select "Educational and textbooks".

- For the question "Do you have a business website?", select "No".

9 - When the page titled "Welcome to your PayPal Business Account" is displayed, first, click on "Account setup".

Then, (1) confirm your email and (2) link to your bank account. Do nothing for "Payment setup".



B - After you set up a PayPal Standard Business Account, to set up an Affiliate Account with PayHip, which is also **FREE**:

1 - Go to <https://payhip.com/auth/register/af574b412da806f>

2 - Enter your email address and a password.

3 - Click on "... enter your payment details" on the top of the webpage and enter your PayPal email address. If you have any questions, please visit:

<http://payhip.com/support/>

or email contact@payhip.com

4 - Send an email to:

CampusJob@ZeteticLibrary.com

... asking to be approved as an affiliate of the **Zetetic Library**. In the email, please include your name, your school, and your PayHip ID, which is the email you use to log to PayHip.



C - After you have been approved (via email) as an affiliate of the **Zetetic Library**, to ask the **Zetetic Library** to set up your webpage, which is also **FREE**:

1 - Go to <http://www.payhip.com> and "Sign In" on the top of the webpage with your email and password.

2 - Click on "Affiliate Links" and copy the link.

3 - Send an email to:

CampusJob@ZeteticLibrary.com

... with your name, your school, and the PayHip link you copied.

4 - You will receive an email from Dr. Anthony Rodriguez stating that your webpage has been set up. Then, start promoting your webpage!



D - To promote your webpage:

1 - Email your friends and colleagues a link to your webpage. No spamming!

2 - Distribute fliers to your friends and colleagues.

3 - Post on social media such as FaceBook, Twitter, and Google+.

4 - Remember! The most powerful source of advertising is word-of-mouth.



Important!

For proper identification,

please include your name and your school in all emails.