



## Give Restricted Access to your PayPal Account

1. Go to [www.PayPal.com](http://www.PayPal.com) and log in to your account.
2. Click **Profile** near the top of the page.
3. Click **My settings**.
4. In the **Manage users** section, click **Get started**.
5. Click **Add User**.
6. Fill out the user's name, create an ID and password.  
**Note: the password you create must have some numbers and some letters.**  
**Be sure you write down all user names, IDs & passwords you assign.**

Please choose these options for Glikstorm LLC's user ID. This will allow us to create "add to cart" buttons or work with your shopping cart / store software, but will not give us access to your finances.

### Administration

- View Balance
- View Profile
- Edit Profile
- Discuss account with Customer Service

7. To finish the process, click **Save**.
8. Email the new user name & password you created for Glikstorm LLC to Jennifer O'Keefe at [Jen@glikstorm.com](mailto:Jen@glikstorm.com)