

You (and PayPal) own your merchant account data, SimplePort requires the PayPal data be provided to the SimplePort service for processing. Downloading your transaction history data from PayPal takes just a few moments to complete.

IMPORTANT - If you are not the primary PayPal account holder and are using an authorized access account login for the PayPal account, you will not have the ability to download a full data set. The primary account holder's access must be used to complete the PayPal transaction history file download.

The PayPal one-time download field customization **MUST** be completed prior to downloading the PayPal data for the first time.

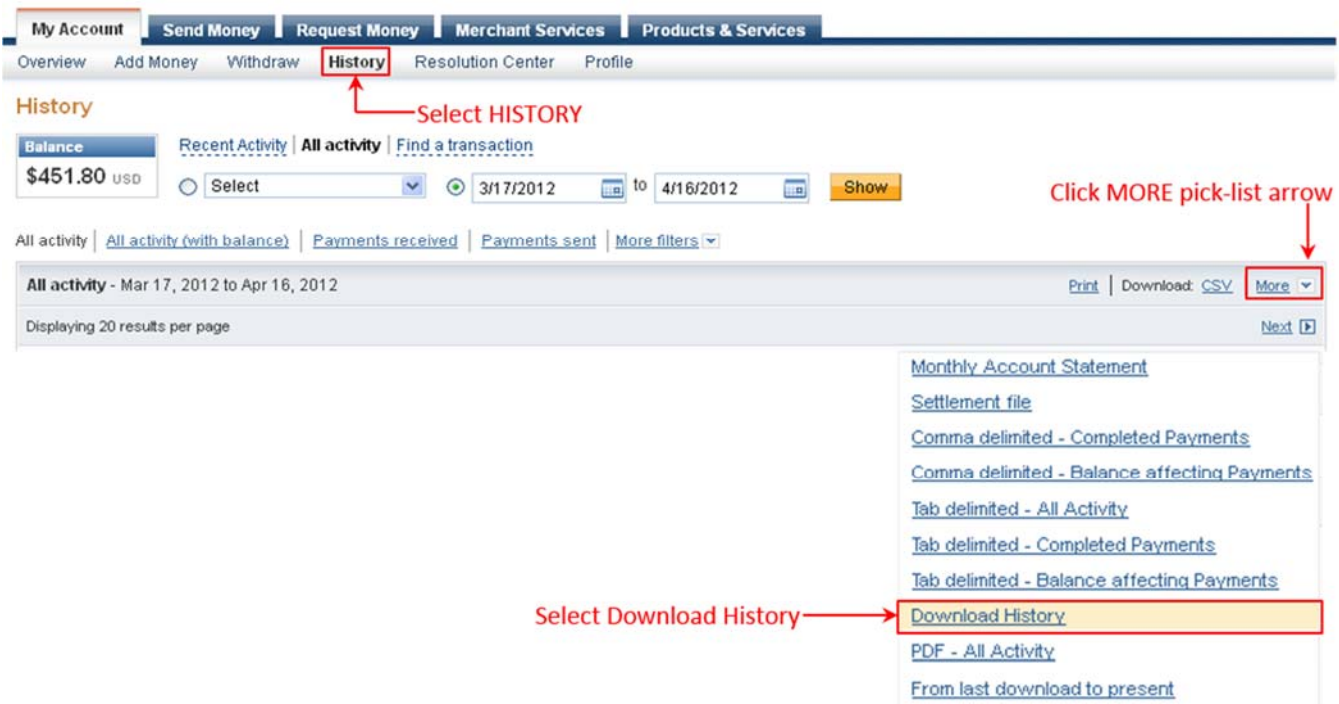
There are four different methods for accessing the **Download History** page...

Method 1: Log onto PayPal, mouse-over the **History** link on the **Overview** toolbar > click the **Download History** link



If you are not presented with a History pick-list, then follow the **Method 2** directions.

Method 2: Log onto PayPal, click the **History** link on the **Overview** toolbar > Click the **More** selection arrow to display the pick-list
Click the **Download History** link



Method 3: If you have one of the NEW PayPal User Interfaces, log onto PayPal, click the **Transactions** link, then from the **Activity** display click the **Download** link

The screenshot shows the PayPal user interface. At the top, the 'Transactions' link in the navigation menu is highlighted with a red box and labeled 'Select Transactions' with a red arrow. Below the navigation menu, there are three summary cards: 'Activity' (0 payments received in the last 30 days), 'Bookkeeping' (\$0.00 received in July 2014), and 'Charts & Graphs' (\$0.00 received in current quarter). The main section is titled 'Activity' and includes a search bar for 'Email Address', a filter menu with 'Custom', 'Monthly', 'Quarterly', and 'Yearly' options, and date range selectors for '6/15/2014' and '7/15/2014'. Below these, there are dropdown menus for 'All transactions' and 'All currencies', and a date range 'From June 15, 2014 to July 15, 2014'. A 'Download' link is highlighted with a red box and labeled 'Select Download' with a red arrow.

Method 4: If you have one of the NEW PayPal User Interface, once logged into your account click the **Activity** link

The screenshot shows the PayPal user interface. At the top, the 'Activity' link in the navigation menu is highlighted with a red box. Below the navigation menu, there are three summary cards: 'Activity' (All your transactions in one place), 'Activity (including balance & fees)' (A more detailed view of your transactions), and 'Charts & Graphs' (Your sales info displayed in easy-to-read formats). The main section is titled 'Activity' and includes a search bar for 'Email Address', a filter menu with 'Custom', 'Monthly', 'Quarterly', and 'Yearly' options, and date range selectors for '9/8/15' and '10/8/15'. Below these, there are dropdown menus for 'All transactions' and 'All currencies', and a date range 'From September 8, 2015 to October 8, 2015'. A 'Download' link is highlighted with a red box and labeled 'Select Download' with a red arrow.

Any of these four access methods will display the **Download History** Page, see the next page in this PDF guide for completing the PayPal download history process.



On the **Download History** page click the **Custom Date Range** radio button, use the **From** and **To** date range selections to select the date range for your data download, select **Tab Delimited – All Activity** from the **File Types for Download** pick-list, click the **Include Shopping Cart details** check box, then click the **Download History** button.

The screenshot shows the 'Download History' page with several key elements highlighted and annotated:

- Navigation:** A sidebar on the left contains 'History', 'Basic Search', 'Advanced Search', and 'Download My History'.
- Radio Button:** The 'Custom Date Range' radio button is selected and highlighted with a red box and the instruction 'Click radio button'.
- Date Range:** The 'From' and 'To' date pickers are set to 7/8/2014 and 7/15/2014, respectively, and are highlighted with a red box and the instruction 'Select From and To date ranges'.
- File Types:** A dropdown menu is open, showing various file format options. 'Tab Delimited - All Activity' is selected and highlighted with a red box and the instruction 'Select Tab Delimited – All Activity from pick-list'.
- Check Box:** The 'Include Shopping Cart details (comma and tab delimited files only)' checkbox is checked and highlighted with a red box and the instruction 'Check box'.
- Download Button:** The 'Download History' button is highlighted with a red box and the instruction 'Click button'.
- Additional Links:** On the right side, there are links for 'Customize Download Fields (not available for PDF)', 'Downloadable History', and 'Log Updates'.

If, once the download History button is clicked, the PayPal "Mean Old Man" page (get off my web site) is displayed, it simply means you have requested a larger file download. PayPal wants you to leave the site and they will send you an email when the download is done. Normally, it doesn't take more than a few moments to complete the download, we recommend ignoring this page, and just click the **History > Download History** links to return to the download history page to see the status of your download (don't bother clicking the **Continue** button). Use whichever method got you to the Download History page in the first place.

The screenshot shows the PayPal navigation bar with the following elements:

- Primary Navigation:** 'My Account', 'Send Money', 'Request Money', 'Merchant Services', and 'Products & Services'.
- Secondary Navigation:** 'Overview', 'Add Money', 'Withdraw', 'History', 'Resolution Center', and 'Profile'.
- Annotation:** The 'History' link is highlighted with a red box and an arrow pointing to it with the instruction 'Click button, select Download history from pick-list to return to Download history page'.

Your log request will be processed and available shortly.

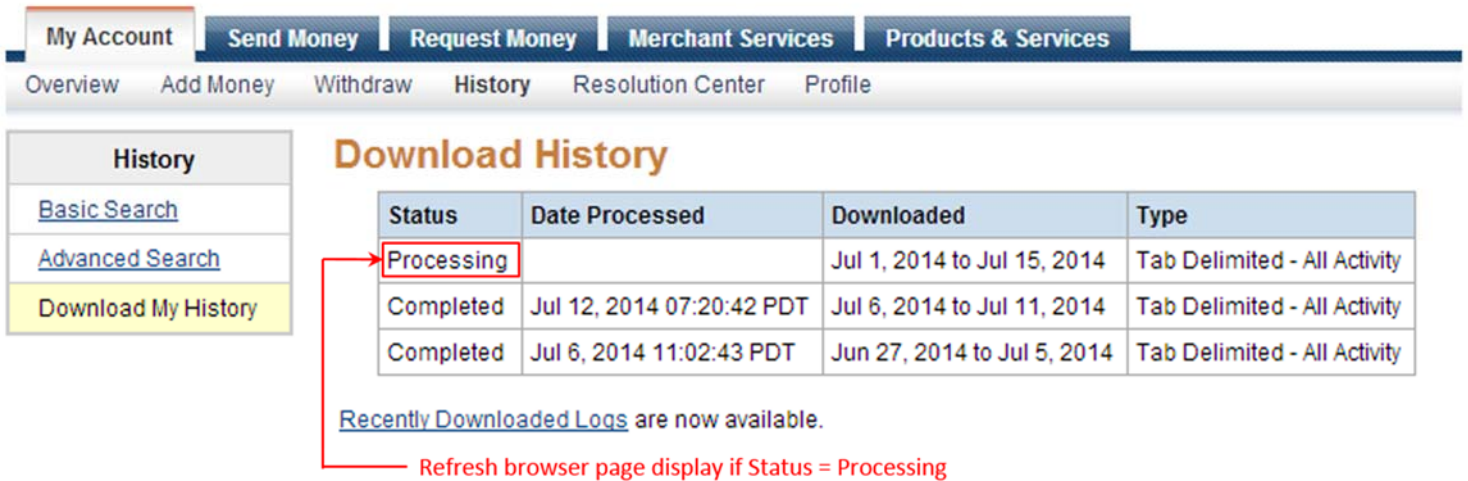
Because of the size of your transaction history, your log is not available for immediate download. PayPal will send an email to sales@simpleport.com when the log is ready to be downloaded. Any transactions that take place after this request was submitted will not be included in the log.

Note: some heavy users may experience wait times of up to 24 hours. Please do not request the same log multiple times, as this will not speed up your delivery time, and could cause additional delays.

Ignore, don't click → **Continue**



The status of your requested download is displayed in the **Download History** table. If this display indicates your requested download is in a **Processing** state, just refresh the browser display (the F5 function key will refresh all browser displays).

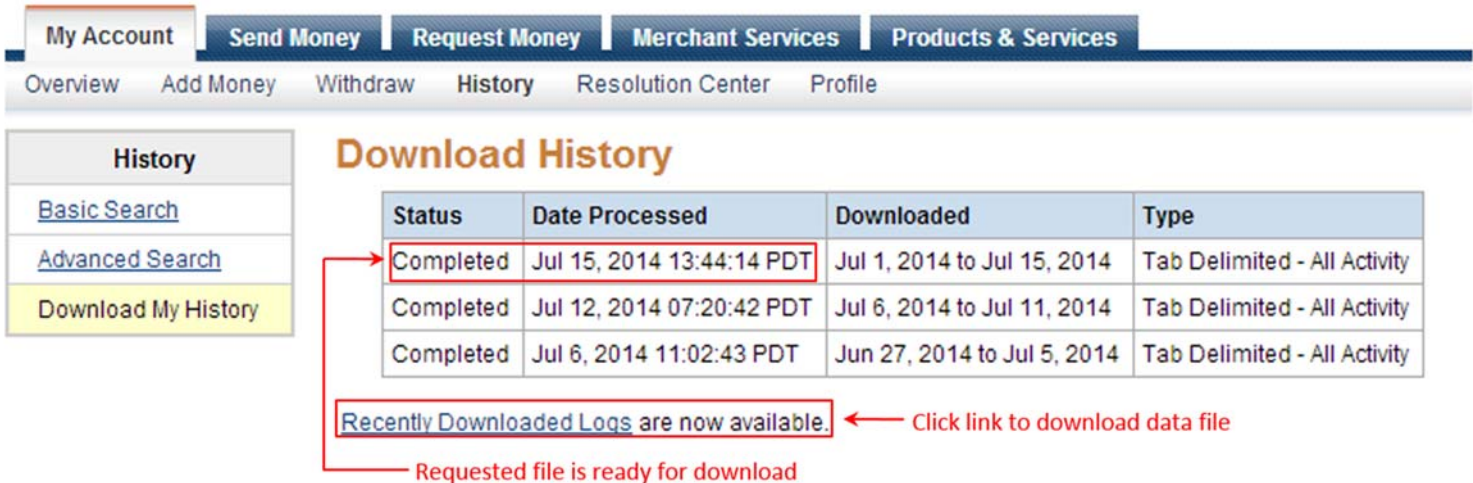


The screenshot shows the PayPal account interface. The top navigation bar includes 'My Account', 'Send Money', 'Request Money', 'Merchant Services', and 'Products & Services'. Below this is a secondary navigation bar with 'Overview', 'Add Money', 'Withdraw', 'History', 'Resolution Center', and 'Profile'. On the left, there is a 'History' sidebar with links for 'Basic Search', 'Advanced Search', and 'Download My History'. The main content area is titled 'Download History' and contains a table with the following data:

Status	Date Processed	Downloaded	Type
Processing		Jul 1, 2014 to Jul 15, 2014	Tab Delimited - All Activity
Completed	Jul 12, 2014 07:20:42 PDT	Jul 6, 2014 to Jul 11, 2014	Tab Delimited - All Activity
Completed	Jul 6, 2014 11:02:43 PDT	Jun 27, 2014 to Jul 5, 2014	Tab Delimited - All Activity

Below the table, a message states: 'Recently Downloaded Logs are now available.' A red arrow points from this message to the 'Processing' status in the table. Another red arrow points from the message to the text: 'Refresh browser page display if Status = Processing'.

When the Download History display indicates the requested download is in a Status = **Completed**, the Date Processed field will have a valid date and timestamp, then you are ready to actually download the data file to your computer.



The screenshot shows the PayPal account interface, similar to the previous one. The 'Download History' table now shows the following data:

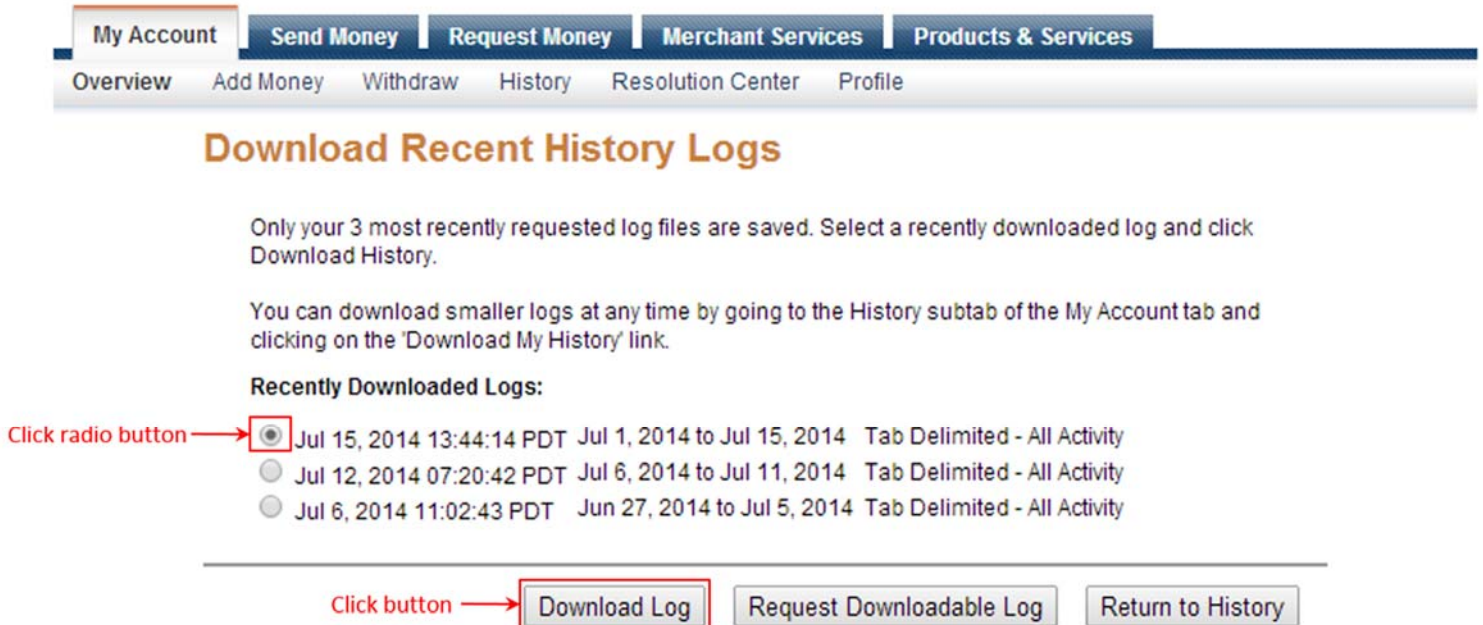
Status	Date Processed	Downloaded	Type
Completed	Jul 15, 2014 13:44:14 PDT	Jul 1, 2014 to Jul 15, 2014	Tab Delimited - All Activity
Completed	Jul 12, 2014 07:20:42 PDT	Jul 6, 2014 to Jul 11, 2014	Tab Delimited - All Activity
Completed	Jul 6, 2014 11:02:43 PDT	Jun 27, 2014 to Jul 5, 2014	Tab Delimited - All Activity

Below the table, a message states: 'Recently Downloaded Logs are now available.' A red arrow points from this message to the 'Completed' status in the table. Another red arrow points from the message to the text: 'Click link to download data file'. A third red arrow points from the message to the text: 'Requested file is ready for download'.

Click the **Recently Download Logs...** link to download the data file.



Click the radio button next to the file you wish to download, then click the **Download Log** button. Save the file using a file naming convention that makes sense (if you have not set your browser to use a "Save As" dialog box when downloading files from the internet, the file will be saved as "Download.txt" and placed in your Downloads folder). We recommend saving the file with a good file name and placing it in your SimplePort folder.



My Account | Send Money | Request Money | Merchant Services | Products & Services

Overview | Add Money | Withdraw | History | Resolution Center | Profile

Download Recent History Logs

Only your 3 most recently requested log files are saved. Select a recently downloaded log and click Download History.

You can download smaller logs at any time by going to the History subtab of the My Account tab and clicking on the 'Download My History' link.

Recently Downloaded Logs:

- Jul 15, 2014 13:44:14 PDT Jul 1, 2014 to Jul 15, 2014 Tab Delimited - All Activity
- Jul 12, 2014 07:20:42 PDT Jul 6, 2014 to Jul 11, 2014 Tab Delimited - All Activity
- Jul 6, 2014 11:02:43 PDT Jun 27, 2014 to Jul 5, 2014 Tab Delimited - All Activity

Click radio button →

Click button →

When you have created and saved the PayPal transaction history log file to your computer, it is ready for use by SimplePort.

