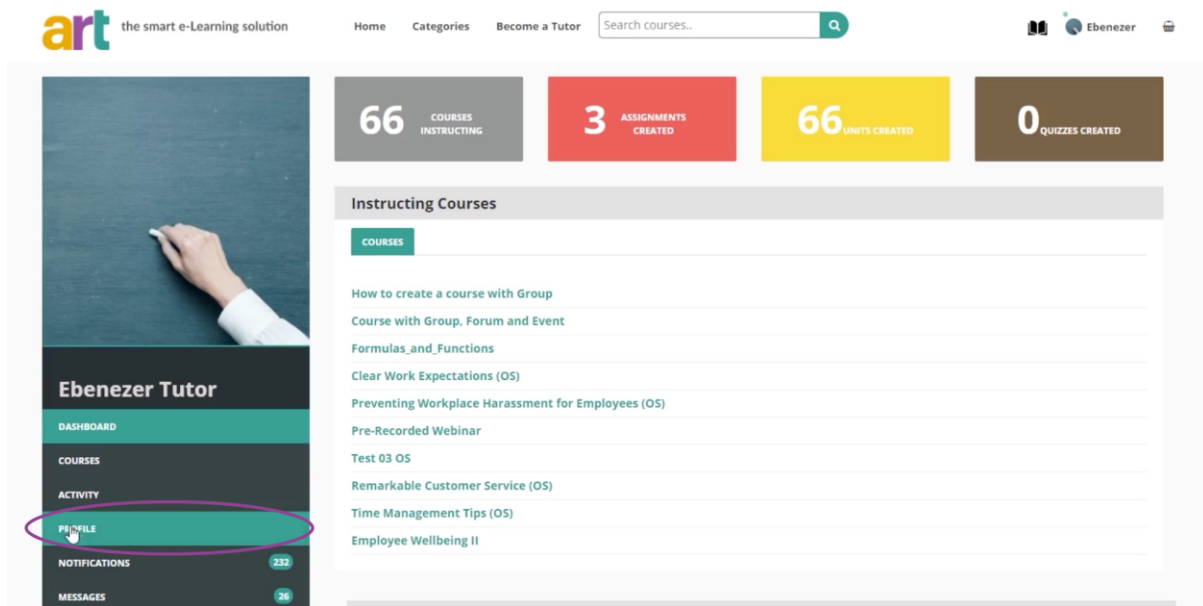


How to Enter Paypal ID

By entering your PayPal ID, you will be able to receive payments for courses you've sold.

To enter your PayPal ID, ensure to **Log In** to your Tutor account.

On the Tutor dashboard, click on **Profile** in the side menu.

The image shows a screenshot of the Tutor dashboard. At the top left is the 'art' logo with the tagline 'the smart e-Learning solution'. Navigation links for 'Home', 'Categories', and 'Become a Tutor' are visible, along with a search bar. The user's name 'Ebenezer' is in the top right. The dashboard features four summary cards: '66 COURSES INSTRUCTING', '3 ASSIGNMENTS CREATED', '66 UNITS CREATED', and '0 QUIZZES CREATED'. Below these is the 'Instructing Courses' section with a list of course titles. On the left, a dark sidebar menu is shown with options: 'DASHBOARD', 'COURSES', 'ACTIVITY', 'PROFILE' (highlighted with a pink oval), 'NOTIFICATIONS' (232), and 'MESSAGES' (26).

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Click **Edit**.

Click **Instructor's Fields**.

Now enter the **Email Address** that you used to sign up for PayPal.

Click the **Save Changes** button.

To change who is able to view this field, select the desired radio buttons.

Click the **Save Changes** button.

CHANGES SAVED.

VIEW EDIT CHANGE PROFILE PHOTO

EDITING 'INSTRUCTOR FIELDS' PROFILE GROUP

BASE INSTRUCTOR FIELDS

Instructors Paypal Email Id

tutorpaypal@email.com

Who can see this field?

- Everyone
- Only Me
- All Members

CLOSE

Save Changes

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When requesting a payment, it will be sent to the PayPal ID associated with the email address you entered.

Please Note: the PayPal email that you entered in the Instructors Field Profile, may be different from the email that you created your ART account with. It all depends on what email you used to create your PayPal ID.

The screenshot shows the 'General Settings' page for 'Ebenez Tutor'. The 'Account Email' field is circled in red and contains the text 'ebenez.adeosun@tgs-'. Below it are fields for 'New Password' and 'Repeat New Password'. A 'SAVE CHANGES' button is at the bottom. On the left sidebar, the 'SETTINGS' menu item is circled in red.

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