PayPal Payment Steps for SCAN Self-Assessment

SCAN Program Management Team (PMT)

July 2025

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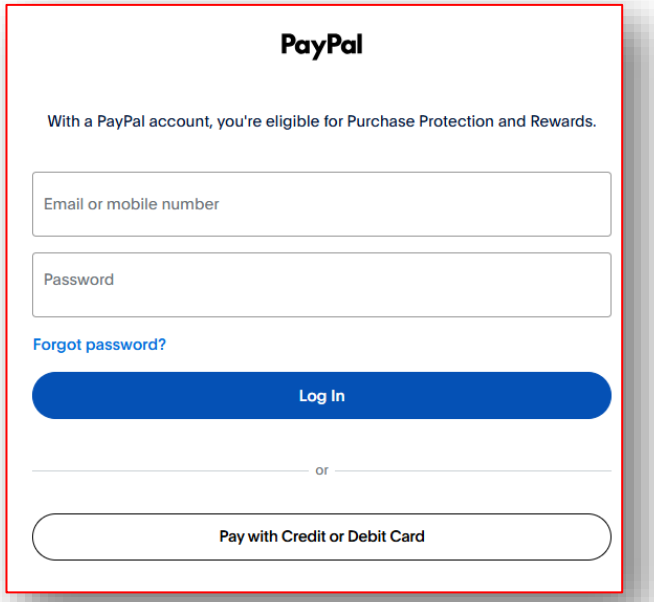
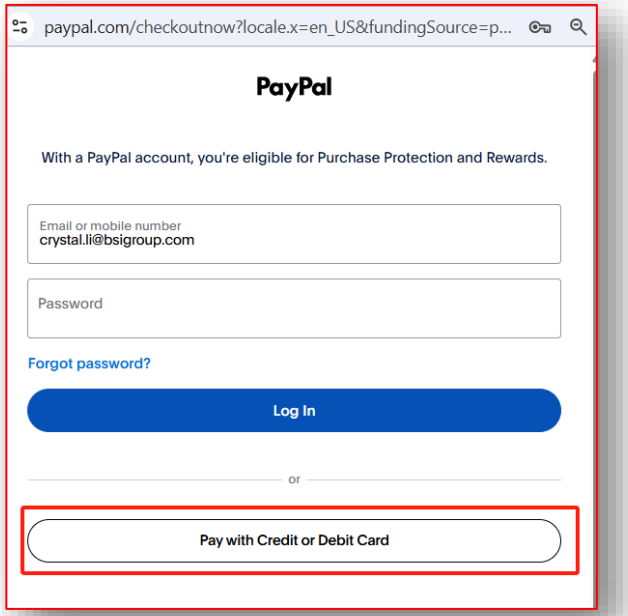
PayPal Payment Methods

Once the location has filled all required information in the SCAN Portal for the assigned SCAN Self-Assessment, there will be two methods to arrange the payment online.

Method 1: Pay with PayPal Account



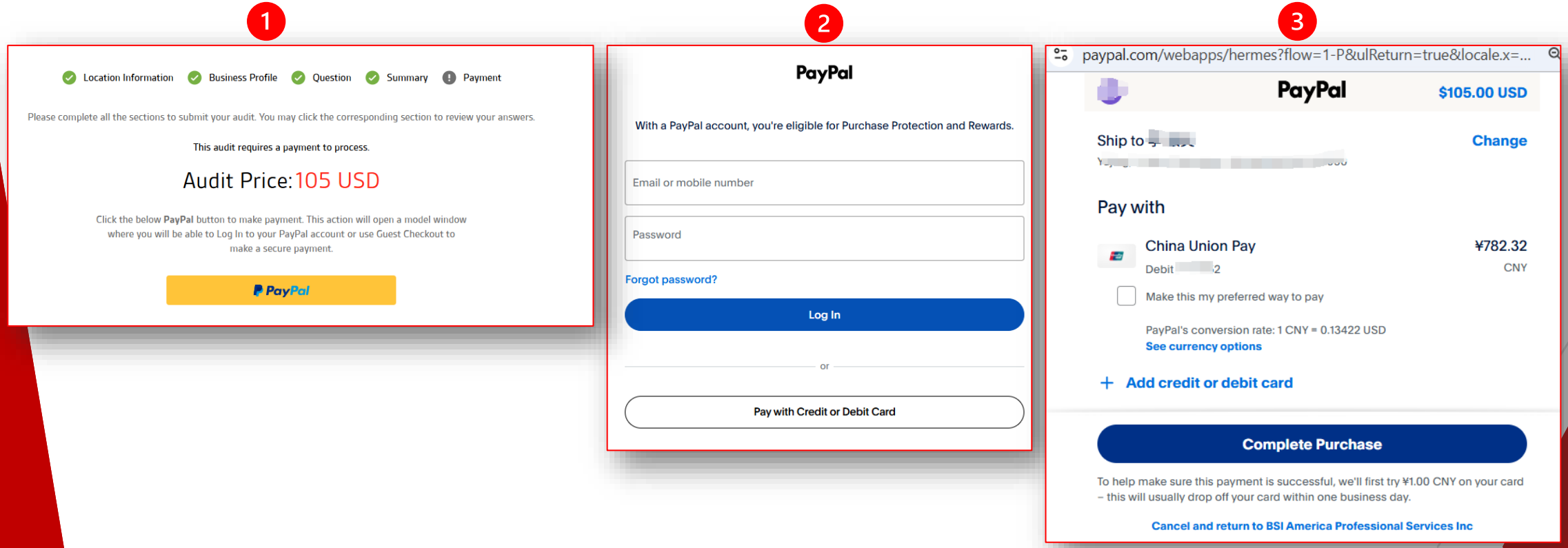
Method 2: Pay with Credit or Debit Card



Method 1: Pay with PayPal Account

Once the Location Information, Business Profile, Question, Summary are completed in the SCAN system, you will see the payment page:

1. Click the "***PayPal***" Logo
2. Enter your PayPal Account email or mobile number and password, then click "**Log in**".
3. The bank information you set up in your PayPal Account will then be displayed and click "**Complete Purchase**" to complete the payment



Method 2: Pay with Credit or Debit Card

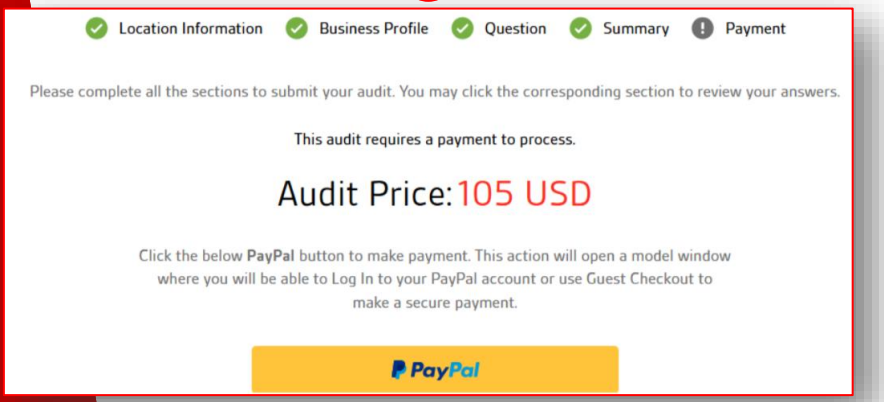
If you don't have a PayPal account, you can pay with a credit or debit card directly:

1. Click the "***PayPal***" Logo
2. Click "**Pay with Credit or Debit Card**" under "Log In"
3. Enter your financial details and click "**Pay Now**"

***Attention:**

- The mobile number must be local to the country/region you have selected.
- According to PayPal's policy, Guest Checkout may not be available in some countries. If this is the case, you will need to arrange payment via Method 1, as described on previous pages.

1



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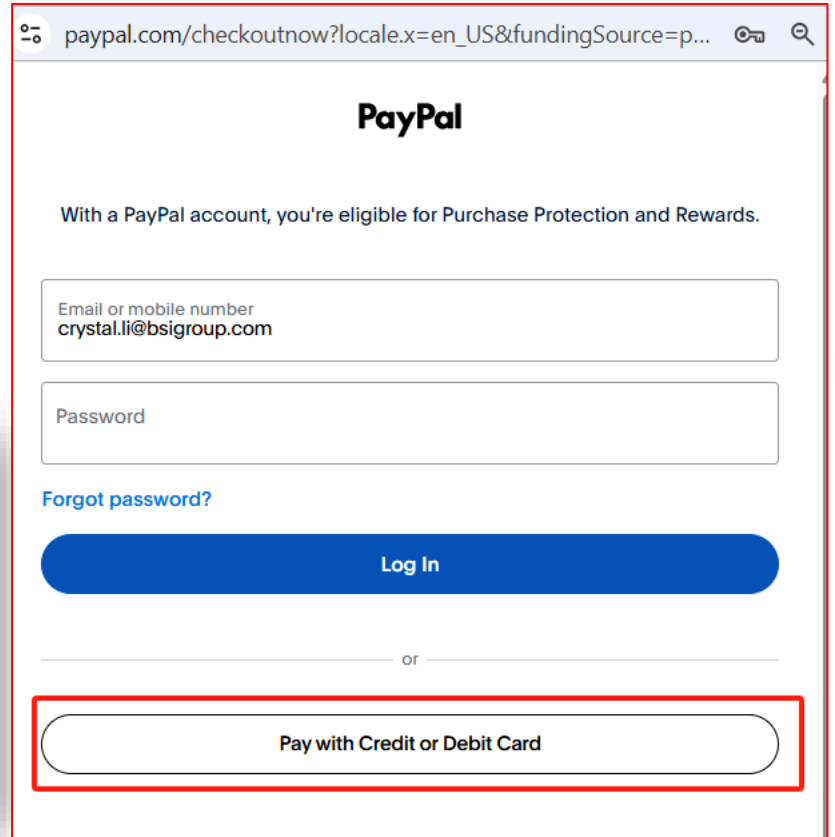

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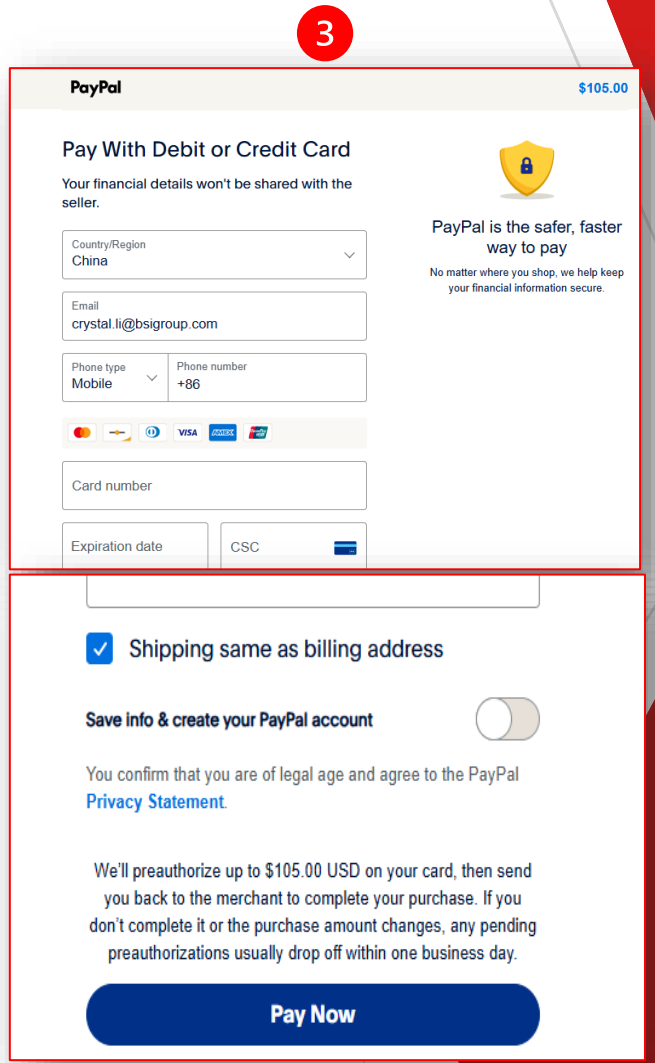
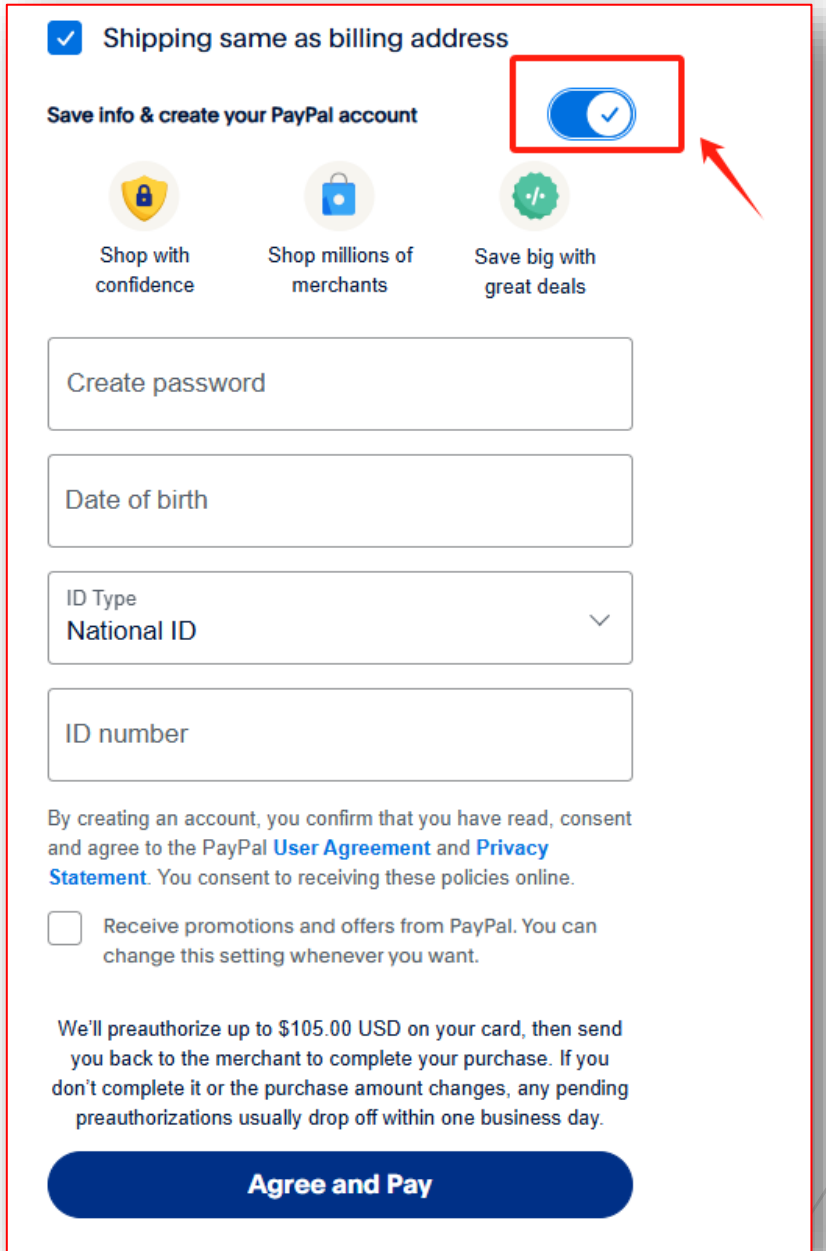


Method 2: Pay with Credit or Debit Card

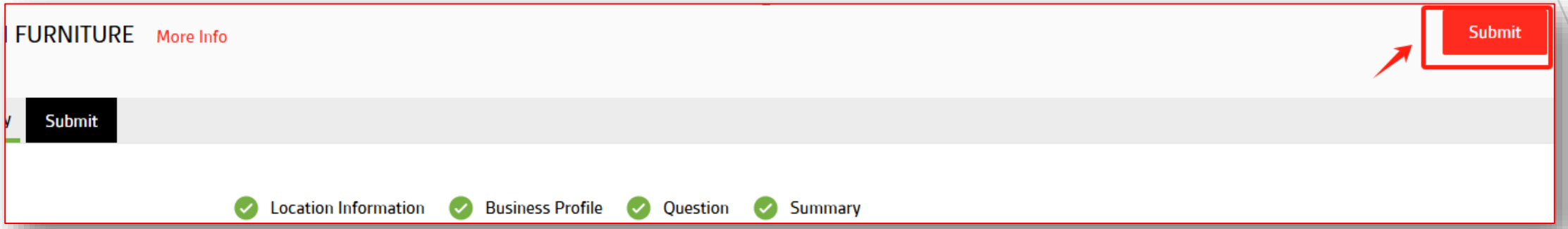
With this method, you can also create a PayPal account at the same time:

- Under Bill information, you can enable "**Save info & create your PayPal account**" to create the PayPal Account and Password
- Click "**Agree and Pay**" to complete the payment



Audit Submission

Once you have completed your payment, you will need to return to the SCAN system and click "**Submit**" at the top right of the page to submit the audit.



*After making a payment, if you are unable to submit an audit, please verify the following possibilities:

- Confirm that the bank card shows that the payment was successful.
- If the balance is sufficient but the payment is unsuccessful, please contact your bank to find out why. For example, does the bank card support PayPal payments and USD transactions? Has the bank card been verified? Frequent transactions may trigger risk control etc.
- If the "**Pay with credit or debit card**" method is not available in your country, please create a PayPal account first according to the instructions on the next slides.
- If the debit is successful but the audit cannot be submitted, please contact SCAN at SCAN@scrisksolutions.com.

PayPal Account Creation Steps at PayPal Website

- *This is for locations who want to create an account on the PayPal website before arranging payment in the SCAN system.*

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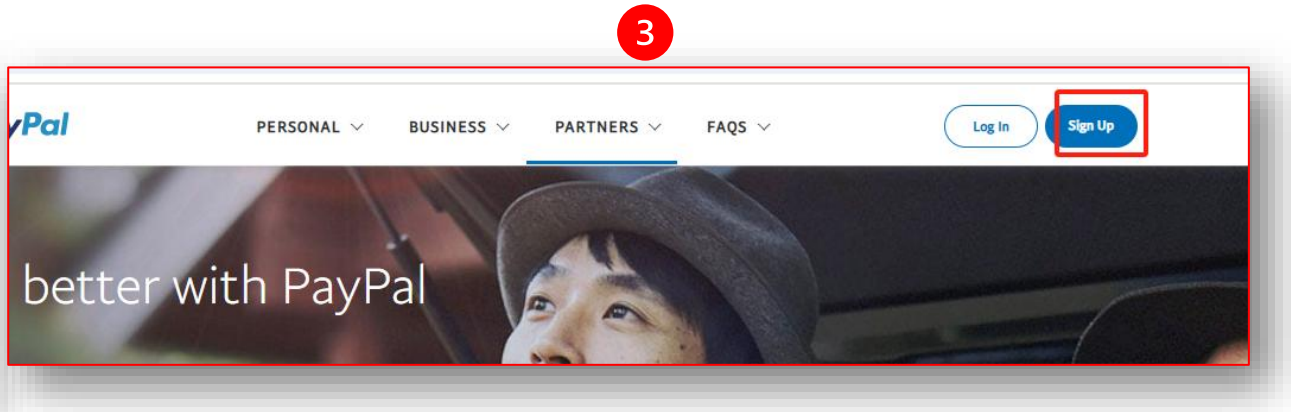
Create PayPal Account

1. Got to PayPal home page: https://www.paypal.com

2. To switch your preferred languages, scroll down to the bottom of the page

3. Click “**Sign Up**” at the top right of homepage



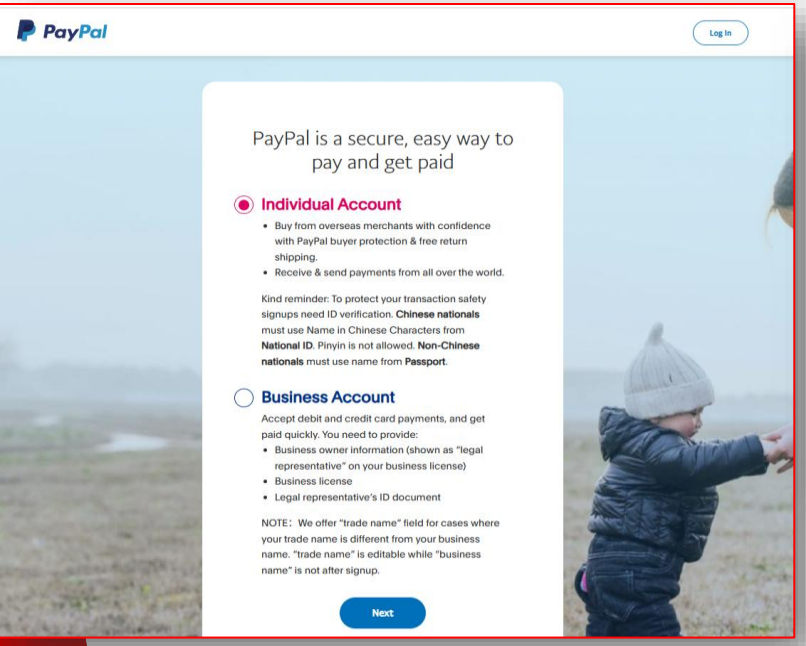
Create PayPal Account

4. Select “**Individual Account**” or “**Business Account**”. The following example uses the “**Individual Account**” option

5. Enter Mobile number and click “**Next**”

6. You will receive a code at your mobile phone and input the code

4



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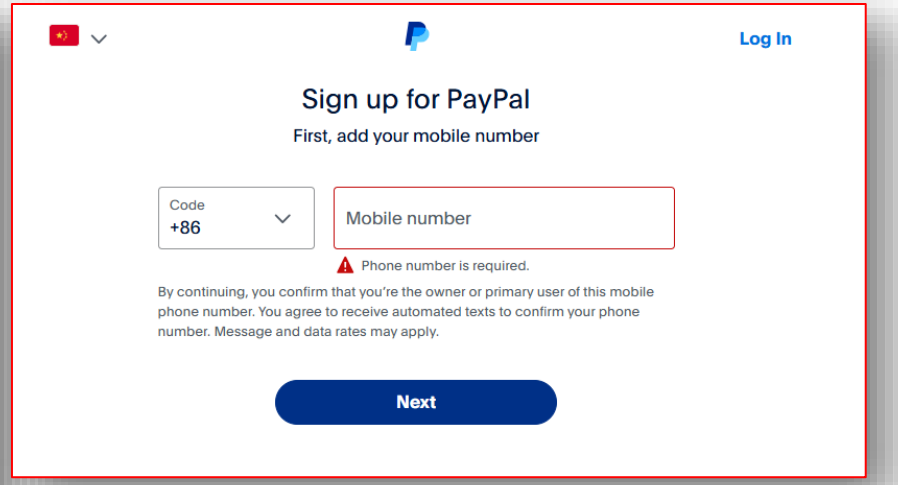

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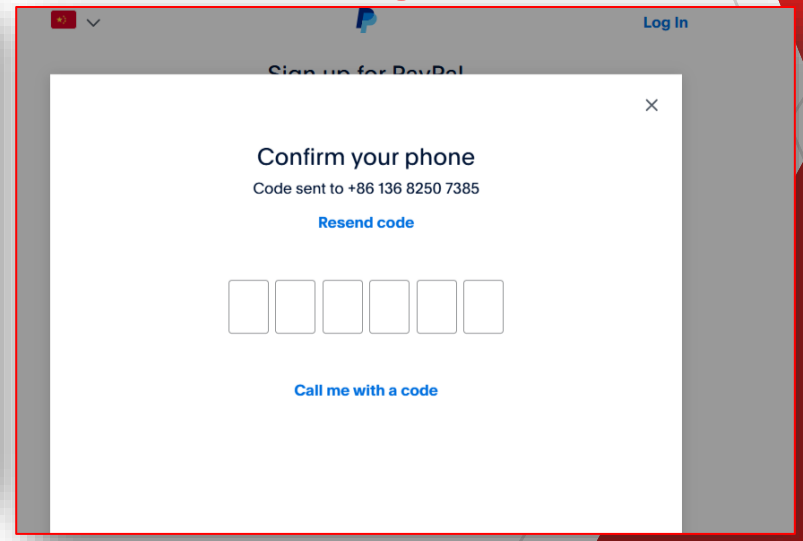


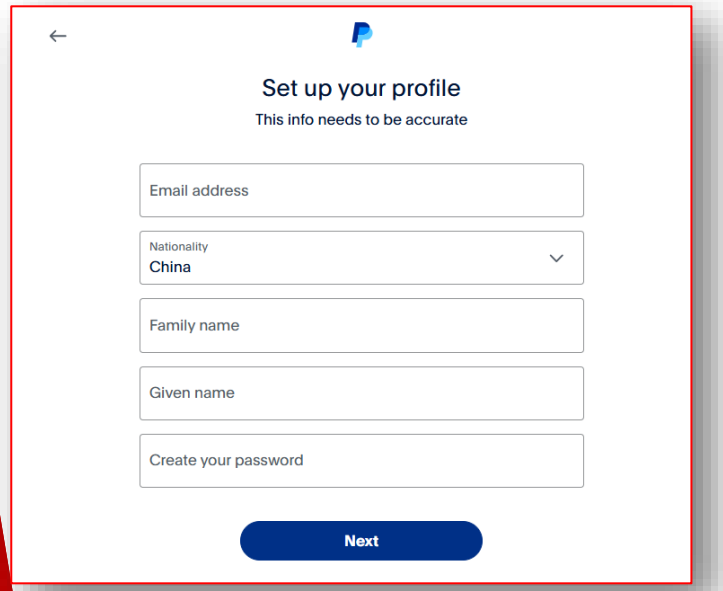
Create PayPal Account

7. Enter your profile, family name and given name is your name on ID card, then click “**Next**”

8. Add your address and click “**Agree and create account**”

9. Click “**Not Now**”

7



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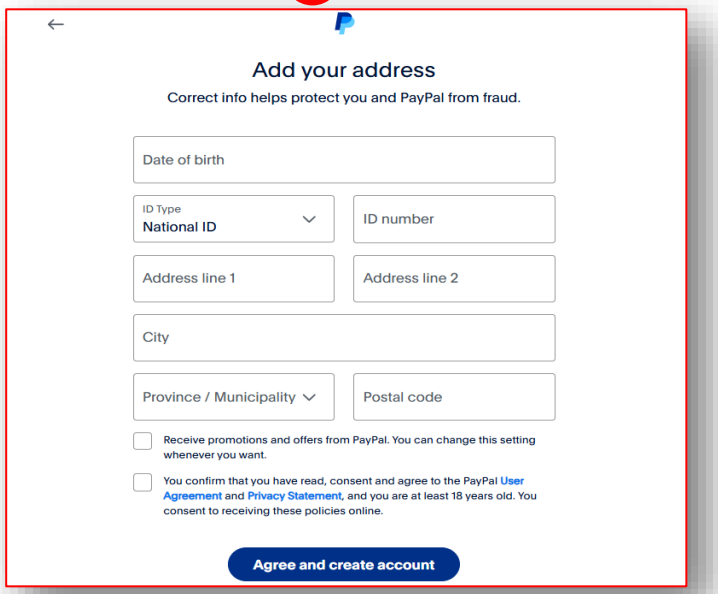

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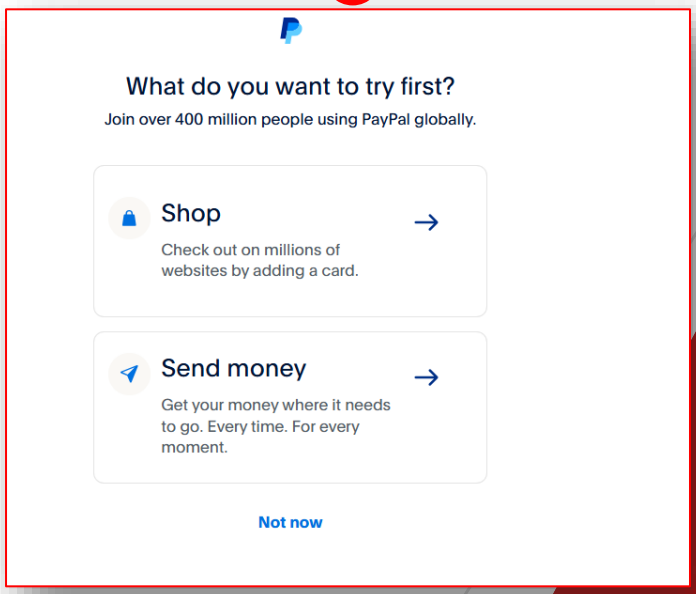


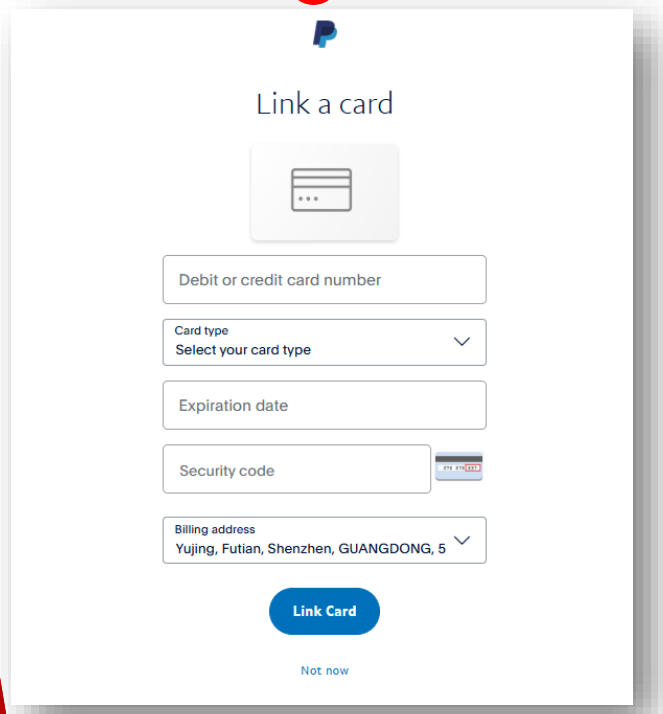
Create PayPal Account

10. Enter your debit or credit card information and click “**Link Card**”

11. You will receive a code sent to your mobile phone, enter the code and click “**Confirm**”

12. Click “**Done**”

10



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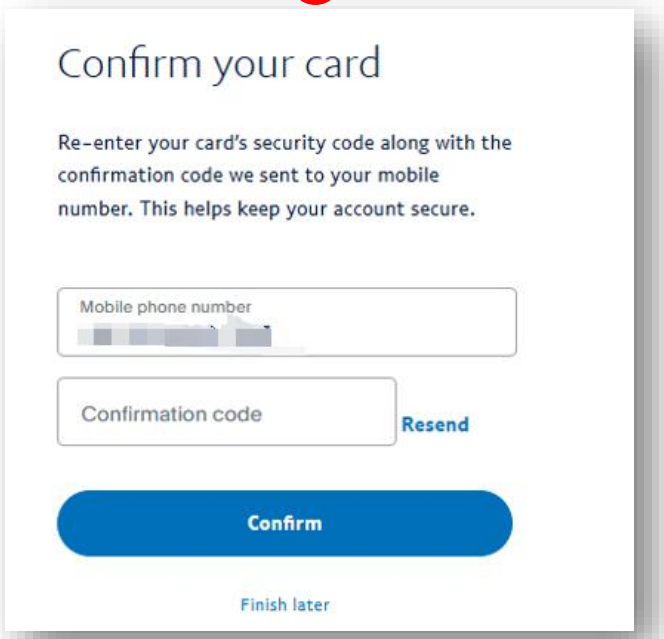

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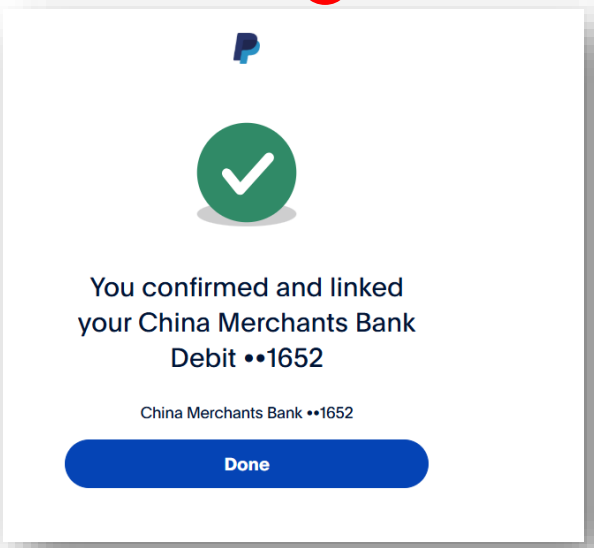
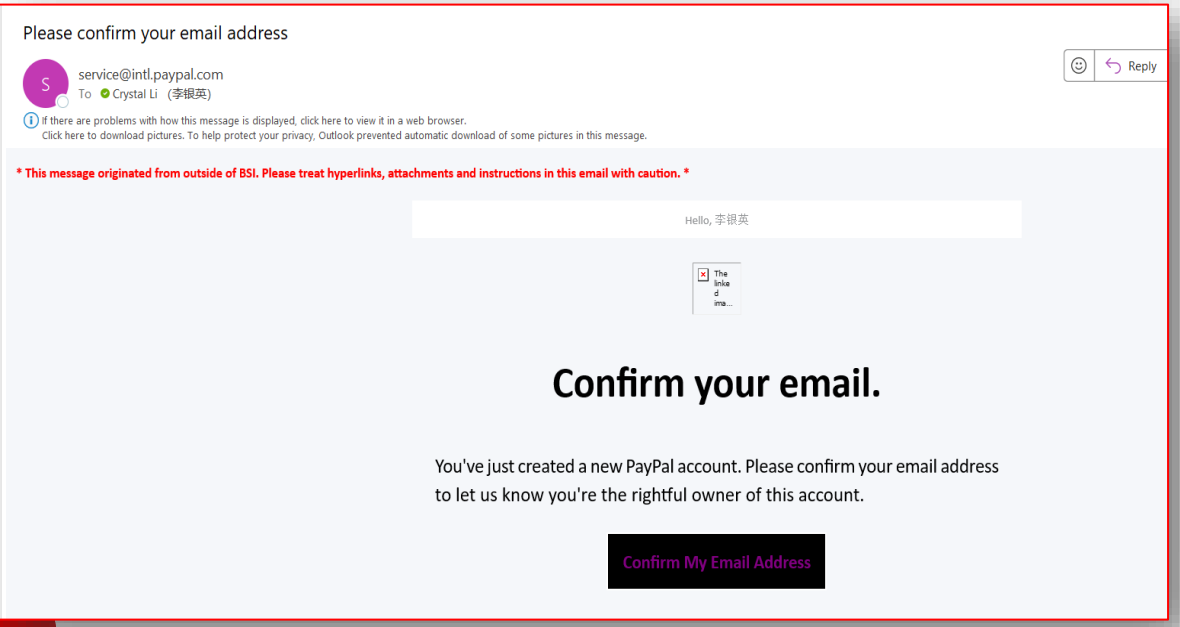
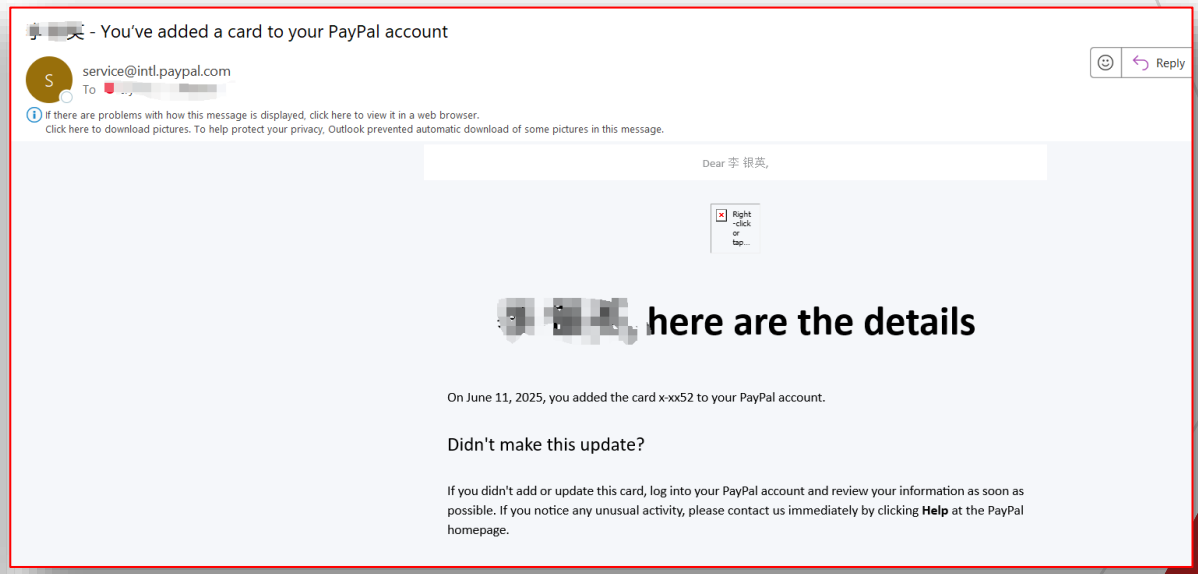


Create PayPal Account

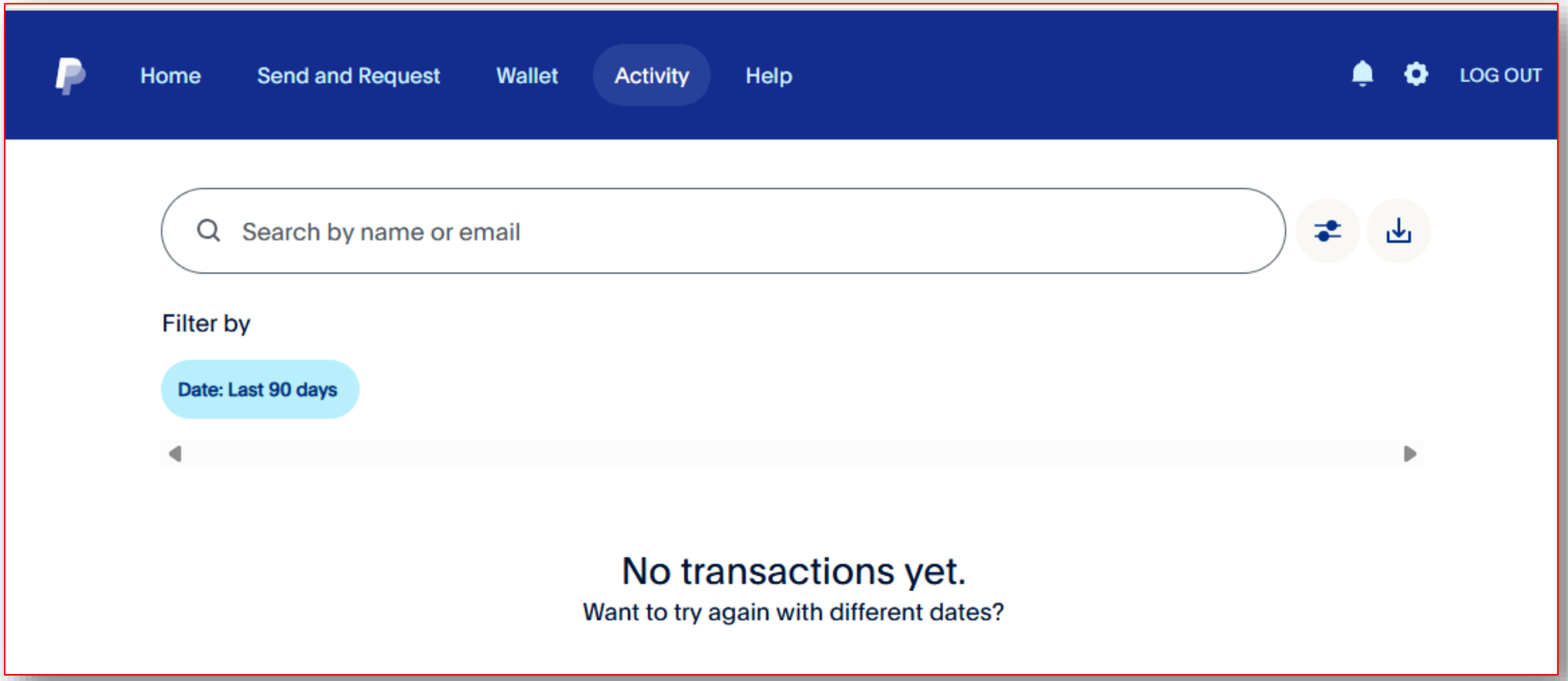
- You will receive an email to confirm your email address, click “**Confirm My Email Address**”, then your account is active now.





Activity Page

- You can go to “**Activity**” page to review your transaction records



Any Audit Related Questions, please reach out to SCAN@scrisksolutions.com

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