

Anonymising 7th Tradition PayPal Donations [short version of the guide]
A guide for groups for setting up a new email account and new PayPal account in a group name:

This is a guide (short version) to treasurers of CoDA groups in the UK wishing to set up a PayPal account in their group name. This serves to help protect anonymity and helps to comply with the General Data Protection Regulation (GDPR). The new email address (used for PayPal 7th Tradition fund) could also be used by GSRs of groups which could be passed on to the next GSR in service.

Steps to set up a PayPal account using a new email account:

1. Create a new email account using your group name. Do not set up email verification at this point. Just use your telephone number.
2. Use your telephone number to receive the codes.
3. Eg: First name: Oxford
4. Eg: Surname: SixThirty
5. Email address: OxfordSixThirty@gmail.com
6. Password: Oxford630
7. Create a new personal PayPal account using your group name
8. Use the same first and last name as in the email account
9. Use the same email address as used for the email account. Enter your own address and birth date.
10. Use a different password [very important] from the one used for the email account

When completed, set up a verification email for the gmail account, so that others with access to the group email may view the email verification emails for the group email account. Share the passwords to your committee members for the email accounts, but do not share the password for the PayPal account. The PayPal password can be shared to the next treasurer, who must immediately change the password when you rotate out of service, and keep it safe for their sole use.

1. Before closing your group's old PayPal account, download transactions (to keep an historic record)
2. Transfer all funds from your old PayPal account (which was in your personal name) to this new one (in the group name). You do not need to connect a bank, but you can if you wish.
3. Create a PayPal.me link and share it to your group.

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