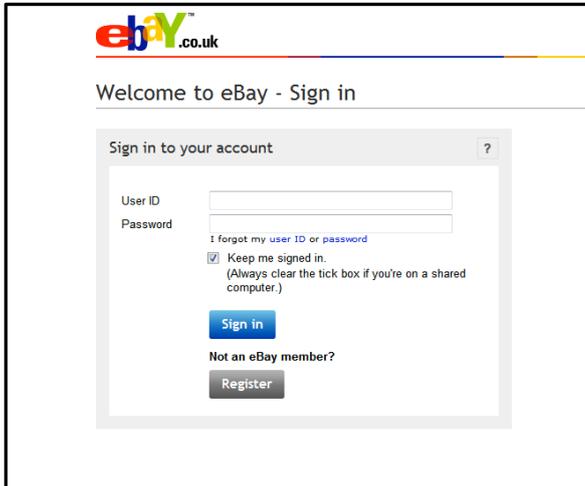


## eBay instructions to sell for a charity

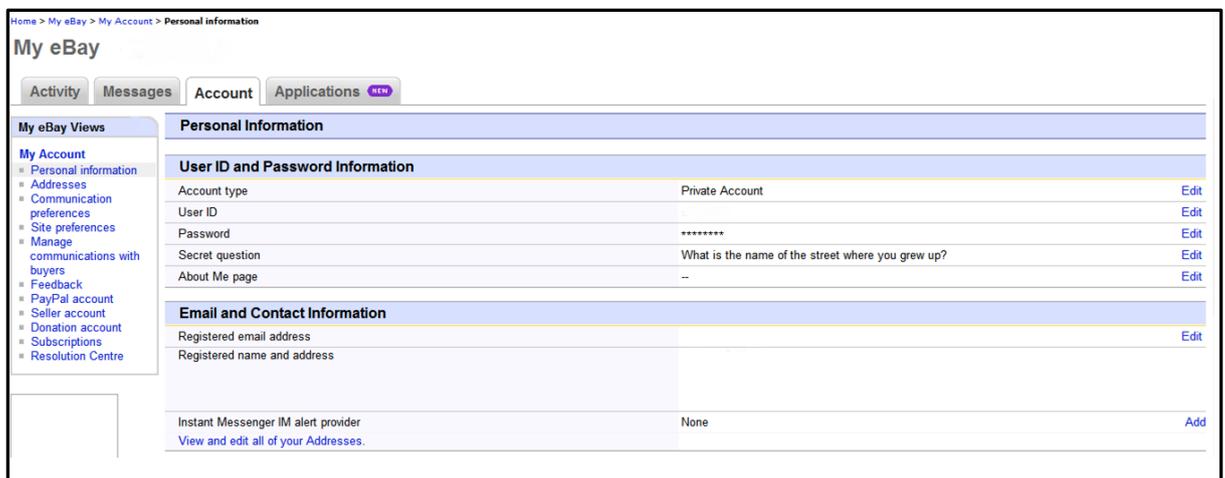
How to donate to charity via eBay: The following instructions will tell you how to ensure that your funds raised go directly to LHFC

1. Log into your eBay account as normal



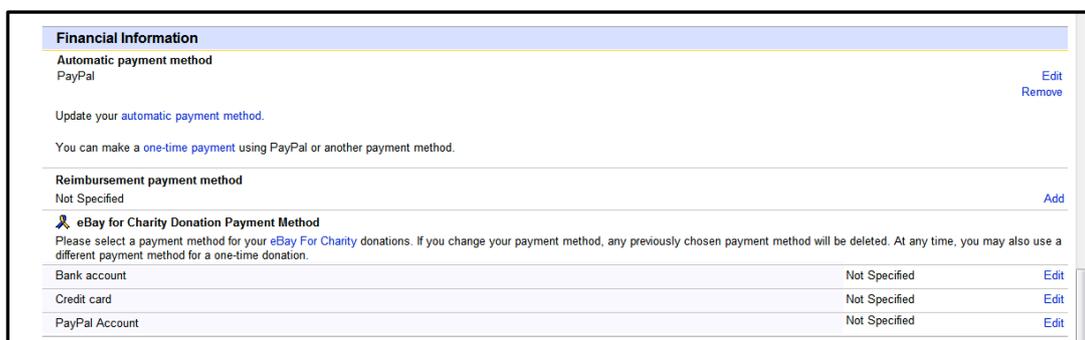
The screenshot shows the eBay.co.uk sign-in page. At the top is the eBay logo and the text 'Welcome to eBay - Sign in'. Below this is a 'Sign in to your account' box containing fields for 'User ID' and 'Password'. There is a link for 'I forgot my user ID or password' and a checked checkbox for 'Keep me signed in.' with a note: '(Always clear the tick box if you're on a shared computer.)'. There are 'Sign in' and 'Register' buttons. Below the sign-in box is the text 'Not an eBay member?' and a 'Register' button.

The first time you sell for charity, you will need to set up a method of payment for your 'eBay for charity' donations. To do this you will need to go to 'My eBay' and select the account tab and find your personal information. (Please note: Your buyer will pay you as normal when your item is sold and then PayPal giving fund will take the money out of your account 3 weeks later and transfer it to LHFC.)



The screenshot shows the 'My eBay' 'Personal Information' page. The breadcrumb trail is 'Home > My eBay > My Account > Personal information'. The page has tabs for 'Activity', 'Messages', 'Account', and 'Applications'. A left sidebar lists 'My eBay Views' including 'My Account', 'Personal information', 'Addresses', 'Communication preferences', 'Site preferences', 'Manage communications with buyers', 'Feedback', 'PayPal account', 'Seller account', 'Donation account', 'Subscriptions', and 'Resolution Centre'. The main content area is titled 'Personal Information' and is divided into sections: 'User ID and Password Information' (with fields for Account type, User ID, Password, Secret question, and About Me page), 'Email and Contact Information' (with fields for Registered email address and Registered name and address), and 'Instant Messenger IM alert provider' (set to None). Each field has an 'Edit' or 'Add' link.

Decide on how you would like PayPal giving fund to take your money. You can choose from bank account, credit card or PayPal (most users normally set this to the same place that your buyer pays your money into. e.g. PayPal). You will need to click 'edit' to add the information required



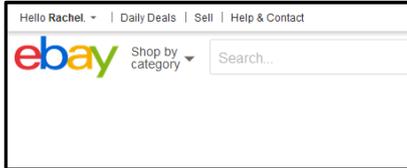
The screenshot shows the 'Financial Information' section of the eBay account settings. It includes the following information:

- Automatic payment method:** PayPal. Links for 'Edit' and 'Remove' are visible.
- Update your automatic payment method.** A link to update the method.
- You can make a one-time payment using PayPal or another payment method.**
- Reimbursement payment method:** Not Specified. A link for 'Add' is visible.
- eBay for Charity Donation Payment Method:** A note stating: 'Please select a payment method for your eBay For Charity donations. If you change your payment method, any previously chosen payment method will be deleted. At any time, you may also use a different payment method for a one-time donation.'
- Bank account:** Not Specified. Link for 'Edit'.
- Credit card:** Not Specified. Link for 'Edit'.
- PayPal Account:** Not Specified. Link for 'Edit'.

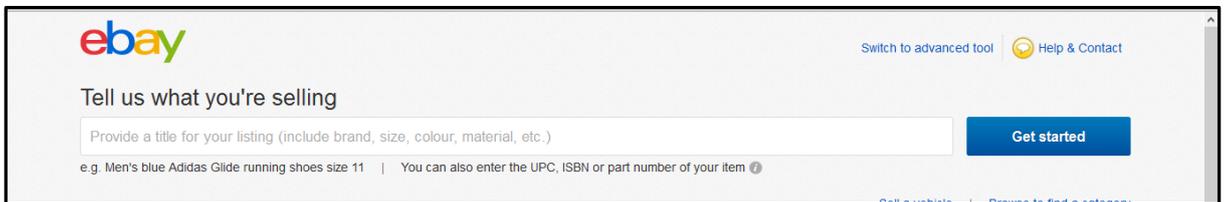
You will be asked to agree to 'eBay for charity' terms and conditions - at this point you can Gift Aid your donations. Fill in the Gift Aid details if you are a taxpayer.

You can now start listing your items

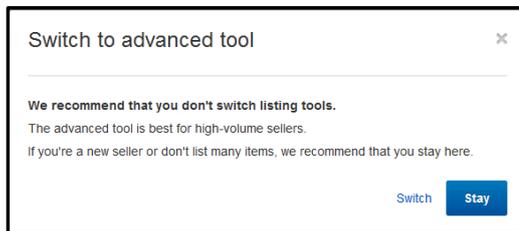
1. Click on the "sell" tab.



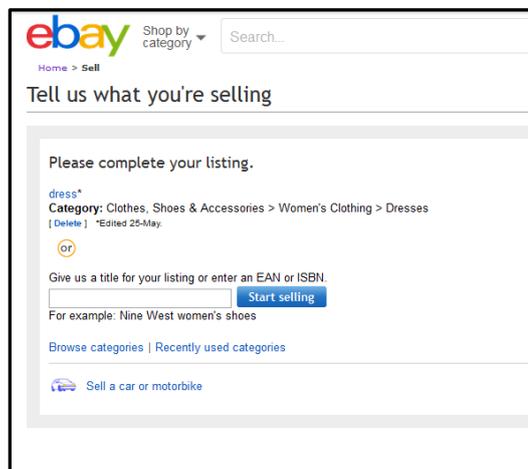
2. To be able to select an ebay charity you will need click "switch to advanced tool". Located at the top right of the page.



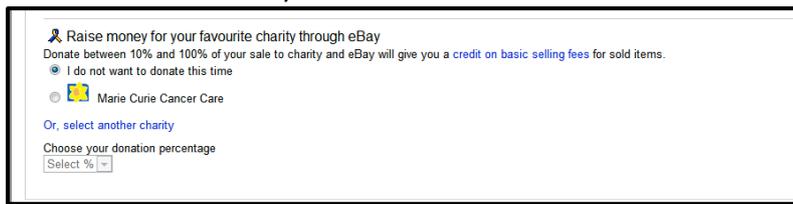
3. A warning message will appear select "Switch"



4. Start creating your listing as normal following the on screen instructions.



5. Fill in the item details as normal. When you get to enter the price, below is a box to select to 'sell for charity'.



Raise money for your favourite charity through eBay  
Donate between 10% and 100% of your sale to charity and eBay will give you a [credit on basic selling fees](#) for sold items.

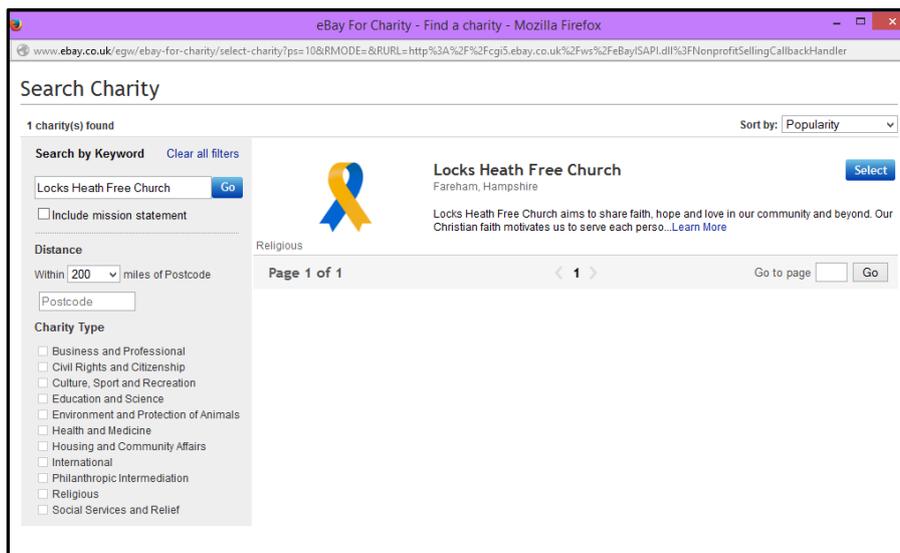
I do not want to donate this time

 Marie Curie Cancer Care

[Or, select another charity](#)

Choose your donation percentage  
Select %

6. Click on 'select another charity' and type Locks Heath Free Church in the search box. Select Locks Heath Free Church (you may be given the option to have this as a favourite)



eBay For Charity - Find a charity - Mozilla Firefox

www.ebay.co.uk/egw/ebay-for-charity/select-charity?ps=10&RMODE=&RURL=http%3A%2F%2Fcgi5.ebay.co.uk%2Fws%2FfeBaySAPLdl%3FNonprofitSellingCallbackHandler

### Search Charity

1 charity(s) found Sort by: Popularity

**Search by Keyword** [Clear all filters](#)

Locks Heath Free Church

Include mission statement

**Distance**  
Within  miles of Postcode

**Charity Type**

- Business and Professional
- Civil Rights and Citizenship
- Culture, Sport and Recreation
- Education and Science
- Environment and Protection of Animals
- Health and Medicine
- Housing and Community Affairs
- International
- Philanthropic Intermediation
- Religious
- Social Services and Relief



#### Locks Heath Free Church

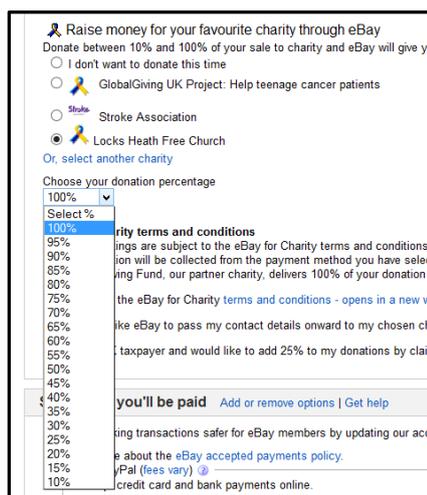
Fareham, Hampshire

Locks Heath Free Church aims to share faith, hope and love in our community and beyond. Our Christian faith motivates us to serve each perso...[Learn More](#)

Religious

Page 1 of 1 Go to page

7. Set your donation amount, you can choose from 10% up to 100%



Raise money for your favourite charity through eBay  
Donate between 10% and 100% of your sale to charity and eBay will give you a [credit on basic selling fees](#) for sold items.

I don't want to donate this time

 GlobalGiving UK Project: Help teenage cancer patients

 Stroke Association

 Locks Heath Free Church

[Or, select another charity](#)

Choose your donation percentage  
100%

- 100%
- 95%
- 90%
- 85%
- 80%
- 75%
- 70%
- 65%
- 60%
- 55%
- 50%
- 45%
- 40%
- 35%
- 30%
- 25%
- 20%
- 15%
- 10%

8. Click on "Continue"

9. You can then review your item and when you are happy, click “List your item”.

[List your item](#)

10. Money will be paid into your chosen payment method e.g. PayPal / bank account and then taken by “PayPal giving fund” within 3 weeks.

(\*PayPal giving fund are a company aimed at helping charities get the most out of online selling. Their major initiative is eBay for charity, a unique programme that helps charities raise money on eBay. All money you make from your sales on eBay will be paid to PayPal giving fund and they will then pass on the money to us and also claim the Gift Aid).

PLEASE DO NOT BE CAUGHT OUT BY THE DELAY IN PAYPAL GIVING FUND RETRIEVING  
YOUR MONEY