Venmo
How to sign up and transfer funds through app

1. Download mobile app: iOS & Android (Venmo does not have a Windows app.) Go to app store on phone and look for “Venmo.” The app has a blue background with a white V on it.

2. After the app downloads on your phone, open the Venmo app.

3. Choose your sign-up method (email or phone number) and create a secure password (between 8 and 32 characters long). Be sure to record your password somewhere for safekeeping.

4. Follow instructions to verify your phone number and email address.

5. Add and verify your bank account.

6. (Optional suggestion) Change privacy settings to “Private” to remain anonymous. Go to top left-hand corner of app and click on the three horizontal lines to bring up menu. Go to “Settings” and click on “Privacy.” Change default privacy setting to “Private.”

7. It is also suggested for security to put a password on your app. In the same settings menu (See instruction numbers 6 and 7 for Settings menu), scroll down to “Pin Code & Biometric Unlock” under the “Security” section. Click on “PIN Settings.”

8. Create your 4-digit PIN code. (Be sure to record it somewhere for safekeeping.) To get out of this menu, click on the arrow on the top left-hand side until you see the three horizontal lines.

9. To send money start by clicking the blue circle with the white picture on the bottom right-hand side.

10. Where is says in gray “Name, @username, phone, or email type in the information for the person/entity you want to send the money to, (i.e., this is where you would type in the NJIOA email, njoapay@gmail.com).

11. Next, to the dollar sign add the dollar amount to be transferred.

12. Add description for your transaction (i.e., Your meeting name/day/time plus 7th Tradition). You can also change the privacy mode here to private if you haven’t changed in under “Settings.”

13. Be sure the information you typed is correct. Once you send this, it cannot be undone.


Tutorial
https://www.youtube.com/watch?v=UMdOVxip0Dg

ZELLE
How to sign up and transfer funds through your bank

1. ACCESS ZELLE® Get started by enrolling your email or U.S. mobile number through your mobile banking app, online banking or with the Zelle app.

2. For online banking, access your online banking information.

3. Look for a menu option that says either “Move money” or “Transfer money.” Select “Send Money with ZELLE®”

4. Read and accept terms.

5. Attach the account you want to use, hit Continue

6. Register with Zelle by adding your email or phone number.

7. Verify your email or phone number by clicking on “Send code.” You will receive a code number from Zelle to whatever method you have chosen.
8. Type in the verification code Zelle sends you and hit continue.
9. Confirm Zelle setup. It will have your account number and email address or phone number. Click “Confirm.”
10. If you want to transfer money now, you will see “Choose bank account.” You can pick the account you want to transfer money from. Hit continue.
11. Enter Recipient’s Name. Type in NJIOA email address njioapay@gmail.com.
12. Choose the amount. (Your bank may have a minimum of $5.00.) Enter the amount to send. Click “Review.”
13. Add description (i.e. your meeting name/day/time plus 7th Tradition.)
14. Click “Send.”

Tutorial
https://www.youtube.com/watch?v=8Lfo_c_JUNI

ZELLE
How to sign up and transfer funds through Zelle App on smart phone

1. Download the Zelle app. The app has a purple background with a white Z that looks like a dollar sign.
2. Open app and click “Get Started.”
3. Answer questions: Allow Zelle to make and answer phone calls? Choose “Allow.”
   Allow Zelle to access this device’s location? Choose “Allow.”
4. Add your mobile number.
5. Read Privacy and Security information and check E-Sign Consent, Privacy Policy, and Service Agreement. Click “Continue.”
6. Find your bank. Type in the name of your bank.
7. Click “Go to your Banking App.”
8. Sign onto your banking app.
9. Confirm your identity by texting confirmation number
10. If you have already set up your Zelle account through your bank, you will see an option for “Send money with Zelle.” Select this option.
11. Select “Send.”
12. Select “Add new contact.”
13. Add first name “NJIOA,” last name “Intergroup.” You can customize the name to say whatever you feel comfortable with. Add email address “njioapay@gmail.com.” Click “Save.”
14. You will see a reminder “Keep your money safe…” Click “Next.”
15. Add dollar amount to be sent. (Must be greater than $5.00.)
16. Click “Send Today (one time),” then click “Review.”
17. Add Reason, (i.e. 7th Tradition with group name or just 7th tradition for an individual.)
18. Hit “Send.”