

Electronic Payments are Here!

Donate to Intergroup, Pay for literature all with Venmo

Creating your Venmo account:

- Download the appropriate app for your smartphone.
- Venmo is only available on **iOS** and **Android**.
- Choose your preferred method of signup. You can choose to sign up with Facebook or email.
- Verify your account by entering your phone number. You will receive a 4-digit code.
- Enter the code into the specified box to verify your account.
- Once verified, Venmo will prompt you to add a photo. Venmo will assign you a username based on the information you have given.
- Click Done in the right-hand corner.
- Venmo will allow you to sync your Facebook account so that you can see which of your friends use Venmo. If you choose to do this, click Allow when prompted. Allowing Facebook to sync also gives Venmo access to your Facebook profile information.
- Next, Venmo will attempt to sync to your contacts. Choose Allow if you'd like to sync your contacts. Syncing will allow Venmo to access your contact information.
- You can also use Siri to interact with Venmo. Select your choice.
- Next, choose whether you'd like Venmo to send you notifications regarding your account. Congratulations! Get ready to spend or receive money. (Copied from: <https://www.dummies.com/personal-finance/how-does-venmo-work/>)

Sending money to ACA Monterey Bay Intergroup:

- Once you are in the App, click the icon in the top right corner to "Add Recipients" and type **@renee-harding-6** into the space provided.
- Click on the "Pay or Request button."
- Now you can add a dollar amount and a note for **what it's for** (please include the **meeting name and whether it is for literature, 7th tradition** etc. so the transaction can be recorded in our books properly).
- If you don't want all your contacts who are on Venmo to see it, click lower-right-hand icon (default is 'Public') and change to '**Private**'.
- Click 'Pay'.
- If prompted for 4 digits of phone# to confirm: 0600
- Select the account you are paying from and you're done.
- You will receive a Venmo e-mail confirmation, which can act as a receipt for your records.
- If you are **purchasing literature, forward the email confirmation** to mbacaliterature@gmail.com to prove you have paid.

Any questions? Please e-mail mbacatreasurer@gmail.com

Rev 10/26/24 ccg 2/21/25 ccg 2/13/26 ccg 3/13/26 ccg

Web update to link to this document in 2 places:

Menu: Literature/Venmo Instructions

Menu: Intergroup Business/Intergroup Donation Instructions/General Donation Instructions