

## How to Pay Annual Napa Women's Club Dues Using Venmo

After completing the Membership Renewal Form online and receiving a confirmation e-mail from google docs that your form was received by the Napa Women's Club, you are ready to pay your annual Dues, via Venmo.

Following are the steps you must follow to pay your dues:

1. Go to the Venmo app on your iPhone and tap on **Pay/Request**, and a list of your most frequently used payees will appear.
  - Be sure you have OPENED your Venmo app, or this process will not work, and you will receive an error message.
2. At the top of the screen and before the list of your payees, there is a circle that says "Name, @username, email, phone," enter "**Napa Women's Club**" in that space.
3. Then, "Napa Women's Club" will appear under the **Charities** heading, which is what Venmo calls "non-profit organizations."
  - Scroll down to this Heading to bypass the other Headings including Top, People, and Businesses," because they don't apply, whenever you send funds to a Non-Profit organization like the Women's Club."
  - When you get to the Charities heading, tap it and you will see "Napa Women's Club."
  - Tap "Napa Women's Club" and the Pay screen appears with a spot for you to enter the amount you wish to pay, next to the \$. Also, "Napa Women's Club" should be directly ABOVE this spot, so you can verify that you're on the correct Pay screen.
  - In the circle below the payment area, you will see a space labeled "What's this for?" You may record "Annual Dues," or anything else you'd like to record to identify this payment. You may also leave this space blank.
  - Next, tap "Donate," (which is what Venmo calls PAYMENTS for Charity Organizations)
4. After you tap DONATE, another screen will appear that says "Donate" again, at the bottom of the screen plus the amount you entered on the previous screen. You must tap "Donate" again to confirm the amount of your payment.
  - If necessary, you may also revise your payment amount at this time..
5. Next, a Venmo screen appears that shows the amount that you paid, along with the balance you now have in your personal Venmo account. You've probably seen this same screen whenever you've used Venmo to pay other organizations or people.
  - If your balance does NOT appear when you tap "Donate," tap it once again and your balance should appear.
6. Then, the "owner" of the Women's Club Venmo account will be able to see your "donation" amount listed in our account, along with your name, for proper crediting. Then, she will deposit your payment into the bank that the Women's Club uses for these types of financial transactions.