

Instructions for Payments using VENMO

Open VENMO app on your smartphone

Type in and select payee

KnightsOfColumbus-StKilian

DO NOT choose “Goods and Services” - our fundraisers are voluntary donations

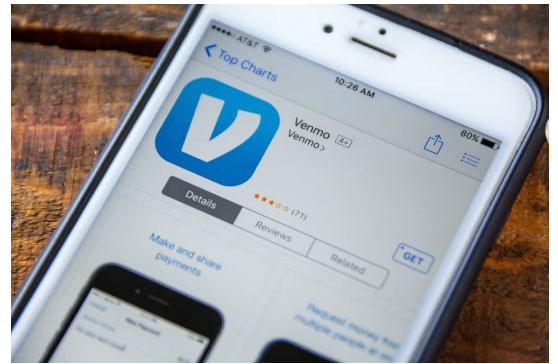
PLEASE use the Comments to say what the payment is for (e.g. donation, dues, etc.)

If prompted for 4 digit code, use 4306

For a detailed tutorial on how to install and use the Venmo app, please see the next page.

Dear Brothers Knights,

Venmo is a mobile phone app we use to make payments directly to the council. Here is a tutorial on using Venmo.



1. Download the Venmo app to your smart phone or tablet from the App Store or Google Play.
2. Click on Join Venmo.
3. Fill in the info as requested - use a mobile number as you need to receive text messages.
4. Use your email address to set up your account.
5. Use a password and write it down as you will need it for accessing your account.
6. Venmo will text you a code to verify your phone number. You will be prompted to input that code and send to complete setting up your account.
7. When setting up your profile, you may add a photo but it is not required - you can add it later.
8. Set up your payment method; you need to use bank account information or credit card.
9. When asked how you want to verify your bank account, it's best to do it instantaneously so you can begin using your account immediately - otherwise if you choose verifying through the bank it takes 2-3 days before you can use the account.
10. To verify your bank account, you will select your bank from the drop-down list; if your bank is not on the list, type in the name and it should come up.
11. It will prompt to sign on to your bank account, which you will do by using your credentials you use normally when you do your on-line banking.
12. Select the instant confirmation option.
13. You will receive a new code to confirm it's you and will be required to enter that code and send – NOTE this is a different code from the one you used when you opened your Venmo account.
14. You will get confirmation within moments that your bank account has been verified and you will be able to use it immediately. You are ready to go!
15. At the bottom of your Venmo app screen you will see a link "Pay or Request"; click on that link.
16. A new window appears where you can type in the payee **KnightsOfColumbus-StKilian** and the name will come up, but if it does not, click on the link right below the line where you typed in the name, it says other people; at that point you should see a list of KOC chapters; be sure to select ours, there is a picture of St Kilian, the name of the church and the church building in the background.
17. Type in the amount of payment you are sending. **Please DO NOT choose "Goods and Services" and PLEASE use the Comments to say what the payment is for (e.g. dues, donation, etc.)**
18. Click "Send"; this will open a new window reflecting your bank account last 4 digits; click on that to complete the payment.
19. When sending a payment, Venmo may ask you for the last 4 digits of KOC phone number; type in 4306 which are the last 4 digits of Brother Sean Gawne's phone number.
20. You should get confirmation on the Venmo screen reflecting the payment details within moments.
21. When you make future payments to our KOC chapter, the name will already be on the Venmo list and will only need to click on it and simply make the new payment as described above.
22. Please note you can no longer send payments using your computer; you must use mobile device.
23. If you run into difficulties call Brother Sean Gawne at 949-280-4306.