

HOW TO DO FRIENDS AND FAMILY PAYMENTS ON VENMO/PAYPAL

WE DO NOT ACCEPT “Goods and Services” payments. If you send it that way, we will ask you to pay the fee and/or try to refund your payment and have you resend it.

This is a huge hassle for all of us, so please be mindful and follow these instructions.

If this is overwhelming, call the registrar who will talk you through the process.

VENMO: Log in to www.venmo.com, either on your computer or on your phone.

On your computer:

- On the home screen, at the left should be your name and Venmo ID, and under that your Venmo balance, and under that, a **blue** button that says “V Pay or Request.” Click on that button.
- The next screen says “Pay or Request”. Enter the amount and the name of the person to send money to (in this case, @KathrynSky-Roshay). Type something in the “What’s this for?” box (like, “Paonia Camp”, or “Thank you!” or whatever). There should be two **blue** buttons below that, “Pay” and “Request.” Click “Pay.”
- A section will appear that shows your banks and/or credit cards, and above that will be a toggle button that says “Turn on for purchases.” **DO NOT, DO NOT, DO NOT toggle that button on!**
- Below that is a **green** button that says “Pay [whoever].” When you’re ready, click that and the money will be sent. If you change your mind about paying right now, click “Cancel.”

On your phone:

- On the home screen, the “Pay/Request” link is at the bottom. Tap it.
- A screen comes up where you type in the name of the person (in this case, @KathrynSky-Roshay).
- The next screen asks for a dollar amount and a text box “What’s this for?” Type something like, “Paonia Camp”, or “Thank you!” or whatever. Below that are two **blue** buttons, “Request” and “Pay.” Tap “Pay”.
- The next screen shows the name, amount, your payment sources, and a toggle switch “Turn on for Purchases.” **DO NOT, DO NOT, DO NOT toggle that button on!** If you change your mind about paying right now, tap either the < at the upper left, or the X at the upper right. Otherwise, tap the **green** “Pay” button at the bottom of the screen.

PAYPAL: Log in to www.paypal.com either on your computer or on your phone.

On your computer:

- At the upper right below the menu banner are two **dark blue** buttons, “Send” and “Request”. Select “Send”.
- On the next screen is a box with rounded corners that says “Name, Username, Email, Phone”. Type in Sky’s email address, skyness54@gmail.com.
- A list of options may come up; make sure it’s Sky and click on her name.
- On the next screen, enter the amount. Under that is a box, “What’s this for?” Type in something like, “Paonia Camp”, or “Thank you!” or whatever. Click on the **dark blue** button labeled “Next”.
- The screen now shows the name sending to, the amount, your payment options, and “Friends and Family” with > to the right of it where you could change it to “Goods and Services” but **DON’T DO THAT**. If it already says “Goods and Services,” click on the > to change it to “Friends and Family.”

Go to the bottom of that screen and click the **dark blue** “Send” button. If you change your mind about sending money right now, click “Cancel”, just below the “Send” button.

On your phone:

- On the home screen, the **dark blue** “Send/Request” button is at the bottom. Tap it.
- The next screen has a place at the top labeled “Name, Username, Email, Phone”. It may have a list of possible contacts below that. Type skyness54@gmail.com in the “Name” etc box. A list of possibilities may come up; make sure it’s Sky and tap on her name.
- • The next screen asks for a dollar amount. Fill that in and tap the **dark blue** “Next” button at the lower right.
- A screen will come up with the header “Review”, asking you to verify your payment source. Below that it says “Friends and Family”, with a > to the right if you want to change the type of payment. **DO NOT, DO NOT, DO NOT tap that carat** – unless it says “Goods and services” in which case DO tap the carat to change it to “Friends and Family.”
- When you’re sure it’s right, tap the **dark blue** “Send” button at the bottom. If you change your mind about paying right now, tap the X at the upper right of the “Review” screen, and then the back arrow at the upper left of the payment screen.