

Membership Payments with Zelle

QGGH accepts membership payments with Zelle. **PLEASE READ AND FOLLOW THE INSTRUCTIONS WITHIN THIS DOCUMENT SO THAT YOU PAYMENT CAN GET PROCESSED CORRECTLY.**

QGGH chose to use Zelle because it allows for seamless payments directly to the QGGH bank account and is free. On the Zelle website it says to check with your bank or credit union to see if they have any charges for sending money with Zelle. Please do this before sending money. If your bank has Zelle incorporated in their website or mobile banking app you do not need to use the Zelle app. If your bank does not have Zelle as a transfer option, you can probably set up Zelle with your debit card.

For new members, please fill out the online membership form before making your payment. Your name needs to be in our database before your payment can be recorded. The online membership form can be found here <https://goo.gl/forms/HMCS3J5jC7i96lwX2> or by clicking the first link on the <https://qgghouston.org/forms> page.

For all Member Statuses (renewing or new), Many banks already have Zelle built into their mobile apps and their bank websites. To see a list of banks using Zelle to transfer money, go to <https://www.zellepay.com/get-started>. If your bank is not on the list, download the Zelle app to your mobile phone and set up an account with your debit card. Please see the instructions on the Zelle website for setting up Zelle with a debit card.

Once you have registered a Zelle account or on your bank's mobile app or website, go to send money. The pages pictured here are from the Bank of America website. Your site or mobile banking app will probably be different. **Please read through to the end of this document to get specific instructions on how to format the Message text box for paying QGGH.**

This example is to show how to add a recipient and how to make your first payment to QGGH. Note that once the recipient has been added, this step can be skipped for subsequent membership years.

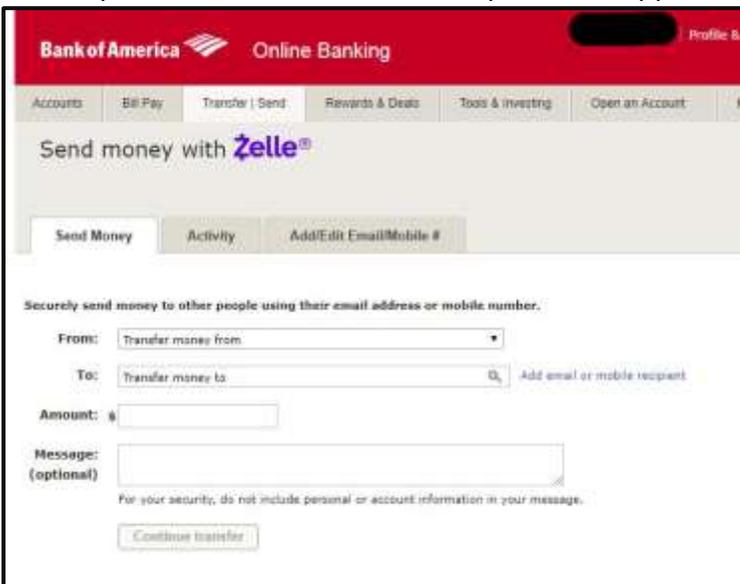


Figure 1: Send money with Zelle default page for Bank of America

More information about Zelle can be found here: <https://www.zellepay.com/>

Click Add email or mobile recipient.

Send money with Zelle®

Send Money

Securely send money to

From: Transfer

To: Transfer

Amount: \$ 35.00

Message: 2019 Me
(optional)

For your

Confirm

Secure Area

Locations | Contact

Send money using an e
number?
can I tran
Recipient?
receive mo
ass or mo

Spanish

Add a new Recipient

close X

Recipient Type

Individual Business

Business Name

QGGH

Nickname(optional)

Email address or mobile number

m.....H@gmail.com
(name@email.com or XXX-XXX-XXXX)

Confirm email address or mobile number

m.....H@gmail.com

Add Recipient Cancel

Figure 2: Add a new Recipient

For this page, the recipient type is Business, the Business Name is QGGH and the email address is MembershipQGGH@gmail.com. Enter the email address a 2nd time to confirm. Click Add Recipient.

Once the recipient is added, money can be sent.

Bank of America Online Banking

Profile & Settings

Accounts Bill Pay Transfer | Send Rewards & Deals Tools & Investing Open an Account Help & Support

Send money with Zelle®

Send Money Activity Add/Edit Email/Mobile #

Securely send money to other people using their email address or mobile number.

From: Transfer money from

To: QGGH <membershipqggh@gmail.com> Add email or mobile recipient

Amount: \$ 35.00

Message: 2019 membership - Jane Doe

(optional)

For your security, do not include personal or account information in your message.

Continue transfer

Figure 3: Payment screen

Drop down to the account from which you want to make the payment. The “To account” should be the QGGH recipient added on the previous page. The membership dues are \$35.00. **Even though the message box is optional, it is important to add information for paying QGGH. Please enter the year (2019 for this example) and the account (membership for this payment) and your name as it appears in the QGGH roster. It is important to have your name in the message box to facilitate processing the payment in the membership database.**

Zelle or your bank will send an email to MembershipQGGH@gmail.com and the email associated with your Zelle registration once the Continue transfer button is clicked.

Your confirmation email is your receipt.

Please follow these instructions to make sure that your membership dues are applied to the correct QGGH member.

Thank you,
2nd VP Membership

More information about Zelle can be found here: <https://www.zellepay.com/>