

## (2) How to Make Payments to the Women's Club of New Seabury

There are just a few steps to make a payment once you have Venmo on your phone:

In the app, tap the blue button that says "Pay or Request" or "Scan"

1. If you tap "Pay and Request", find the Women's Club of New Seabury by entering WCNS @clubmember in the "find friends or businesses" search bar at the top of the screen. The Women's Club is listed under businesses, not people. Select **WCNS @clubmember**, and the WCNS page will appear. If you are asked to provide the last four digits of the phone number, use 4964. This is just used to verify that you are accessing the correct Venmo account (not paying the wrong person!).
2. If you tap "Scan", position the scan window over the QR code printed below and the WCNS page will appear. Tap the blue Pay button and continue with the following steps.
3. Add the amount you'd like to pay.
4. Add a note in the "What's it for?" field so we can apply your payment properly. Please include your full name and full description of what you are paying for. Examples:  
Giving Fair registration; Names and telephone numbers of all registrants  
Giving Fair Raffle; Sept. 2022, Number of tickets or books  
This information is necessary to make a payment and to record it properly.
5. Tap "Pay"
6. Within minutes of making your payment, you will receive an email from Venmo confirming the details of your payment.

For more information on sending and requesting money, take a look at this link:

<https://help.venmo.com/hc/en-us/articles/210413477>

If you have any additional questions or concerns, please feel free to send an email to Muriel at mcgolden1@comcast.net.

Venmo QR Code: WCNS @clubmember

