

# VENMO INSTRUCTIONS

In the interest of making payment more convenient for our parents, the Upper Township KEYS Program is now accepting payments via [Venmo](#).

## What is Venmo?

Venmo is a free app you can use to electronically transfer money to friends, family, or businesses. It does not charge fees of any sort and uses data encryption to protect your information. (For more information on security or other topics, visit their website at <https://venmo.com/>)

## How do I get Venmo?

To get started, go to <https://venmo.com/> or download the app from the App Store on your phone. You can be sure you've found the correct app by looking for these logos:

[venmo](#)



Once you have downloaded the app or visited the website, you will need to create your Venmo account. This can be done by linking either your email address or your Facebook account. (If you sign up online, you will need to verify your mobile phone number).

*\*\*Please Note - you do not need to invite your friends or add your contacts to use the Venmo app\*\**

## How do I make a payment?





First, you will need to link at least one of your accounts to your Venmo profile. You can do this in the "Settings" section. Venmo can connect to a bank account or a debit card. (**Do not connect to a credit card in order to avoid the 3% administrative fee.**)

Next, you can search for the person(s) you would like to send a payment to. In this case, you would search "UpperKEYS."

Once you choose the recipient, you are able to enter in the amount of the payment as well as a description or message. When sending a KEYS payment for example, your message might be something like "April KEYS for Megan Smith."

## How can I see my past transactions?

Venmo allows you to set up multiple different types of notifications. You can set your account to send you an email and/or text for each transaction you make. If you choose this option, you can refer back to these notifications if you need to reference them.

Additionally, at the top of the screen, you can toggle between seeing  universal activity,  friend activity, and  your own activity. Clicking on the  will show you a list of transactions you have completed.

**As always, please let us know if you have any further questions!**

**Thank you in advance for your cooperation,**

*The KEYS Staff*

