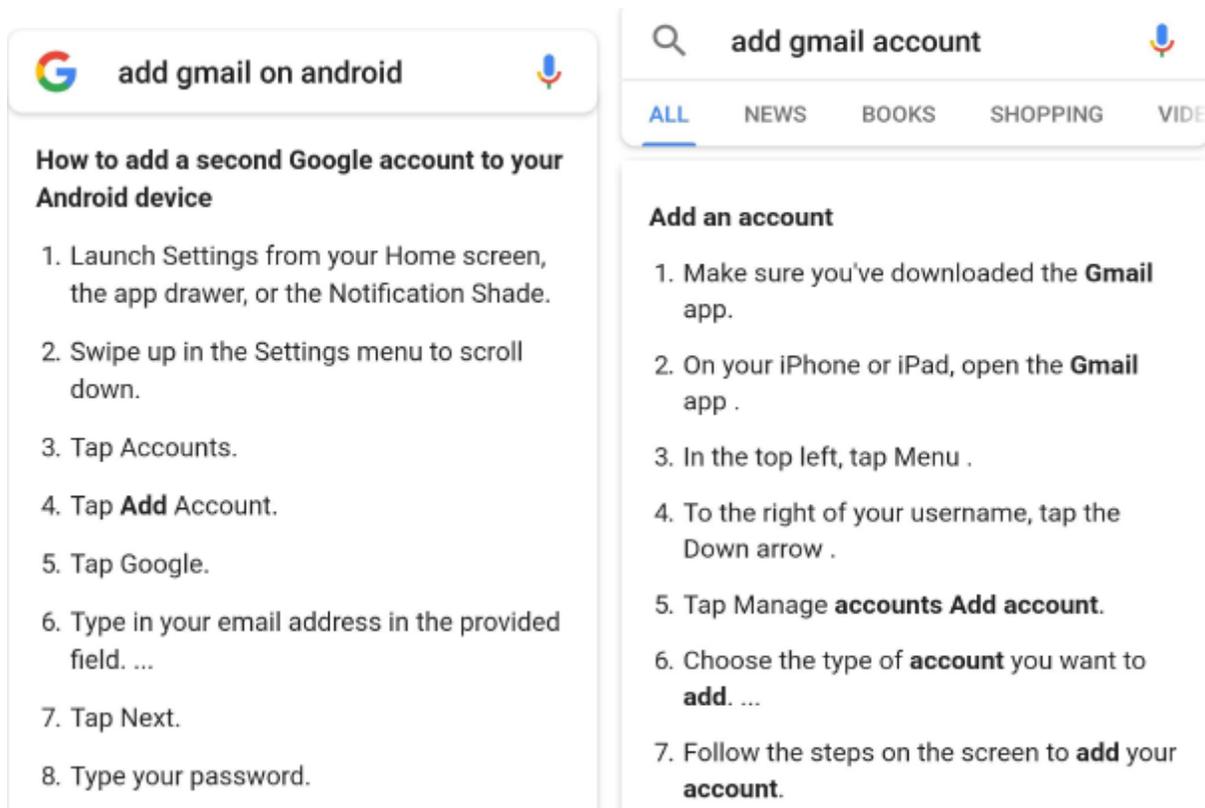


Digital Basket Venmo Set up for groups that have their own bank account:

- 1) Create a group email address with gmail {see android/i phone directions below}
[This is just to satisfy the app's requirement. No one will be sending or receiving messages using this address](#)
- 2) When the group is signed up for Venmo, open the app and tap **sign up with email** (not Facebook)
- 3) Put the group name rather than your 1st & last name, and the group email you just set up
- 4) Use your own phone number (you can change this in Venmo when positions are rotated)
- 5) When picking your handle (user name) make it your group name, eg @abc-group
- 6) Under Payment Methods enter the bank account into which the money people have paid into the 7th tradition will be transferred to.
- 7) On a regular basis (weekly, monthly, etc) have the treasurer or funds manager transfer the funds from Venmo to the bank account.
- 8) Once it's set up, let your group know by announcing it and making at least one sign. Advise them to **set their contribution to "private"** to preserve their anonymity.
[Under Venmo Code/My Code there is a QR code people can scan with their phones to contribute](#)
- 9) Let intergroup know and you will added to the meeting directory + the meeting guide app



When a group begins accepting Venmo, notify Bruce at Central Office and it can added to the website + Meeting app.

When using the Meeting Guide app, groups that have the digital basket have a direct link to contribute eliminating the need to type in the group name for contribution.

{If a group DOES NOT have a bank account, the person managing the incoming payments will not be able to make digital contributions.

Set up a new venmo account on that person's phone#, using the group's name and the bank account of the person managing the money.}