Electronic Payment Instructions

Lewis River Rotary Club (LRRC) utilizes the **Venmo** electronic payment system to easily collect monetary contributions (e.g., club dues, pride dollars, raffle, fines, etc.) for the Club.

- This Club Venmo account DOES NOT accept payments for the Lewis River Rotary Foundation (LRRF) or The Rotary Foundation (TRF).

  - To make payments to the **Lewis River Rotary Foundation (LRRF)**, please contact Foundation Chair, Robyn Fitzgerald at robyn.fitzgerald@comcast.net or (360) 931-3943

  - To make payments to **The Rotary Foundation (TRF)**, please contact the club's RI Foundation Treasurer, Matt Todd at mdtodd58@gmail.com or (360) 518-7718

Start Using Venmo

1. Download the Venmo App on your iPhone (iOS) or Android (Google) smartphone or tablet (Venmo does not have a Windows app).

2. When downloading is complete, launch the Venmo application and create your personal Venmo account. You will need to provide your name, email address and mobile phone number. You will also need to create a unique password to login. (Be sure to store your login information and password in a safe location for future reference.)

3. Link your bank account, debit/credit card(s), or both to your Venmo Account.

   - To link your Bank Account either login directly using your banking online account credentials or by entering your bank's routing number and bank account number.

   - Registering and **using Bank Account or Bank Debit Card to make payments is free of charge** and neither payer nor recipient will be charged any transaction fees.

   - Registering and **using Credit Card to make payments will charge a standard 3% transaction fee to the payer**. However, no transaction fees will be charged to the recipient.

     Note: It can take up to 3 business days for Venmo to complete its bank verification process.

     *Note: The Venmo App considers itself to be "part digital wallet, part social media feed." To keep all your payment transactions private, in the **Settings** section of your account menu, simply change your profile to **Private**.*
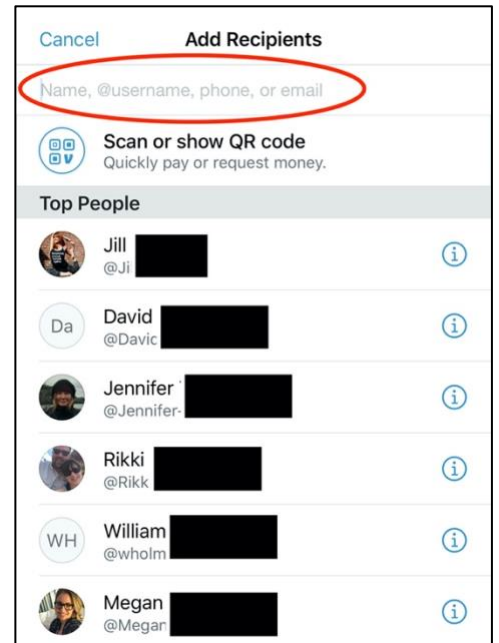
To Make Payments to Lewis River Rotary Club

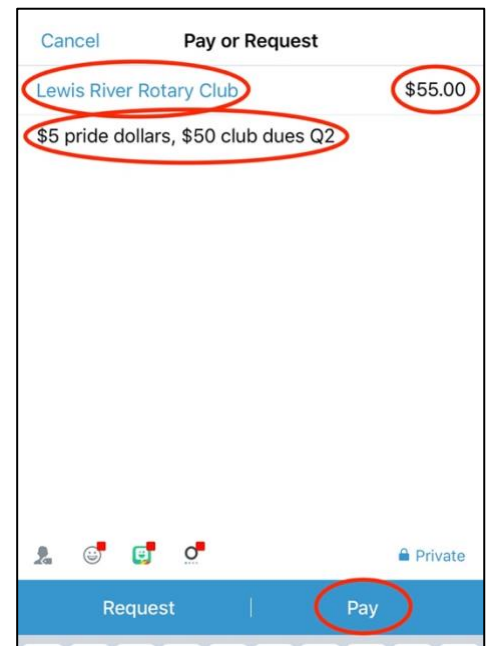1. In the Venmo App, click **Pay or Request**.

2. In the **Add Recipients** section, type 'Lewis River Rotary Club' and the LRRC Account **@LewisRiverRotary-Club** will appear.

   Note: You should only have to add the LRRC Recipient at the time of initial payment. Then the account should auto-populate in your Recipients or Friends section going forward.

3. Using the numbered keypad, enter the **amount** you would like to pay.

4. In the **What's it for?** section, write a **Memo** that clearly indicates what your payment is for (e.g., club dues, pride dollars, raffle, fines, etc.)

5. Click **Pay**.

Pay via QR Code

You can also easily make a payment by scanning the Lewis River Rotary Club's Venmo QR Code by clicking **Scan**.

For more information on how to use Venmo, visit their online Help Center here.

Questions? Contact Club Treasurer Mal Ellison at LewisRiverRotaryTreasurer@gmail.com or (952) 843-3333, or Ashley Holmer at ashleyholmer@gmail.com or (503) 956-9390.