



How To Pay SGS with Zelle

1. Go to your Bank Account online.
2. Go to Send Zelle or Send Money.
3. Select "Stitching Girls Society" from your list of Registered Zelle Recipients or to add SGS as new recipient:
 - a. Click "Add"
 - b. Enter Recipient Name: Stitching Girls Society
 - c. Enter Email: Treasurer@StitchingGirlsSociety.org
 - d. Do not enter a phone number (leave blank)
 - e. Click "Add Recipient"
4. In the payment screen:
 - a. Enter the amount you want to pay.
 - b. Memo: It says optional, but please DO put a note here specifying what your payment is for (i.e. which retreat or annual dues)
 - c. "Pay from" - select your bank account that you want to use for your payment.
 - d. "Send on" - Use default of "Today" or select a different date to send your payment.
 - e. Click "Review and Send"
5. Confirm payment details, then click "Send it now"
6. Click "Done"

*Please note: these instructions are based on Chase Bank's format – options, selections and terminology may vary from bank to bank.