

Venmo Official: How To Sign Up

Venmo Accounts require a cell phone as part of the account creation, in addition to an email address.

[Phone and Email Verification](#) is required when creating an account. For the phone number, a text/SMS message will come from a short-code (86753) which will provide a code to use in the app for verification. Email verification is much simpler; just click the link that arrives in email. The cell phone number and email address can be changed after account creation so for groups, as treasurer or other responsible A.A. rotates out this can be updated to the current home group member.

Follow the instructions below to sign up for Venmo. These are the same instructions for an individual or for a home group. Next section are suggestions for setting up an account for a home group.

1. Download Venmo: [iOS](#) & [Android](#) Open the Venmo app
2. Choose the email sign up and create a secure password (between 8 and 32 characters long).
3. Verify your [phone number and email address](#)
4. Add and [verify your bank account](#)

You can also sign up for Venmo from your PC or computer [here](#).

1. Create a group email address with a free email service ([Gmail](#), [Outlook](#), etc.) if the group does not already have one. This is to satisfy the app's requirement. If a new email account, no one will be sending messages using this address, it is just for verification and notification purposes. It will get notifications of every donation. It will also get a notification for bank transfers and maintenance.
 2. When the group is signed up for Venmo, open the app and tap sign up with email.
 3. Put the group name rather than your 1st & last name, and the group email you just set up.
 4. Use the cell phone # of the person setting up the account. (this can be changed as positions rotate out)
 5. When picking your handle (user name) make it your group name, e.g. @how-it-works
 6. Under Payment Methods enter the bank account into which the money people have paid into the 7th tradition will be transferred to (this can be changed as positions rotate out),
 7. On a regular basis (weekly, monthly, etc.) have the treasurer or funds manager transfer the funds from Venmo to the bank account, or distribute directly from Venmo to the pie chart.
 8. Once it's set up, let your group know by announcing it and putting your handle (@user name) in the Chat. Advise that contributions be set to "private" to preserve their anonymity.
 9. If you are having problems, or are confused, call Central Office at 619-265-8762. We are here to help!
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