

## How to Pay Annual VCCA Dues using Zelle

Zelle is a fast, safe, and easy method used to send money to family, friends, and businesses. It is widely available in over a thousand banking apps. Zelle is accessed through your bank or credit union's mobile app or website.

*Note: The instructions outlined below relate to Bank of America's mobile app. The options may vary slightly from what you see in your bank's mobile app. If you prefer to initiate Zelle from your bank's website the steps may also be slightly different.*

If this is your first time to use Zelle you must first register on your bank's mobile app or website. Once you are registered to use Zelle follow the steps below to setup VCCA as a recipient and send \$40.00 for the annual dues.

1. Go to your bank's mobile app or website.
2. Select **"Transfer | Zelle"**.
3. To add VCCA Houston as a recipient, select **"Recipients"**.
4. On the next screen, select **"Add new recipient"**.
5. On the screen titled *Recipient Type*, select **"Business"**.
6. On the screen titled *Recipient Details*, enter the email address:  
**vermontcommonscivicassoc@gmail.com**
7. Enter the name **"VCCA Houston"**, press **"Continue"**.
8. The next screen will ask for confirmation of the email address and name entered.
9. To send \$40.00 to VCCA Houston to cover annual membership dues, press **"Send Money"**.
10. On the next screen, enter \$40.00. Press **"Continue"**.
11. In the Add Message field, enter your street address, e.g., 1400 Hazard. Press **"Send"**.
12. Complete and mail the membership form to the address on the form. The form is linked on the Membership screen.