

## **INSTRUCTIONS FOR ONLINE DONATIONS VIA ZELLE**

The Church is registered as an approved recipient with Zelle as “Presbyterian Church of Broomfield” (due to Zelle space limitations) and first name “Robert” with the general email address ([finsec@pcofb.org](mailto:finsec@pcofb.org)), so we can receive donations through Zelle. This is no cost to you and the Church. All that is necessary is to confirm your Bank is a Zelle Partner (easy to check when you log on to your Bank site). Most major banks are Zelle Partners.

To confirm if your bank is a Zelle Partner:

1. Log on to your bank online site.
2. Click on the tab named “Pay & Transfer”, “Pay Bills”, “Send Money”, etc.
3. Look for a sub-Tab with reference to “Zelle”, if you see Zelle, you bank is a Zelle Partner and you can transfer funds to the Church.

To donate via Zelle:

1. Click on Send Money with Zelle, or something similar.
2. Add the church as a recipient, type “Presbyterian Church of Broomfield” there will likely be space limitations so it probably will not accept the full name.
3. Enter a nickname if you want to.
4. Enter your name.
5. Enter brief message, if offered and you want to.
6. Click on “Notification Method” or “Send By” box and select email.
7. Enter Church email ([finsec@pcofb.org](mailto:finsec@pcofb.org)).
8. Zelle may then ask the sender how they want to receive their confirmation code (via email or text).
9. Enter the confirmation code in the space provided.
10. Hit send.