

How To Pay Relationships That Work[®] for Awakening Joy CE hours Using Your Bank Account/Zelle

1. Download your bank app onto your cell phone or tablet OR if your bank does not support sending money via its mobile app, then download the Zelle app on your phone. You can download the Zelle app from the app store (look for Zelle Pay) or go to www.ZellePay.com
2. Log into your banking app account OR create a Zelle account and log into it.
3. Within the Zelle app or your mobile banking app, click the link that allows you to send money to someone. This is usually labeled "Pay" or "Quick Pay with Zelle" or something to that effect.
4. When your list of options appears, select the bank account you want to send money from (if you have more than one account connected to the app)
5. Click "Send money"
6. For recipient, enter daniel@relationshipsthatwork.com. (This will get to the CE department at Relationships That Work.)
7. Enter the total dollar amount you want to send.
8. In the memo field (where it says "What's this for?") enter your invoice number if you have one. This allows the bookkeeper to credit your payment to the correct account in our system.
 - a. If you do not have an invoice number, please make note of what you are paying, "CEs for AJ 2021."
9. Press "send" or "send money."
10. You will receive a pop-up on your phone stating "You are sending money to Bell & Ellenberg Marriage Counseling, Inc." This is Relationships That Work's legal company name. When you get this message, click on "confirm" or "yes" to send the money.
11. You will receive both a text message and an email stating that you sent the funds to daniel@relationshipsthatwork.com (This is going into the Relationships That Work bank account and will be applied to your invoice.)