



User Guide, 2015

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1. Getting Started

Venmo is a browser and app-based application that allows you to securely and quickly send money to anyone. Money can be sent using funds you have in Venmo or by linking your account to a bank account or debit/credit card.

Registering an Account

To register an account on Venmo, visit Venmo.com and click on “Sign up with Facebook” or sign in “with your email address”:



You will need either a Facebook or email account in order to use Venmo.

Finding Friends

Once you are signed in, you can locate friends by clicking the “Find Friends” link located at the top of the page. There are two ways to locate friends:

- Login to your Facebook account using the Facebook link
 - Search for your friends using the search bar at the top of the screen (you will need their name or email)
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2. Customize Your Profile

Venmo allows you to customize your profile, including adding multiple cards, a profile picture, and setting up notifications.

Add a Card

To add a card to your account, click ‘Settings’ on the top of the main page and follow these steps:

1. On the left navigation menu, click ‘Banks & Cards’
2. Under ‘Payment Methods’, click ‘Edit payment methods’

[Profile](#)

Banks & Cards

[Notifications](#)

[Privacy](#)

[Security](#)

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Payment Methods

	Visa Debit	Card 7354
	Chase Personal Checking	Bank 8120
	Visa Credit	Card 6805

[Edit payment methods](#)

3. In the next pop-up prompt, click 'Add a New Account' and input the required information

Change Your Profile Picture

To edit your profile picture, click 'Settings' on the top of the main page and follow these steps:

1. Under 'Profile', click on 'Edit photo'
2. A browse/open prompt will appear; browse to your desired photo and click it and then click 'Open'

Profile Photo



[Edit photo](#)

3. Making a Transaction

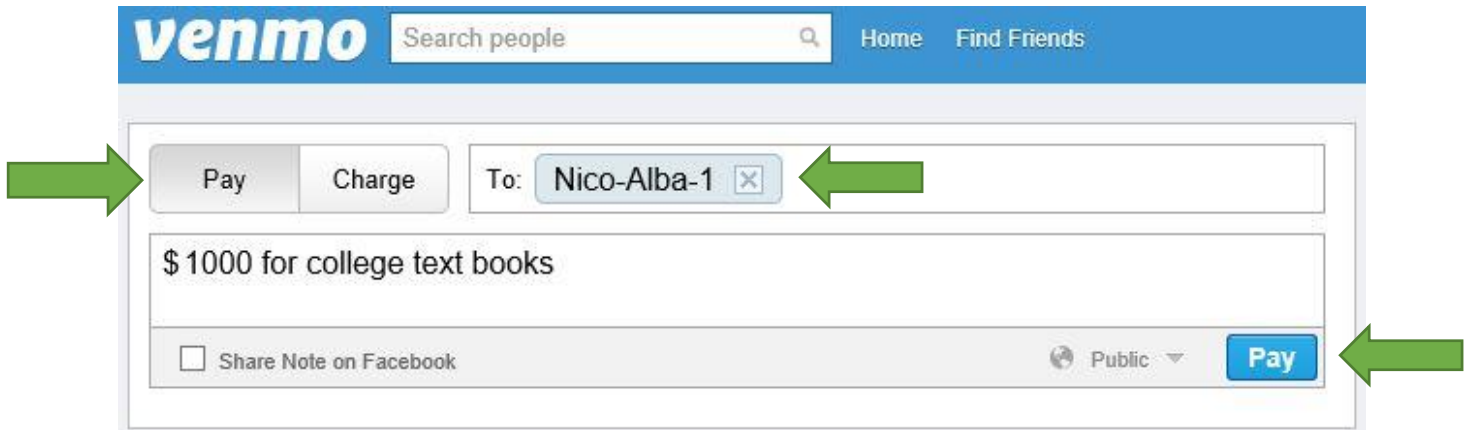
Sending and receiving money is the most important feature of Venmo. In this section we will show you how to send and receive payments.

Sending a Payment

To send a payment, follow these steps:

1. On the Venmo homepage, click in the area that says 'Pay or charge someone' and search the user you wish to pay

2. Click the 'Pay' tab to make sure you are paying someone and not charging them



The image shows the Venmo payment interface. At the top is a blue header with the Venmo logo, a search bar labeled "Search people", and links for "Home" and "Find Friends". Below the header is a payment form. A green arrow points to the "Pay" tab, which is selected. Next to it is a "Charge" tab. To the right is a "To:" field containing the text "Nico-Alba-1" and a small "x" icon, with another green arrow pointing to it. Below the tabs is a text area containing "\$ 1000 for college text books". At the bottom left is a checkbox labeled "Share Note on Facebook". At the bottom right is a globe icon, the word "Public", and a dropdown arrow. A large blue "Pay" button is in the bottom right corner, with a green arrow pointing to it.

3. Click the 'Pay' button on the bottom right to finalize the payment
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