



REGION 7 GROUP & INTERGROUP CONTRIBUTION INSTRUCTIONS

Contributions made to Region 7 by groups and intergroups enable the Region to continue its efforts to carry the OA message of Recovery to those who still suffer. To make a contribution to Region 7, simply follow the process below:

Contributions

Save a Stamp! Save a Tree! Send your 7th Tradition contributions to Region 7 for FREE!

Please Help Us Spread The Word!

The Region 7 mail forwarding service to the Dover, DE address will be phased out at the end of February 2015.

Help keep the costs down by using one of the following options below to send your 7th Tradition contribution to Region 7:

Payment Options

Option #1: FREE – Pay with Debit Card/Checking Account:

There are three options to send contributions via a debit card/checking account. Click the logos to see the details for using each:



Using your Square Cash account, you can send a contribution two ways:

- **Via Square Cash App**
 1. Open the Cash app, sign-in if necessary
 2. Enter at least \$1 and tap Send
 3. Begin typing treasurer@oaregion7.org then select as recipient
 4. Indicate whether the contribution is coming from a group or is personal in the body of the note.
IMPORTANT: if it's from a group, also add your group's number
 5. Tap Send in the top right corner
- **Via Email**
 1. Create an email with treasurer@oaregion7.org as the recipient
 2. Enter cash@square.com in the Cc field
 3. Enter \$ amount in the subject field (ex. \$25.00)
 4. Indicate whether the contribution is coming from a group or is personal in the body of the email.
IMPORTANT: if it's from a group, also add your group's number
 5. Send your email
 6. If you've enabled CVV security lock on your account (recommended), you'll receive an email from Square asking you to confirm the CVV on your card



If you need help creating a Square Cash account, [click here](#) for instructions

Using your Google Wallet account, you can send a contribution two ways:

- **Via Google Wallet App**
 1. Open the Wallet app, sign-in if necessary
 2. Tap on Send money for free button
 3. If you haven't already done so, link a bank account or card with Wallet account
 4. Enter treasurer@oaregion7.org as the email address to send money to
 5. Enter amount of contribution
 6. Tap the account linked next to the \$ amount to change the account used to send money to your debit card or checking account (optional – only necessary if you have more than one account linked to your Wallet account)
 7. Indicate whether the contribution is coming from a group or is personal in the message section.
IMPORTANT: if it's from a group, also add your group's number
 8. Tap Review in the top right corner
 9. Tap Send in the top right corner
- **Via Gmail**
 1. Compose an email with treasurer@oaregion7.org as the recipient
 2. Enter a subject line for the email
 3. Click on the \$ icon at the bottom of the compose window
 4. Enter amount in the window where indicated then click Review
 5. Click the credit card button to change the account used to send money to your debit card or checking account (optional – only necessary if you have more than one account linked to your Wallet account)
 6. Review the contribution then click Attach
 7. Indicate whether the contribution is coming from a group or is personal in the body of the email.
IMPORTANT: if it's from a group, also add your group's number
 8. Send your email

If you need help creating a Google Wallet account, [click here](#) for instructions »



Using your PayPal account, you can send a contribution two ways:

- **Via PayPal App**
 1. Open the PayPal app, sign-in if necessary
 2. Tap the Transfer button
 3. Enter treasurer@oaregion7.org in the Email or Mobile Number field
 4. Enter amount of contribution
 5. Indicate whether the contribution is coming from a group or is personal in the message section.
IMPORTANT: if it's from a group, also add your group's number
 6. Tap Next in the top right corner
 7. Tap Send in the top right corner

- **Via PayPal's Website**

1. Login to your account on PayPal.com
2. Click on the "Send & Request" link
3. Click on the "Send money to friends and family" link
4. Enter treasurer@oaregion7.org as the email address to send money to
5. Enter the amount of your contribution
6. Click the "Next" button
7. Choose the checking account you wish to pay with (optional – only necessary if you have more than one account linked to your PayPal account)
8. PLEASE be sure to include your group number or the word "Personal" in the "Add a note" text box so the Region 7 treasurer knows where to attribute the funds
9. Click the Send button and you're done!

If you need help creating a PayPal account, [click here](#) for instructions

Option #2: FEES ADDED – Pay with Credit Card:

There are two options to send contributions via a credit card. Please keep in mind that fees are added when using these methods, so less of OA's money stays within OA. Click the logos to see the details for using each:



Using your Google Wallet account, you can send a contribution two ways:

- **Via Google Wallet App**

1. Open the Wallet app, sign-in if necessary
2. Click on Send money for free button
3. If you haven't already done so, link your credit card with Wallet account
4. Enter treasurer@oaregion7.org as the email address to send money to
5. Enter amount of contribution
6. Tap the account linked next to the \$ amount to change the account used to send money to your credit card (optional – only necessary if you have more than one account linked to your Wallet account)
7. Indicate whether the contribution is coming from a group or is personal in the message section.
IMPORTANT: if it's from a group, also add your group's number
8. Tap Review in the top right corner
9. Tap Send in the top right corner

- **Via Gmail**

1. Compose an email with treasurer@oaregion7.org as the recipient
2. Enter a subject line for the email
3. Click on the \$ icon at the bottom of the compose window
4. Enter amount in the window where indicated then click Review
5. Click the credit card button to change the account used to send money to your credit card (optional – only necessary if you have more than one account linked to your Wallet account)
6. Review the contribution then click Attach
7. Indicate whether the contribution is coming from a group or is personal in the body of the email.
IMPORTANT: if it's from a group, also add your group's number
8. Send your email

If you need help creating a Google Wallet account, [click here](#) for instructions



Using your PayPal account, you can send a contribution two ways:

- **Via PayPal App**
 1. Open the PayPal app, sign-in if necessary
 2. Tap the Settings button (optional – only necessary if you have more than one account linked to your PayPal account)
 3. Change the Preferred Payment Method to your credit card (optional – only necessary if you have more than one account linked to your PayPal account)
 4. Tap the Transfer button
 5. Enter treasurer@oaregion7.org in the Email or Mobile Number field
 6. Enter amount of contribution
 7. Indicate whether the contribution is coming from a group or is personal in the message section.
IMPORTANT: if it's from a group, also add your group's number
 8. Tap Next in the top right corner
 9. Tap Send in the top right corner
- **Via PayPal's Website**
 1. Login to your account on PayPal.com
 2. Click on the "Send & Request" link
 3. Click on the "Send money to friends and family" link
 4. Enter treasurer@oaregion7.org as the email address to send money to
 5. Enter the amount of your contribution
 6. Click the "Next" button
 7. Click on the PayPal Balance button to choose the linked credit card you wish to pay with – remember there is a service charge when using this method
 8. PLEASE be sure to include your group number or the word "Personal" in the "Add a note" text box so the Region 7 treasurer knows where to attribute the funds
 9. Click the Send button and you're done!

If you need help creating a PayPal account, [click here](#) for instructions

Option #3: POSTAGE FEES: Mail a check via U.S. Postal Service:

If you absolutely must send a check to the treasurer, contact [him here](http://oaregion7.org/board/contact-region-7-board-member/): <http://oaregion7.org/board/contact-region-7-board-member/>. But please at least try one of the options listed above first.

Whatever method you choose, please do not go through the expense of sending a money order. It's much harder for the treasurer to deposit because the nearest Bank of America branch is over an hour away.

Request for receipt acknowledgement: The Region 7 Treasurer is happy to email you a receipt for your group or personal donation.