

# The Shandaken Project

**Citibank offers free bank-to-bank transfers to all of its customers who use online banking. To set up your membership to The Shandaken project, please....**

1. Visit citibank.com.
2. Sign in with your personal information.
3. Click on the "Payments and Transfers" tab at the top of the page. A new page will appear.
4. Click the "Add a New Payee" button, about halfway down the page. A new page will appear.
5. Click the "Pay an Individual" button on the right-hand side of the page. A new page will appear.
6. Click next. A new page will appear.
7. Enter the following...

**Name:** The Shandaken Project

**Address:** 266 Decatur Street #2

**City:** Brooklyn

**State:** NY

**Zip:** 11233

**Account number:** 4249535901

**Memo:** N/A

**List name:** This field is for your reference only

8. After you enter the above, click next. A new page will appear.
9. Verify the information and click the "Add this Payee" button. A new page will appear.
10. Find the Shandaken Project and click the "Activate this Payee" button. The site will show Shandaken as activated.
11. Return to the "Payments and Transfers" tab at the top of the page.
12. Mouse over the "To Your Payees" link, on the left-hand side in black. A new menu will appear.
13. Select "Set up a Recurring Payment" from the new menu. A new page will appear.
14. Select The Shandaken Project. Enter the following...

**Amount:** The minimum donation for the Core Group is \$29 per month. This includes tax and shipping and handling. You can choose to give more: every dollar counts!

**First payment date:** At your discretion

**Frequency:** Monthly

15. Check the "Until Cancelled" box. Please note that Citibank does not offer a way to set the end date of your monthly giving. The Shandaken Project will send you a reminder when a year has gone by.
16. Click next. A new page will appear.
17. Verify the information and click okay. You will receive confirmation of the service.

**Thank you for your support!**