

Harvard College Student Organizations - Setting Up Zelle for Electronic Payments

What is Zelle?

- Zelle is a digital disbursements platform and the preferred payment method for all US-banked individuals and student groups paid by Harvard University Accounts Payable. See [this page](#) for further details on Zelle.
- Student Groups are eligible to be paid via Zelle, but the group's bank account must be owned by the group itself and the group must maintain its own Tax ID#.
- HUECU offers a website dedicated to using Zelle: <https://huecu.org/online-access/online-banking/zelle/>.
- This process should only be done once, please do not do the process with multiple offices at the same time.

Steps to get paid digitally via Zelle:

1. Confirm that your student group's **bank account** belongs to the group itself (it must **not** be a personal bank account linked to any of the group's individual members) and confirm what **group email address** is associated with the account.
2. Register your group for Zelle via one of the websites below:
 - For HUECU-banked groups, [click here](#)
 - Other banks: [General Zelle registration link](#)
 - [ClearXchange](#) is a secondary option if your bank does not yet partner with Zelle. ClearXchange is part of Zelle and links funds via debit card or mobile app to your bank.
3. **Email the Department Administrator (DA)*** you are working with to let them know 1. That the group is set up for Zelle, and 2. What email address is on file at the bank/Zelle account. They will confirm that the email provided is also the email on file in Buy2Pay, and request to change it if it is not. Once the emails match, the DA will notify the Accounts Payable team that the group is set up for Zelle, and request to switch the payment method from “Check” to “Zelle”. THIS PROCESS WILL TAKE APPROXIMATELY 10 BUSINESS DAYS.
4. Future payments will process through Zelle, if there are problems the DA will troubleshoot payments with you via email.

*For Harvard Foundation SAC Grants, Women’s Center ART Grants, and Office of BGLTQ Student Life QuAC Grants, the DA is Bridget Duffy, duffy@fas.harvard.edu. For other grants and student organization payments, please ask who you should work with to set this up during that process. Again, this is a one-time set up, please do not do the process with multiple DAs.