



### • What is Zelle?

- Zelle is a digital payment platform and the preferred payment method for all US-banked individuals and student groups. See [this page](#) for further details.
- Student Groups are eligible to be paid via Zelle, but the group's bank account must be owned by the group itself and maintain its own Tax ID#.
- HUECU offers a website dedicated to using Zelle: <https://huecu.org/online-access/online-banking/zelle/>.

### Steps to pay Student Groups digitally via Zelle:

1. Confirm that the student group's **bank account** belongs to the group itself and the **email address** associated with that bank account (it must **not** be a personal bank account linked to any of the group's individual members).
2. **Register the group for Zelle** via one of the websites below:
  - For HUECU-banked groups, [click here](#)
  - Other banks: [General Zelle registration link](#)
  - Group's bank does not partner with Zelle? No problem. Zelle's iOS/Android app allows payments via debit card.
3. **Confirm the group is an active Harvard supplier** in the B2P Supplier Portal
  - Invite the group to the self-service Supplier Portal if they have not already joined. See the [Quick Reference Guide here](#)
  - Within the portal registration, they may leave the "Payment" section set to Check
  - Email [AP\\_SupplierOnboarding@harvard.edu](mailto:AP_SupplierOnboarding@harvard.edu) with the email address associated with the student group's bank account & request to switch the group to a preferred payment method of Zelle. The Supplier Onboarding team will set up Zelle as the default payment method.

