• 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 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 (it must **not** be a personal bank account linked to any of the group's individual members) and the **email address** associated with that bank account.

2. **Register the 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.

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, leave the "Payment" section set to Check
   - Email 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 a default Pay Group.

4. Once the group is an active supplier in B2P, you are ready to create a requisition for payment!