**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](https://www.huecu.org/online-access/online-banking/zelle/) 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/](https://huecu.org/online-access/online-banking/zelle/).

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**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](https://www.huecu.org/online-access/online-banking/zelle/)
   - Other banks: [General Zelle registration link](https://www.huecu.org/online-access/online-banking/zelle/)
     - 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](https://www.huecu.org/online-access/online-banking/zelle/) 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.