

# Student Digital Payments Guidance

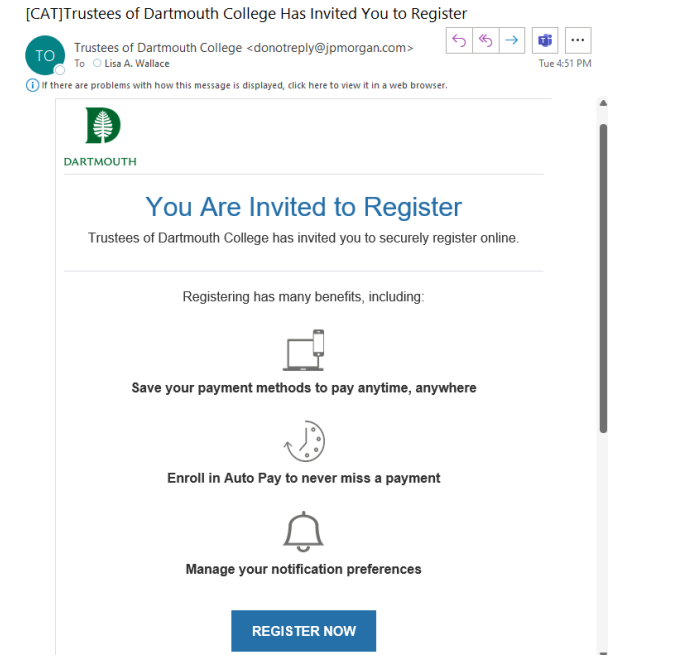
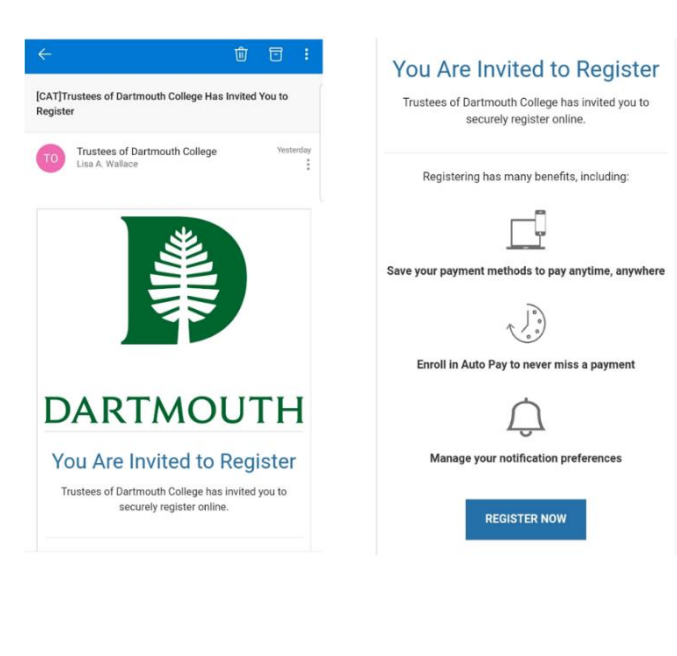
Dartmouth College has partnered with J.P. Morgan Chase to provide a digital payment method for Accounts Payable payments to students.

This guide is intended to assist students through the Dartmouth Student Digital Payment process.

When a student payment is being issued from Dartmouth, the default payment method will be digital payment through J.P. Morgan Concourse.

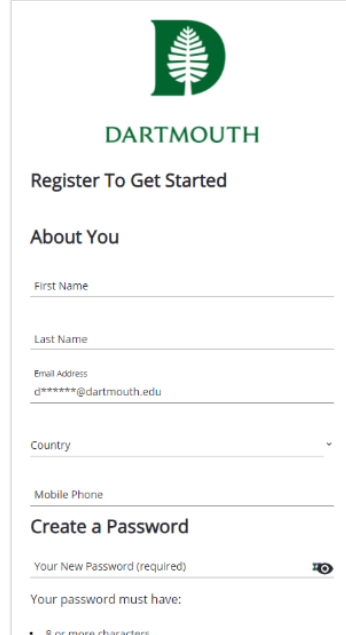
## Step 1: J.P. Morgan Invitation

When a digital payment is issued for the first time the payee will receive an invitation from J.P. Morgan inviting them to register in the J.P. Morgan Concourse site. Below is an example of the email.

<p><b>Through computer email application:</b></p> 	<p><b>Through mobile email application:</b></p> 
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
## Step 2: Registration Process

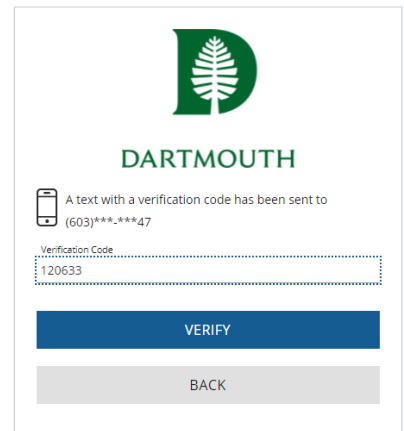
By selecting “Register Now” from the invitation email, the payee is directed to the J.P. Morgan Concourse page to Register. Follow the instructions from the site. On the “Register to Get Started” page, enter your First Name, Last Name, Country, and Mobile Phone information. Note your email is your [netid@Dartmouth.edu](mailto:netid@Dartmouth.edu). Create a Password.



After completing the form and setting password, confirmation is required. J.P. Morgan will send a text to your mobile phone with a 6-digit verification number

Enter the six-digit verification number into the form and click “Verify”.

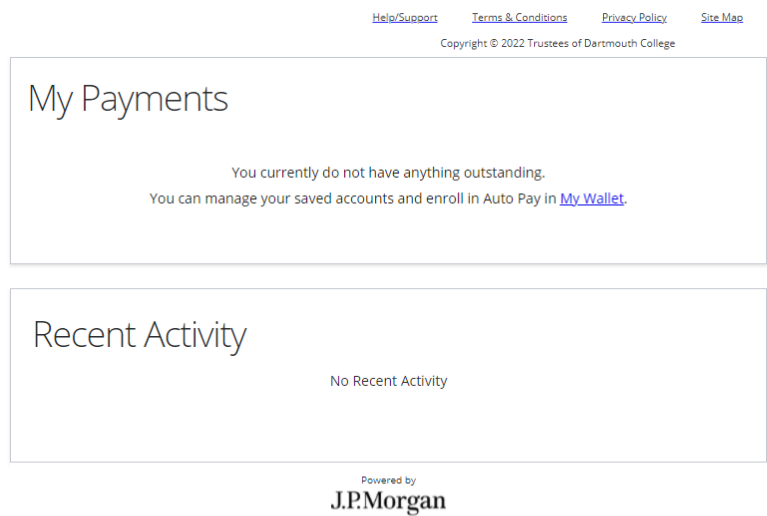
 Please enter the following verification code to complete your login with Trustees of Dartmouth College: 120633. (JPM Alert)



### Step 3: Enter Bank or Zelle Account in “My Wallet”

Once verified, this will take you to the J.P. Morgan Concourse Dashboard.

Within the “My Payments” section of the site, you should click “My Wallet” to enter bank account information and/or Zelle account.

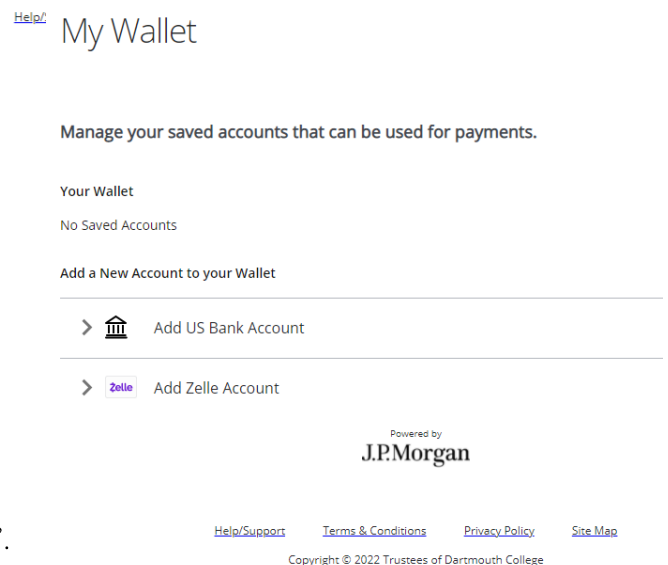


Within the “My Wallet” screen, you have the option to add a US Bank account or a Zelle account.

To add a US Bank Account, select “Add US Bank Account”.

The “Add US Bank Account” section of the window will expand for you to enter the “Name on Account”, the bank “Routing Number”, “Account Number”, the “Type” of account, and “Category”. Once complete, click “Save”.

To add a Zelle account, click “Add Zelle Account”. The “Add Zelle Account” section of the screen will expand for the you to enter either your “Email Address” or Mobile Phone” number associated with your Zelle account. Once complete, click “Save”.




## Accepting Payment

When a payment has been issued to a student, they will receive an email from the "Trustees of Dartmouth College" with a [donotreply@jpmorgan.com](mailto:donotreply@jpmorgan.com) email address with the subject "You Have Received a Payment from Trustees of Dartmouth College". Below is an example of this email. To accept payment, click "Accept Payment" within the body of the email.

This will take you to the J.P. Morgan login screen.


Enter your [netid@dartmouth.edu](mailto:netid@dartmouth.edu) email address.


[CAT] You Have Received a Payment From Trustees of Dartmouth College

 Trustees of Dartmouth College <donotreply@j...>  
To: Lisa A. Wallace

[Reply](#) [Reply All](#) [Forward](#) [Share](#) [More](#)

Thu 2/3/2022 12:01 PM

 You forwarded this message on 2/3/2022 12:09 PM.  
If there are problems with how this message is displayed, click here to view it in a web browser.

  
DARTMOUTH

### You Have Received a Payment

Your payment is able to be viewed and accepted online.

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**Student Payments**  
Issuance of stipends refunds honorariums reimbursements

---

**Amount to be Paid (USD):**  
\$20.10

**Action Needed By:**  
February 16, 2022

**Payment Number:** 308218-TEST2

[ACCEPT PAYMENT](#)

If you need assistance, please contact us at 603-646-3878 or email us at [AccountsPayable@dartmouth.edu](mailto:AccountsPayable@dartmouth.edu).


Please do not reply to this email.

If you are unable to open the link, copy the entire URL below into your browser:  
<https://oncourse-test.jpmorgan.com/t/164390766161441724>

This message is not intended as an offer or solicitation for the purchase or sale of any financial instrument or as a confirmation of any transaction. This message is specific to the recipient. It is provided on a confidential basis and may not be reproduced, redistributed or disseminated, in whole or in part, without the prior written consent of Trustees of Dartmouth College and J.P. Morgan. If you are not the intended recipient, you are not authorized to use the information in this message in any way so please delete this message and notify the sender immediately. Any unauthorized use is strictly prohibited.

You can unsubscribe from payment offer notifications related to Trustees of Dartmouth College - Student Payments by [clicking here](#).

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**J.P.Morgan**

  
DARTMOUTH

## Login

Email Address

Password

[LOGIN](#)

[FORGOT PASSWORD](#)

## Track Payment Status

Track the status of your payment using the confirmation number.


Confirmation Number

[CHECK STATUS](#)

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DARTMOUTH

## Login

Email Address

Password

[LOGIN](#)

[FORGOT PASSWORD](#)

You may need to re-verify account depending on the length of time between registration or the last time accepting payment.

Once verified, you will be taken to the J.P. Morgan Concourse Dashboard. Here you will see any payments being issued in the “My Payments” section. To accept the payment, click “Accept Payment”.

My Payments

**Student Payments**  
Issuance of stipends refunds  
honorariums reimbursements

Amount to Accept (USD)  
**\$20.10**

Accept Payment By  
Wednesday, February 16, 2022

**ACCEPT PAYMENT**

Recent Activity

No Recent Activity

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By clicking the “Accept Payment” button the system will guide you through the process:

**Step 1: Verifying the Payment Detail.** If the payment details appear correct, enter your NetID in the field that reads “Please provide your student id”.

Once the NetID is entered click “Continue”.

Accept Payment

1 — 2 — 3 — 4  
Details Method Summary Confirmation

**Payment Details**

**Student Payments**  
Issuance of stipends refunds honorariums reimbursements

Amount to Accept (USD) **\$20.10**

Accept Payment By **Wednesday, February 16, 2022**

Please provide your student id  
d1257r6

**CANCEL** **CONTINUE**

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Step 2: Select the Method of Payment. Choose either “US Bank Account” or “Zelle Account” that has been created by clicking on that option. You can have multiple bank accounts.

The screenshot shows the 'Accept Payment' interface. At the top, there is a navigation bar with 'Dashboard', 'Payment Activity', and 'My Wallet'. A progress indicator shows four steps: 1. Details (checked), 2. Method (active), 3. Summary, and 4. Confirmation. The main heading is 'Accept Payment'. Below it, the section is titled 'Select a Method of Payment'. Under 'Your Wallet', there are two accounts listed: 'US Bank Account Ending In 1748' (Last Used: February 03, 2022) and 'Zelle Account d\*\*\*\*\*@dartmouth.edu' (Last Used: February 11, 2022). Below this, there are options to 'Add a New Account to your Wallet', including 'Add US Bank Account' and 'Add Zelle Account'. At the bottom right, there are 'CANCEL' and 'CONTINUE' buttons. The page is powered by J.P.Morgan and includes links for 'Help/Support', 'Terms & Conditions', 'Privacy Policy', and 'Site Map'. Copyright © 2022 Trustees of Dartmouth College.

This will expand account details with the radio button populating “Accept Now”. Click “Continue”.

This screenshot shows the 'Accept Payment' page with the 'Zelle Account' selected. The progress indicator remains the same. The 'Zelle Account' entry is expanded to show 'All fields required' and 'Email Address: d\*\*\*\*\*@dartmouth.edu'. Below this, a new section titled 'Select a Payment Option' is visible, featuring a radio button selected for 'Accept Now', with the note: 'Your payment will be made on Thursday, March 10, 2022'. The 'CONTINUE' button is now highlighted in blue. The rest of the page layout, including the navigation bar, footer, and J.P.Morgan branding, remains consistent with the previous screenshot.

Step 3: Review the Payment Summary and Method of Payment. If the information appears correct, click “Submit”

Dashboard Payment Activity My Wallet

## Accept Payment

Details Method Summary Confirmation

Payment Summary		Method of Payment	
Payment Amount (USD)	\$20.10	Payment Date	Thursday, February 03, 2022
Total Payment Amount	\$20.10	US Bank Account Ending In 1748	
		Name on Account	Lisa A. Wallace
		Bank	BANK OF AMERICA, N.A.
		Type	Checking Personal

**Payment Summary**

Amount to Accept (USD) \$20.10  
Accept Payment By February 16, 2022

**Authorization**

By submitting, you authorize Trustees of Dartmouth College to credit the specified account or payment method for the amount(s) and on the payment date listed above.

BACK SUBMIT

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Step 4: Payment Confirmation. At this stage, the payment has been confirmed. To return to the Dashboard to accept additional payments, review payment activity or to review or update your profile, click “Return to Dashboard”.

Dashboard Payment Activity My Wallet

## Accept Payment

Details Method Summary Confirmation

✔ Payment Confirmed

Your payment has been confirmed.

Confirmation #	KZ7D68OLE17M	Confirmation Time	Thursday, February 03, 2022
Confirmation Email Sent To	d*****@dartmouth.edu	Expected Payment Effective Date	Thursday, February 03, 2022

Payment Summary		Method of Payment	
Payment Amount (USD)	\$20.10	Payment Date	Thursday, February 03, 2022
Total Payment Amount	\$20.10	US Bank Account Ending In 1748	
		Name on Account	Lisa A. Wallace
		Bank	BANK OF AMERICA, N.A.
		Type	Checking Personal

**Payment Summary**

Amount to Accept (USD) \$20.10  
Accept Payment By February 16, 2022

RETURN TO DASHBOARD

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You will receive a Payment Confirmation email following the acceptance and confirmation of the payment. An example of this email is below.

[CAT] Your Payment From Trustees of Dartmouth College Has Been Processed




Trustees of Dartmouth College <donotreply@jpmorgan.com>  
To Lisa A. Wallace

Reply Reply All Forward

Thu 2/3/2022 2:21 PM

If there are problems with how this message is displayed, click here to view it in a web browser.



DARTMOUTH

## Your Payment Confirmation


Your payment from Trustees of Dartmouth College has been submitted.

---

**Confirmation Number:**  
KZ7D68OLE17M

**Confirmation Date & Time:**  
February 03, 2022 02:20 PM EST

**Total Amount (USD):**  
\$20.10

**Payment Method:**  
 Bank Account ending in 1748

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**Payment Detail**

Statement ID	27
Payment Number	308218-TEST2
Expiry Date	February 16, 2022
Amount (USD)	\$20.10
<b>Total Amount</b>	<b>\$20.10</b>

If you need assistance, please contact us at 603-646-3878 or email us at [Accounts.Payable@dartmouth.edu](mailto:Accounts.Payable@dartmouth.edu).

Please do not reply to this email.

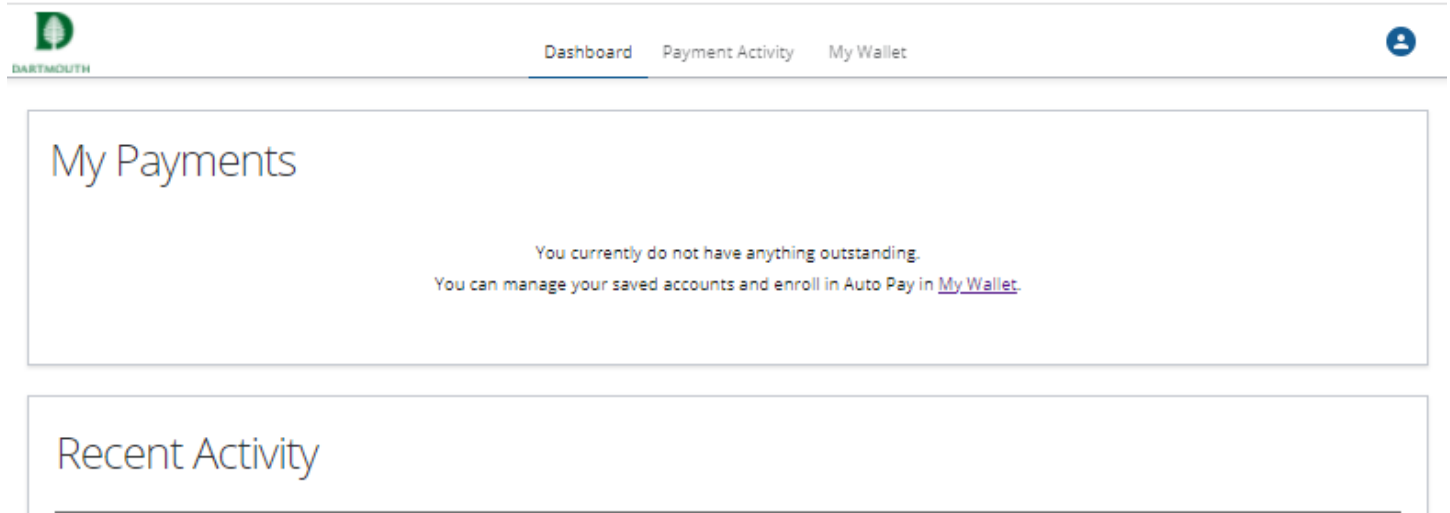
This message is not intended as an offer or solicitation for the purchase or sale of any financial instrument or as a confirmation of any transaction. This message is specific to the recipient. It is provided on a confidential basis and may not be reproduced, redistributed or disseminated, in whole or in part, without the prior written consent of Trustees of Dartmouth College and J.P. Morgan. If you are not the intended recipient, you are not authorized to use the information in this message in any way so please delete this message and notify the sender immediately. Any unauthorized use is strictly prohibited.

If you wish to opt-out from these notifications, you may do so by logging in to your account, and selecting My Profile.

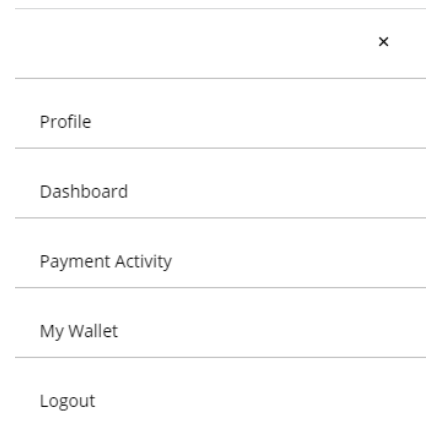
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**J.P.Morgan**

# Navigating the J.P. Morgan Concourse

Within the computer browser, the J.P. Morgan site menu options are on the header of the window. Within the center of the header, you can access their Dashboard, Payment Activity, and My Wallet.



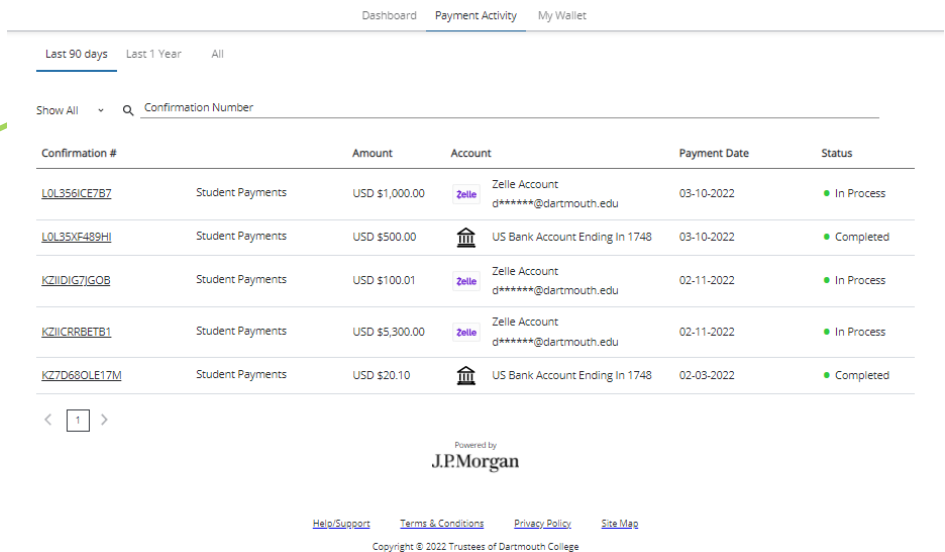
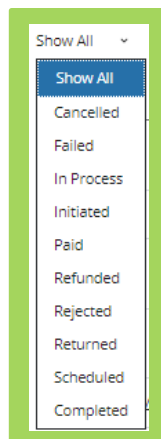
On your mobile device, all of the above is available in the Menu list.



## Dashboard

The Dashboard provides the “My Payments” and “Recent Activity”. “My Payments” provide any payments that are pending to be claimed. “Recent Activity” will provide a list of payments that have been issued in the last 90 days. To view a broader payment history, you can select “View Payment History” below the “Recent Activity” or can navigate to the “Payment Activity” at the top of the Dashboard.

The Payment Activity provides a list of all payments issued. The view will default to the “Last 90 days”. To extend the history view, you can select “Last 1 Year” or “All” at the top of the Payment Activity window. You can also search for a particular payment by Confirmation Number and can filter their view by Payment Status using the “Show All” drop down menu.





## My Wallet

My Wallet provides the US Bank account and Zelle account that have been add to Your Wallet, as well as to Add additional US Bank and Zelle accounts.



### My Wallet

Manage your saved accounts that can be used for payments.

#### Your Wallet

>	 US Bank Account Ending In 1748	Last Used: March 10, 2022
>	 Zelle Account d*****@dartmouth.edu	Last Used: March 10, 2022

#### Add a New Account to your Wallet

- >  Add US Bank Account
- >  Add Zelle Account

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When you add your bank and Zelle account, you will receive a confirmation email notification, like the one displayed below.


[CAT]You Have Saved a New Account



Trustees of Dartmouth College <donotreply@jpmorgan.com>  
To: Lisa A. Wallace

[Reply](#) [Reply All](#) [Forward](#)  

Fri 2/11/2022 9:29 AM

 If there are problems with how this message is displayed, click here to view it in a web browser.



DARTMOUTH

## You Have Saved a New Account

This is a confirmation that you have saved a Zelle Account.

#### Payment Method:

 Zelle Account d\*\*\*\*\*@dartmouth.edu

Status: Active

If you need assistance, please contact us at 603-646-3878 or email us at [Accounts.Payable@dartmouth.edu](mailto:Accounts.Payable@dartmouth.edu).

Please do not reply to this email.

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If you wish to opt-out from these notifications, you may do so by logging in to your account, and selecting My Profile.

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## My Profile

To manage your personal information, password, notifications, and opt-out of notifications navigate to “Profile” by clicking on the person icon in the upper-right corner of the window.

## My Profile

### Personal Information

First Name	Last Name	
Lisa	Wallace	
Email Address	Country (required)	Mobile Phone (required)
d*****@dartmouth.edu	+1	(603)***.***47

[SAVE](#)

### Change Your Password

Manage and update your account password.

Current Password	
Your New Password	

#### Change Your Password

- 8 or more characters
- One uppercase letter
- One lowercase letter
- At least one number
- A special character: ! @ # \$ % ^ & \* ( )

[SAVE](#)

### Notification Preferences

Select how you would like to receive notifications.

	Email	Text Message
Student Payments	<input checked="" type="checkbox"/>	<input type="checkbox"/>

By providing your mobile phone number you are giving permission for JPMorgan Chase Bank, N.A. to send device verification codes using an automatically dialed text message or artificial or prerecorded phone message. Message and data rates may apply.