



All About Direct Deposit

Direct Deposit allows payments to your organization from Dartmouth (Dues, Rent, GLC reimbursements, etc.) to be automatically, electronically deposited into your bank account (known as an ACH transfer). Setting up to receive funds from Dartmouth via ACH payments is a safe and secure process, and payments via ACH are faster and more reliable, with less risk of loss or theft. Dartmouth utilizes PaymentWorks, a secure online platform, for Direct Deposit. PaymentWorks securely manages your organization's information and is further safeguarded by indemnity insurance of up to \$1 million per payment. We strongly encourage all groups to use Direct Deposit if they can.

Why Direct Deposit?

- No need to pick up a check in Robinson
- Get your money faster; checks are only printed on Wednesdays
- Get your money deposited even if away on break
- Save Dartmouth money, direct deposit is much cheaper
- Align with Dartmouth's plans to reduce paper.

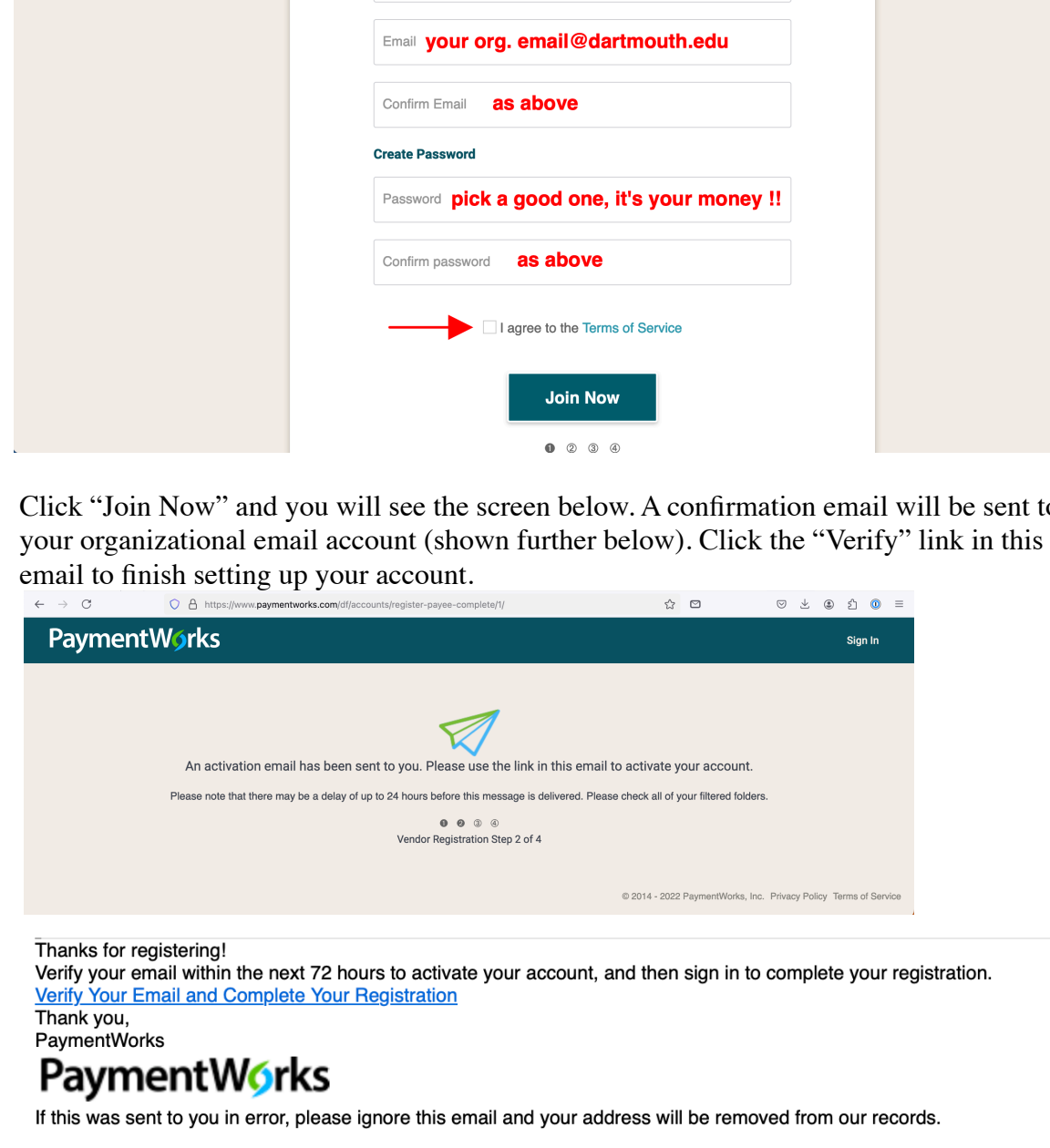
Preparing for Direct Deposit

Before you do anything else, you need to prepare and see if you can do Direct Deposit; not everyone can.

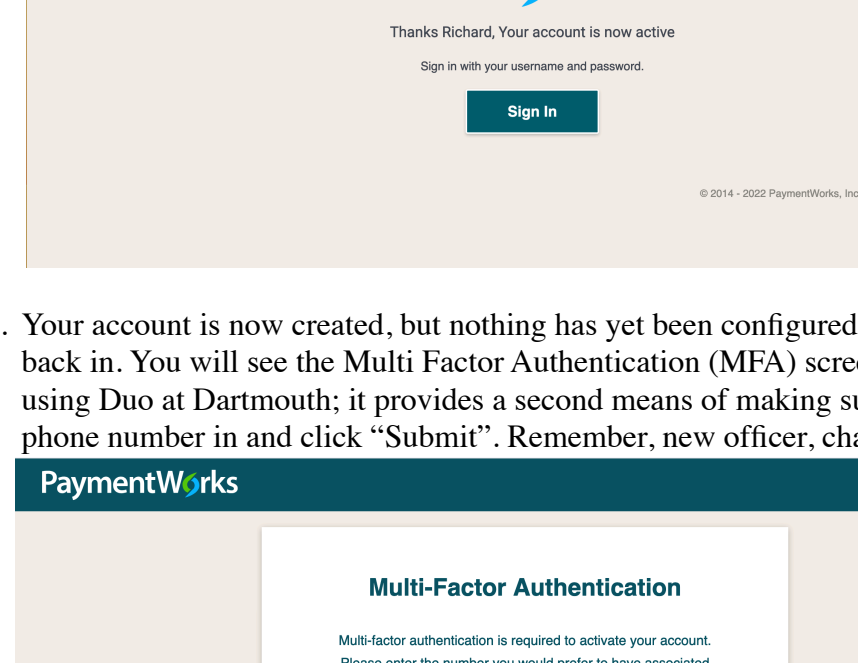
- You will need a blank paper check from your bank account. Contact the Financial Coordinator for alternatives if you don't have a paper check.
- Look at your bank statement to see the exact name on your account.
- You need to also know the EIN on your bank account. Ask your bank.
- Look up the EIN that's on your bank account here. The Organization Name that the IRS has for your EIN must EXACTLY match the name on your bank account.
- We recommend you use a laptop or tablet to do the process below, as it might be hard to follow on a phone.
- Contact the Financial Coordinator if any issues with A-E above.

Step-by-Step Instructions

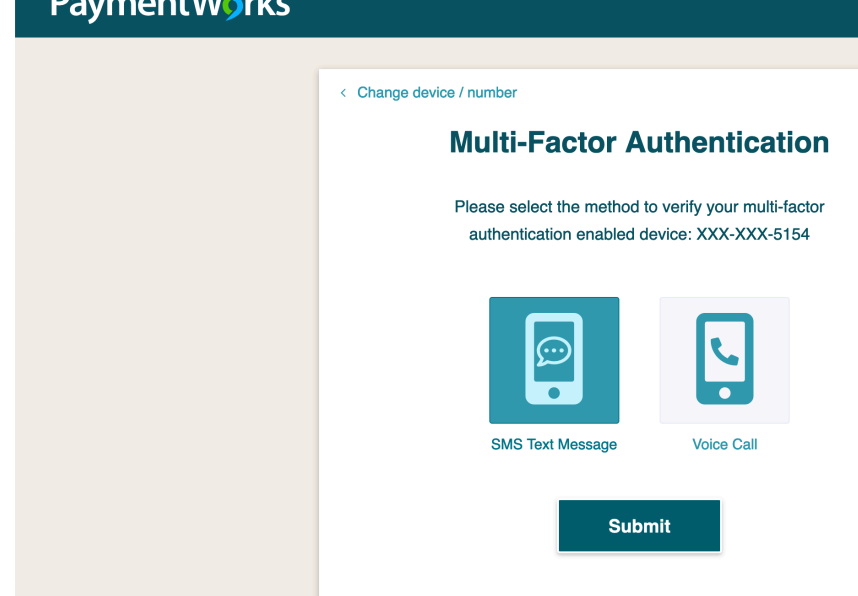
- Write VOID in big letters on the front of the blank check. Take a picture of both the front and of the back of the check.
- Draft an email asking for an "Invitation" to join PaymentWorks with your organization's exact name (B & D above) in quotes, and your organizational email (e.g. alpha.beta.gamma@dartmouth.edu). No personal emails are allowed.
- Send this email to admin_and_provost_finance_center@dartmouth.edu
- If you have some money (e.g. rent) sent to your Alumni/House corporation and some to the student group (e.g. dues), contact the Financial Coordinator for more information on how to set up for such a situation.
- Once the Admin & Provost Finance Center processes your request and asks PaymentWorks to send you an invitation, your house email account should receive the invitation from invitations@paymentworks.com. This can take a few days. If you don't get it, check in the spam folder. Remember, the invitation (and all other email) will be sent to your organizational email account. Here's what the invite looks like.



- In the email invitation, "click here".
- This web page (below) should open, click "Join Now".

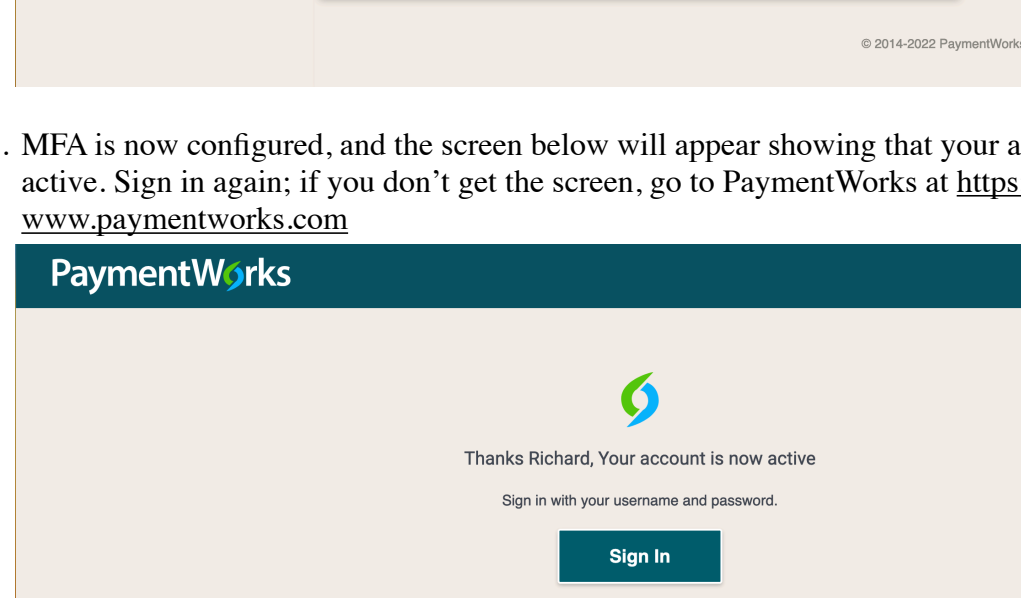


- Click "Join Now" and you will see the screen below. A confirmation email will be sent to your organizational email account (shown further below). Click the "Verify" link in this email to finish setting up your account.

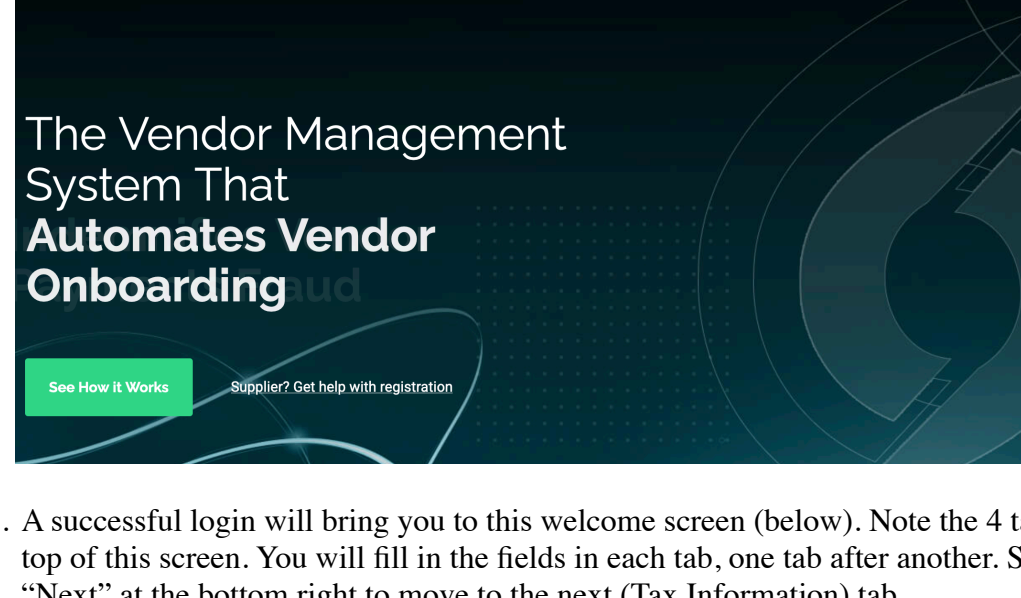


Thanks for registering!
Verify your email within the next 72 hours to activate your account, and then sign in to complete your registration.
[Verify Your Email and Complete Your Registration](#)

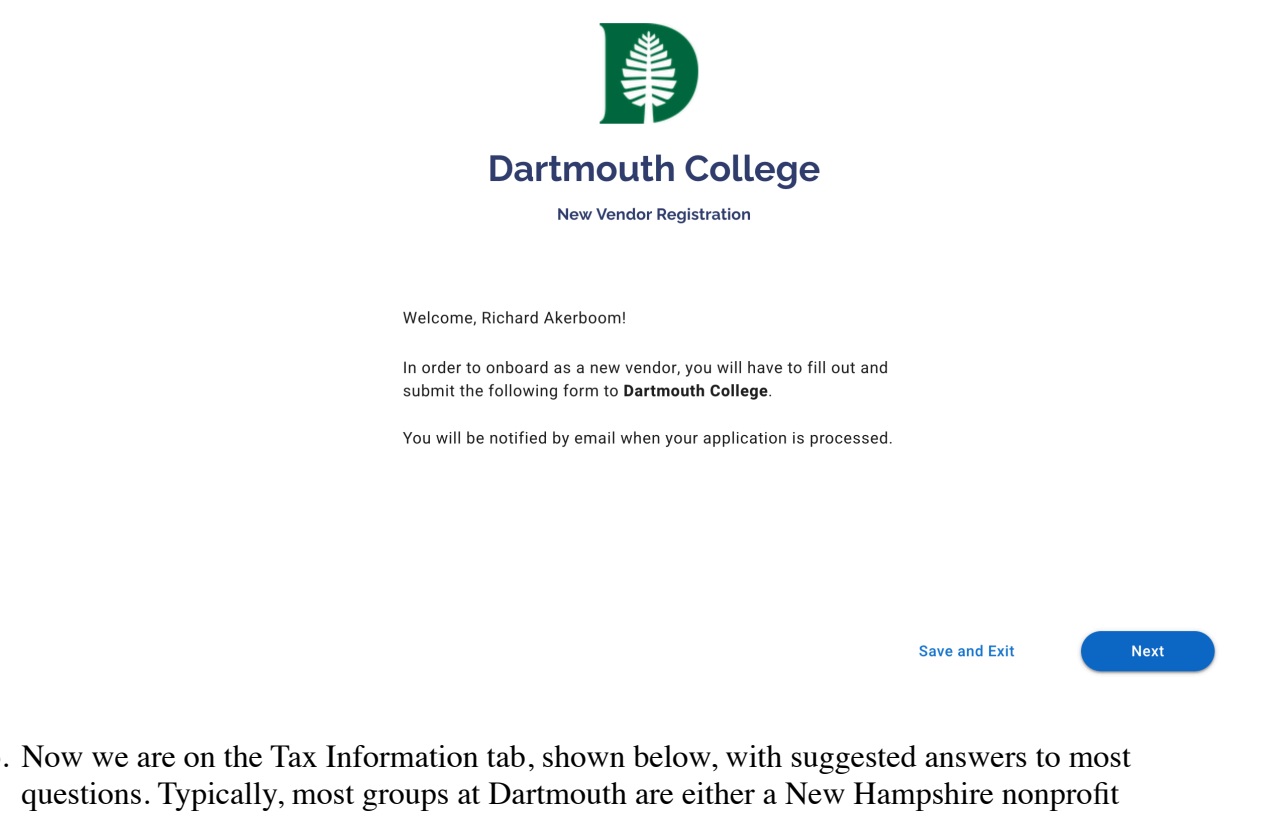
- After you click the "Verify" link in the email, you will see this confirmation screen:



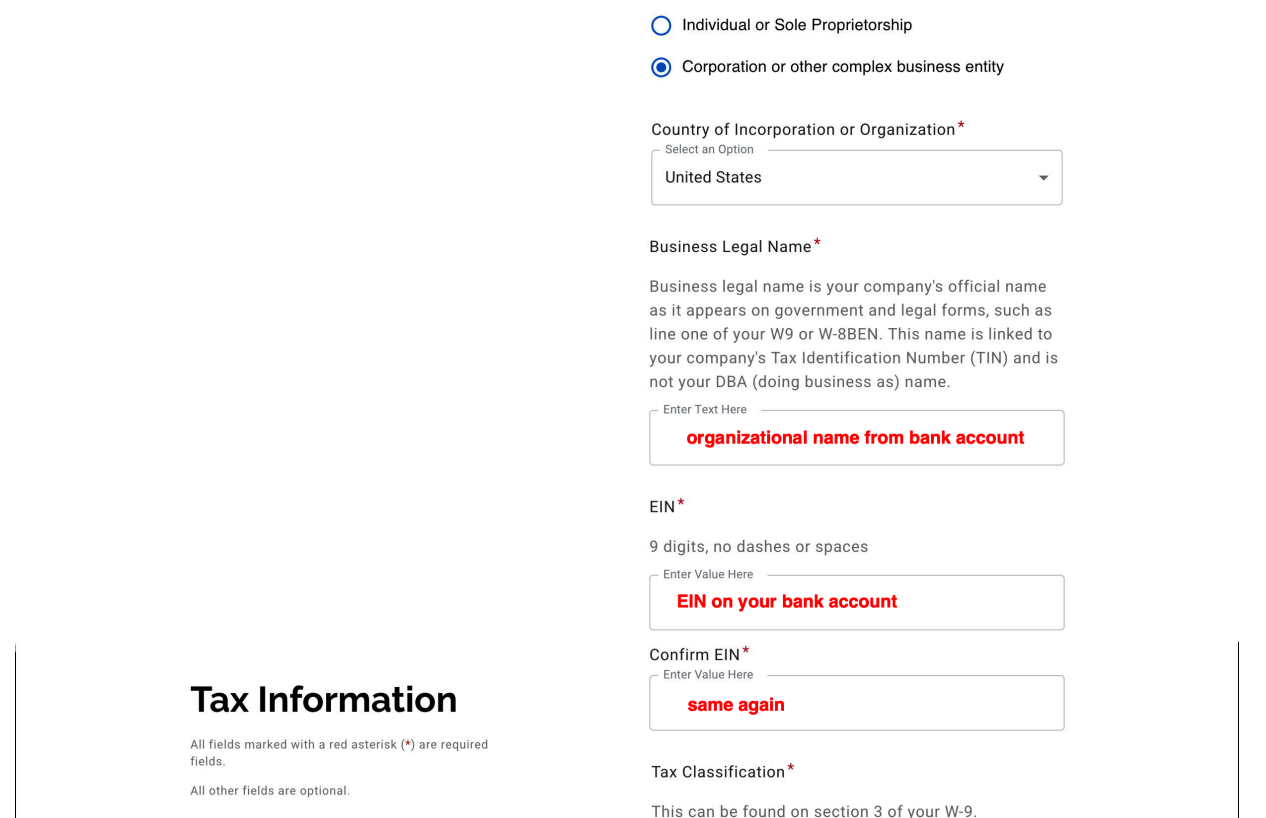
- Your account is now created, but nothing has yet been configured. Click the "Sign In" to log back in to see the Multi Factor Authentication (MFA) as shown in the below. MFA is like using Duo at Dartmouth; it provides a second means of making sure it's really you. Put your phone number in and click "Submit". Remember, new officer, change # !!



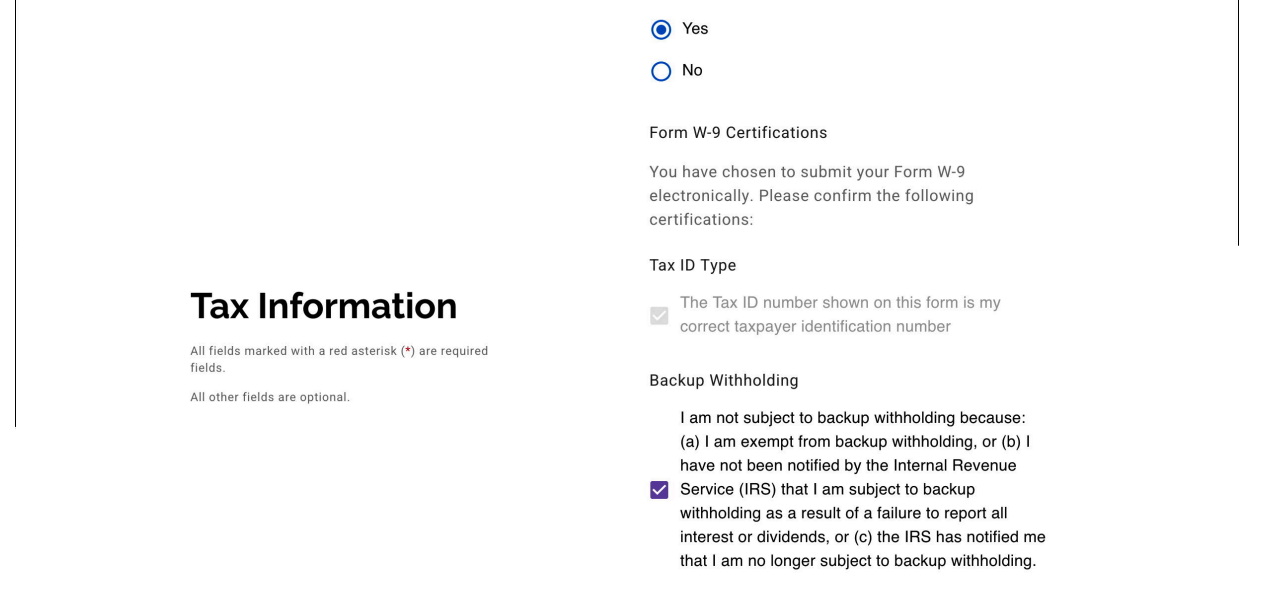
- Now you will be asked how you want to do MFA as shown in screen below. We suggest opting for an SMS Text message, so click the left (SMS) button and "Submit".



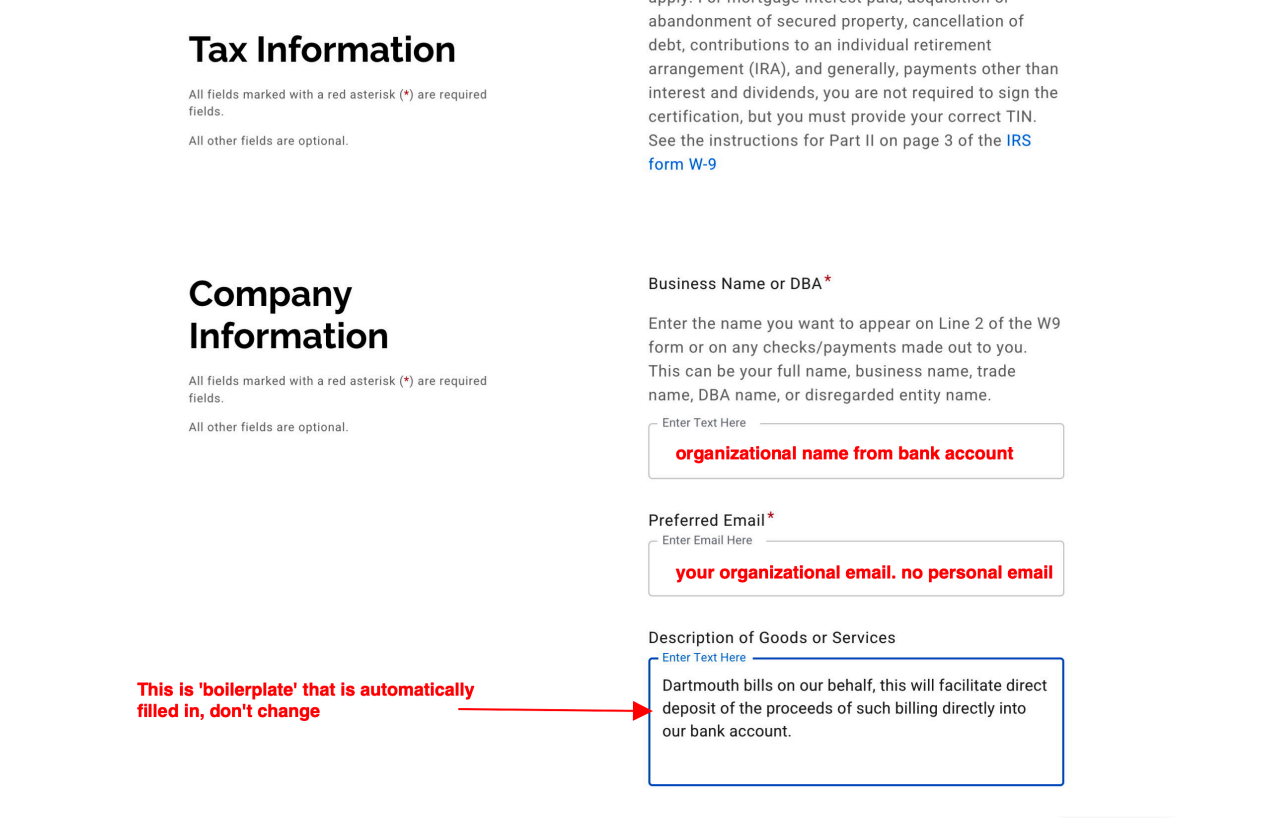
The screen below will now appear, and PaymentWorks will text a (six digit)* number to your cell phone, i.e. the phone number that you gave them. Put the number in the screen below and click "Submit".



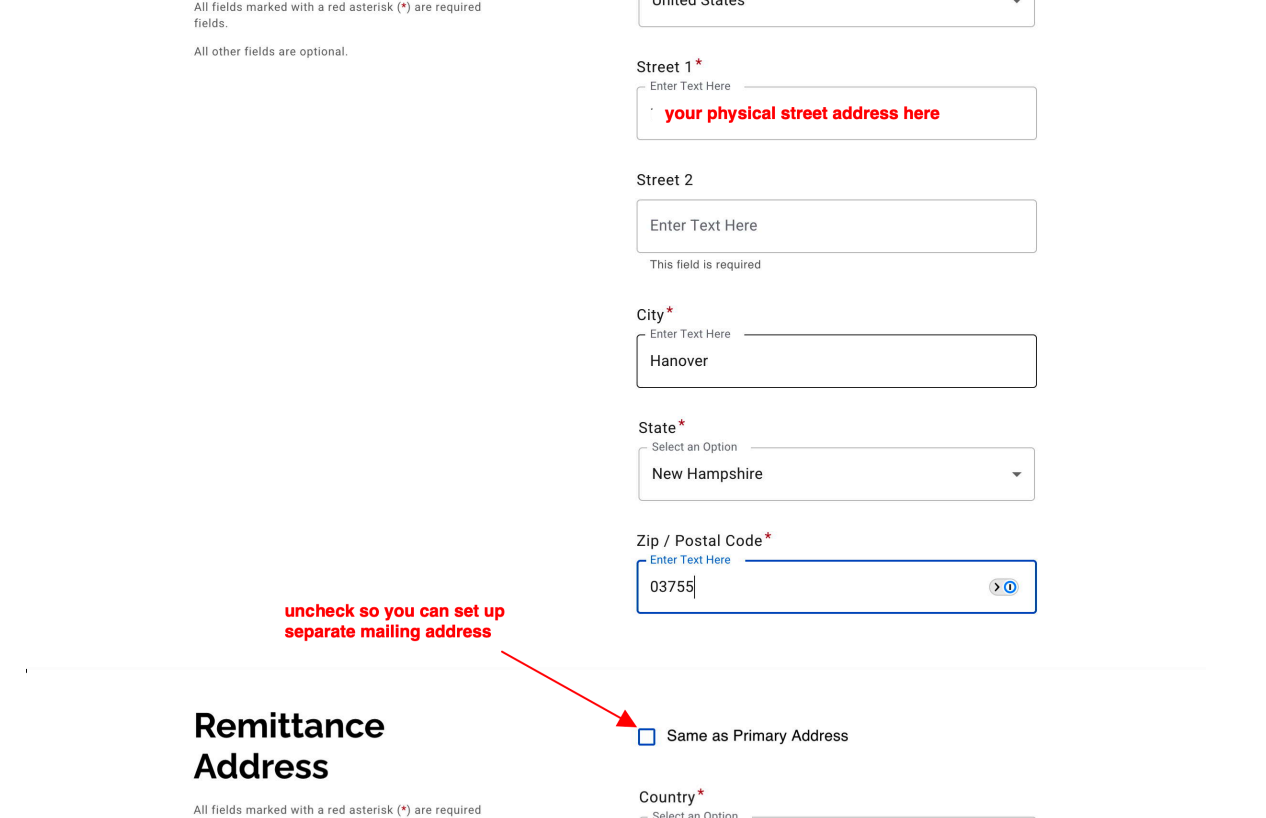
- MFA is now configured, and the screen below will appear showing that your account is now active. Sign in again; if you don't get the screen, go to PaymentWorks at <https://www.paymentworks.com>



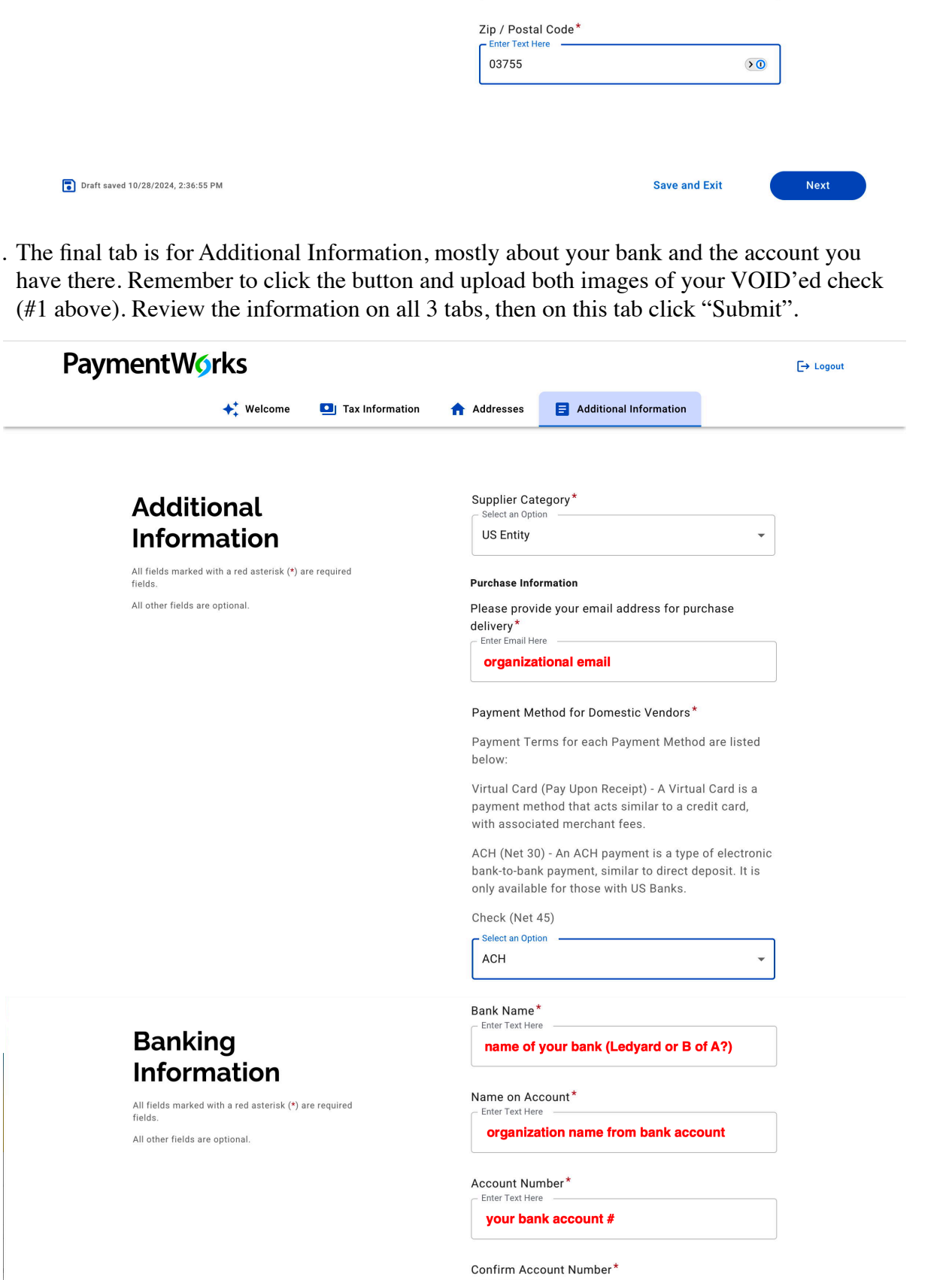
- You should see this screen. Note the login link in the top menu with the red arrow pointing there. Click this link and login.



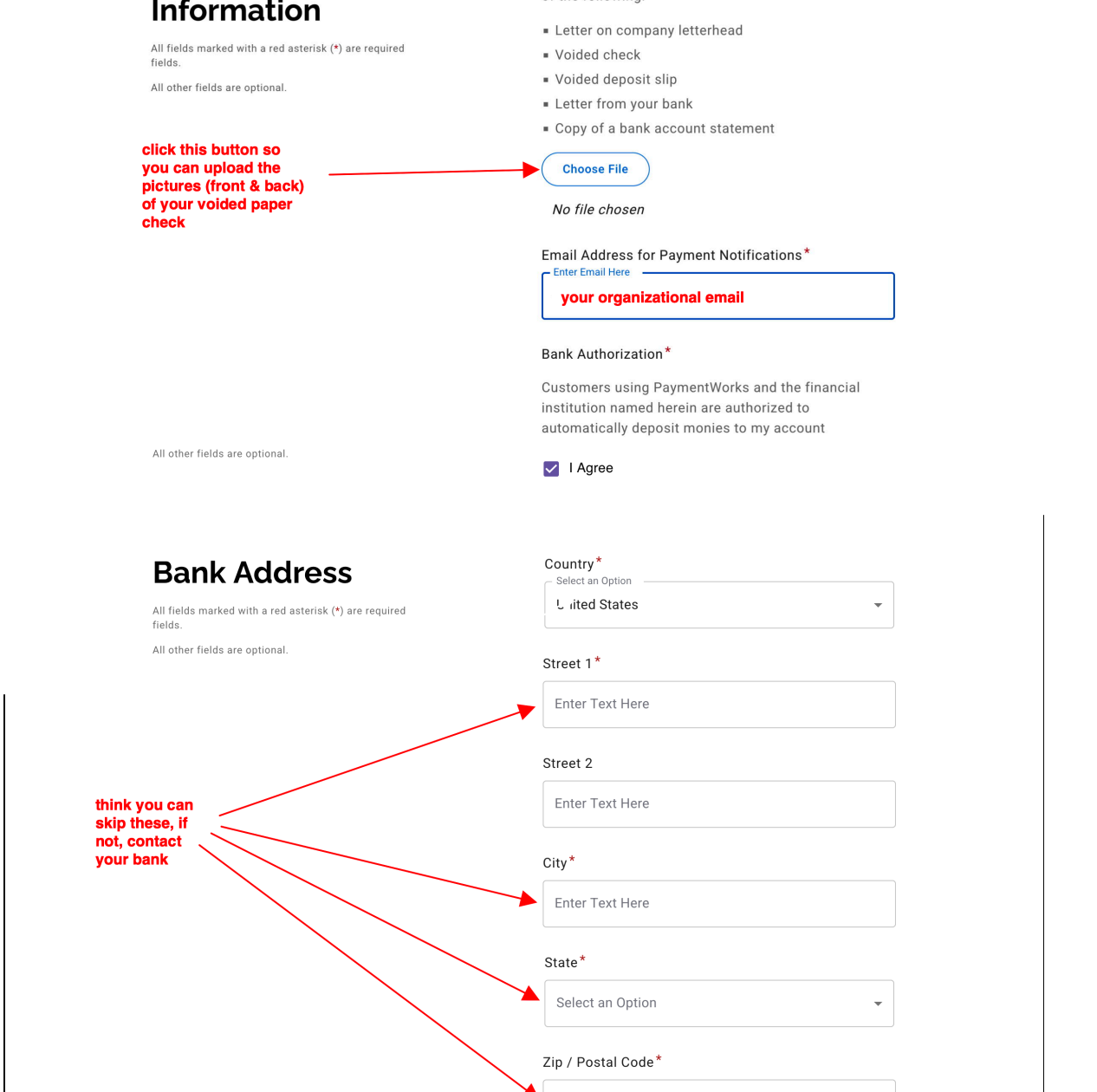
- A successful login will bring you to this welcome screen (below). Note the 4 tabs across the top of this screen. You will fill in the fields in each tab, one tab after another. So click "Next" at the bottom right to move to the next (Tax Information) tab.



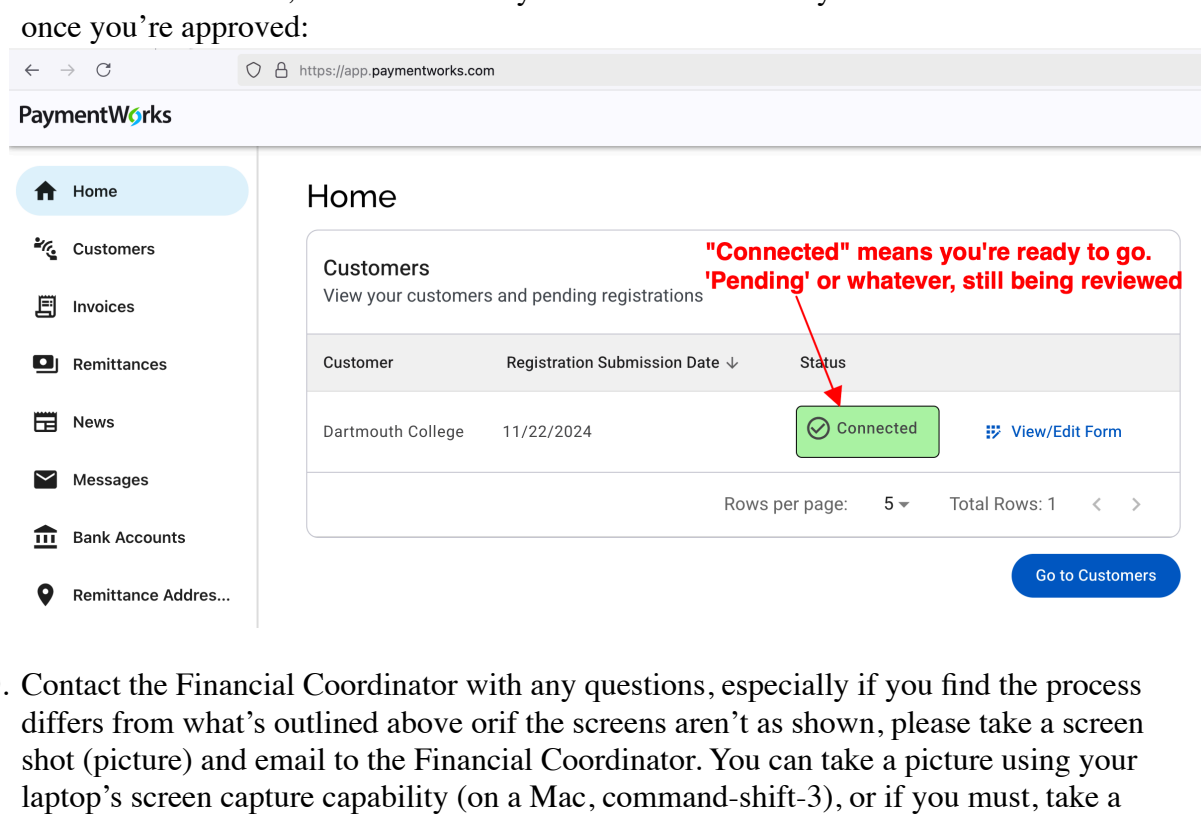
- Now we are on the Tax Information tab, shown below, with default answers to most questions. Typically, most groups at Dartmouth are either a New Hampshire nonprofit corporation (if you are registered with the NH Secretary of State and in good standing; if not in good standing, get that cleaned up, contact the Financial Coordinator for help), or an "unincorporated association". When done with this tab, click "Next" in the bottom right.



- Next is the Address tab, shown below. Note that the details common to all Dartmouth applicants are shown in black. You will need to add that along with the details that vary from group to group (in red). When you are finished, click "Next" in the bottom right.



- You will need to wait maybe 5 days or so to get approved. Login to <https://www.paymentworks.com> periodically to see when you get approved. For Direct Deposit, there are some issues you need to correct. A few days after the approval, the Direct Deposit option should be available in Dartmouth's system for payments to your organization, and will be used by the Financial Coordinator and other financial people at Dartmouth to pay you dues, rent, any initiation and other fees, GLC reimbursements, reimbursements from the 15 Webster Fund, etc. Here's what your home screen in PaymentWorks will look like once you're approved:



- Contact the Financial Coordinator with any questions, especially if you find the process differs from what's outlined above or if the screens aren't as shown, please take a screen shot (picture) and email to the Financial Coordinator. You can take a picture using your laptop's screen capture capability (on a Mac, command-shift-3), or if you must, take a picture with your phone.