

Student Digital Payments Guidance

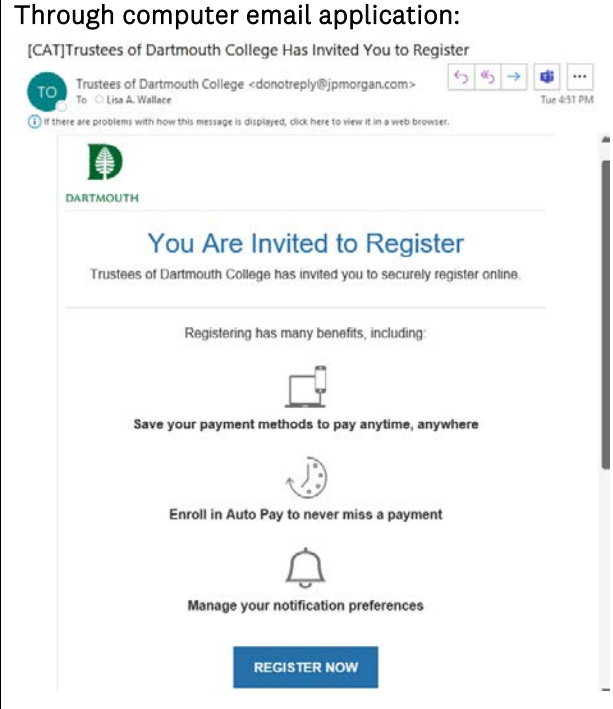
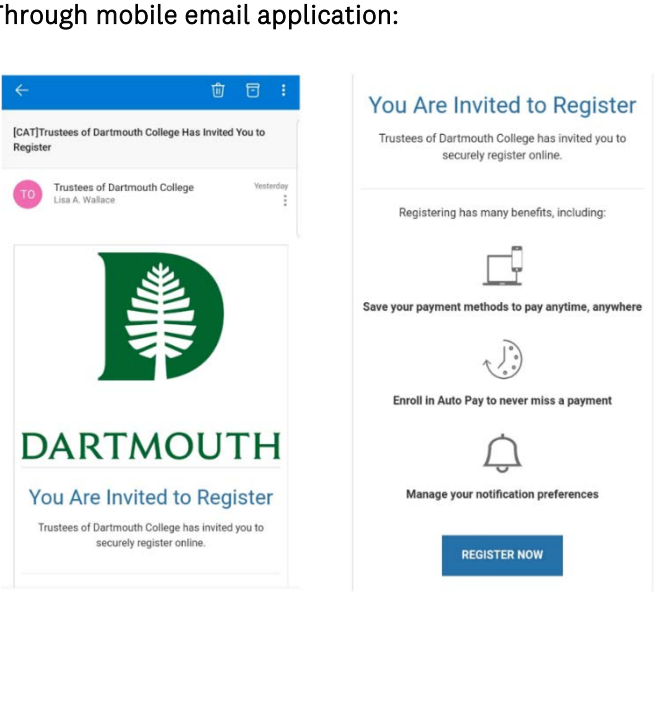
Dartmouth College has partnered with J.P. Morgan Chase to provide a digital payment method for Accounts Payable payments to students.

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.

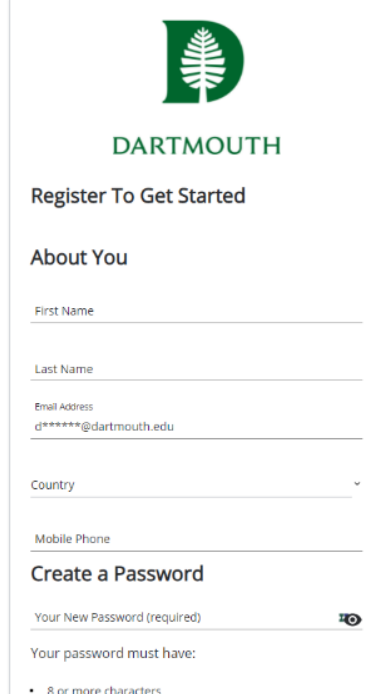
Step 1: J.P. Morgan Invitation

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.

Through computer email application:	Through mobile email application:
	

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 Mobil Phone information. Note your email is your 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)


DARTMOUTH



A text with a verification code has been sent to (603)***-***47

Verification Code

120633

VERIFY

BACK

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Step 3: Enter Bank or other Digital Accounts in “My Wallet”

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

My Payments

You currently do not have anything outstanding.
You can manage your saved accounts and enroll in Auto Pay in [My Wallet](#).

Recent Activity

No Recent Activity

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



Dashboard Payment Activity **My Wallet**



My Wallet

Manage your saved accounts that can be used for payments.

Your Wallet

Add a New Account to your Wallet



Add US Bank Account

Learn More



New PayPal Account

Learn More



New Venmo Account

Learn More



New Zelle Account

Learn More

CANCEL

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Within the “My Wallet” screen, you have the option to add a US Bank account, Pay Pal, Venmo, or 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 PayPal, Venmo, or Zelle account, click “Add Account”. The “Add Account” section of the screen will expand for the you to complete your details associated with your account. Once complete, click “Save”.

My Wallet

Manage your saved accounts that can be used for payments.

Your Wallet

Add a New Account to your Wallet



Add US Bank Account

[Learn More](#)

▼



New PayPal Account

[Learn More](#)

▼



New Venmo Account

[Learn More](#)

▲

Name on Account

My Venmo

Country

UNITED STATES

Postal Address 1

123 Main Street

Postal Address 2

City

Portland

Zip Code

12345

State/Province

Maine

Mobile Number

6031234567

Confirm Mobile Number

6031234567

SAVE

You may be prompted to Select an address.

Once added you will receive a “Success” confirmation on the screen as well as by email.

Select Address

Address You Entered

123 Main Street
Portland - 12345
ME
US

USE THIS ADDRESS

Suggested Address

123 MAIN ST
SOUTH PORTLAND - 04106-2621
MAINE
USA

USE SUGGESTED ADDRESS



DashboardPayment ActivityMy Wallet



My Wallet

Manage your saved accounts that can be used for payments.

Success

Your account has been added to your wallet successfully.

×

Your Wallet



US Bank Account Ending In 1748

Last Used: March 10, 2022

▼



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

Last Used: March 10, 2022

▼



PayPal Account (603)***-**-67

▼

ADD NEW ACCOUNT

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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 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 email address.



DARTMOUTH

Login

Email (NetID@dartmouth.edu) 

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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J.P.Morgan

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

 Summarize



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



Reply



Reply All



Forward



...

Wed 4/2/2025 4:59 PM

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

You don't often get email from donotreply@jpmorgan.com. [Learn why this is important](#)



DARTMOUTH

You Have Received a Payment

Your payment is able to be viewed and accepted online.

Student Payments
Issuance of stipends refunds honorariums reimbursements

Amount to be paid (USD):
\$789.00

Action Needed By:
April 30, 2025

Payment Number: 7704022501

ACCEPT PAYMENT

If you need assistance, please contact us at 603-646-3878 or email us at Accounts.Payable@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://course-test.jpmorgan.com/1743627599704089>

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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DARTMOUTH

Login

Email (NetID@dartmouth.edu)
NetID@dartmouth.edu 

Password
*****  

LOGIN

FORGOT PASSWORD

You may need to re-verify the 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”.



DARTMOUTH

Dashboard

Payment Activity

My Wallet

LW

My Payments

Student Payments

Issuance of stipends refunds honorariums reimbursements

Amount to Accept (USD)
\$789.00

Accept Payment By
Wednesday, April 30, 2025

ACCEPT PAYMENT

Student Payments

Issuance of stipends refunds honorariums reimbursements

Amount to Accept (USD)
\$121.32

Accept Payment By
Wednesday, April 30, 2025

ACCEPT PAYMENT

Student Payments

Issuance of stipends refunds honorariums reimbursements

Amount to Accept (USD)
\$85.50

Accept Payment By
Wednesday, April 30, 2025

ACCEPT PAYMENT

Recent Activity

Confirmation Number	Program Name	Amount	Account Number	Date	Status

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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”.

DashboardPayment ActivityMy Wallet

Accept Payment

1234DetailsMethodSummaryConfirmation

Payment Details

Student Payments

Issuance of stipends refunds honorariums reimbursements

Amount to Accept (USD)

\$789.00

Accept Payment By

Wednesday, April 30, 2025

Please provide your student id

d1257r6

Invoice Description

Info 1 value

Invoice Description 2

Info 2 value

Invoice Description 3

Info 3 value

Invoice Description 4

Info 4 value

Invoice Description 5

Info 5 value

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Step 2: Select the Method of Payment. Choose your US Bank Account, PayPal, Venmo, or Zelle account that has been created by clicking on that option. You can have multiple bank accounts.

DARTMOUTHDashboardPayment ActivityMy WalletLW

Accept Payment

1234DetailsMethodSummaryConfirmation

Select a Method of Payment

Your Wallet

US Bank Account Ending In 1748

Last Used: March 10, 2022

Zelle

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

Last Used: March 10, 2022

PayPal

PayPal Account (603)***-**67

Add a New Account to your Wallet

Add US Bank Account

Learn More

New Zelle Account

Learn More

New PayPal Account

Learn More

venmo

New Venmo Account

Learn More

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



[Dashboard](#)
[Payment Activity](#)
[My Wallet](#)

Accept Payment

✓

✓

1

2

Details

Method

Summary

Confirmation

Payment Summary

EDIT

Method of Payment

EDIT

Payment Amount (USD)

\$789.00

Payment Date

Monday, April 07, 2025

Total Payment Amount

\$789.00


Paypal Account - (603)***-**67

Payment Summary

Amount to Accept (USD)

\$789.00

Accept Payment By

Wednesday, April 30, 2025

Invoice Description

Info 1 value

Invoice Description 2

Info 2 value

Invoice Description 3

Info 3 value

Invoice Description 4

Info 4 value

Invoice Description 5

Info 5 value

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”.

DARTMOUTH

Dashboard

Payment Activity

My Wallet

LW

Accept Payment

✓

Details

✓

Method

✓

Summary

4

Confirmation

✓

Payment Confirmed

Your payment has been confirmed.

Confirmation #
103033613519208

Confirmation Email Sent To
g*****@dartmouth.edu

Confirmation Time
Monday, April 07, 2025

Expected Payment Effective Date
Monday, April 07, 2025

Payment Summary

Method of Payment

Payment Amount (USD)

\$789.00

Payment Date

Monday, April 07, 2025

Total Payment Amount

\$789.00

Paypal Account - (603)***-***67

Payment Summary

Amount to Accept (USD)

\$789.00

Accept Payment By

Wednesday, April 30, 2025

Invoice Description

Info 1 value

Invoice Description 2

Info 2 value

Invoice Description 3

Info 3 value

Invoice Description 4

Info 4 value

Invoice Description 5

Info 5 value

RETURN TO DASHBOARD

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You will receive a Payment Confirmation email following the acceptance and confirmation of the payment.

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

TO

Trustees of Dartmouth College <donotreply@jpmorgan.com>

To

Lisa A. Wallace

↩ Reply

↩ Reply All

➡ Forward

Thu 2/3/2022 2:21 PM

DARTMOUTH

Your Payment Confirmation

Your payment from Trustees of Dartmouth College has been submitted.

Confirmation Number:
KZTD68OLE17M

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

Total Amount (USD):
\$20.10

Payment Method:
Bank Account ending in 1748

Payment Detail

Statement ID

27

Payment Number

308218-TEST2

Expiry Date

February 16, 2022

Amount (USD)

\$20.10

Total Amount

\$20.10

If you need assistance, please contact us at 603-646-3878 or email us at 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.

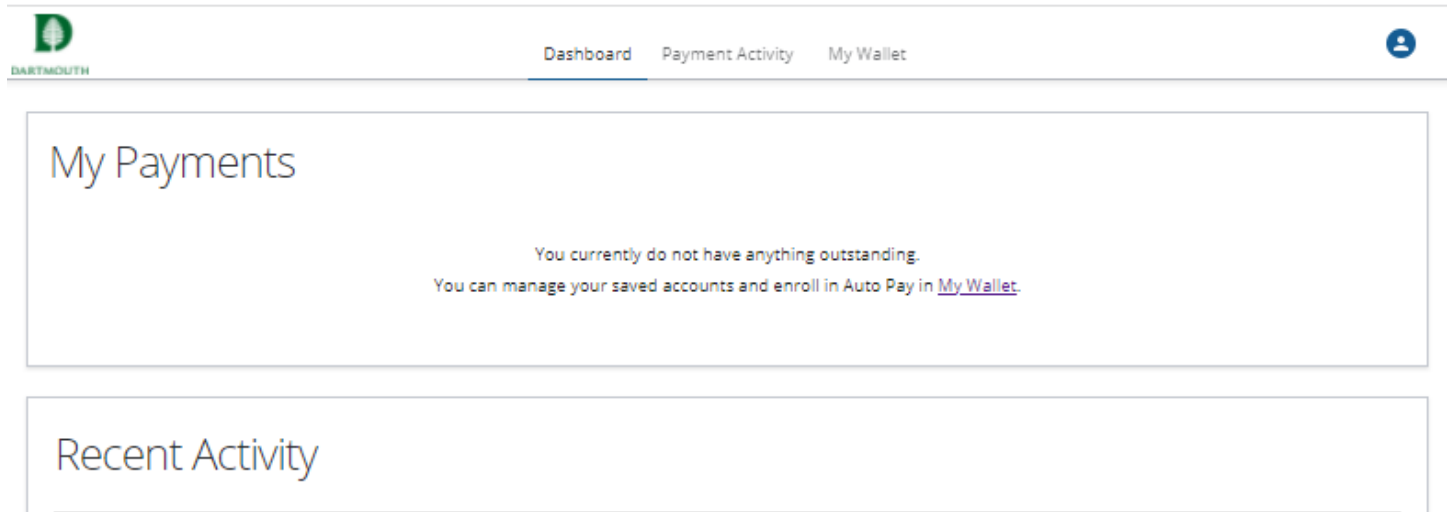
If you wish to opt-out from these notifications, you may do so by logging in to your account, and selecting My Profile.

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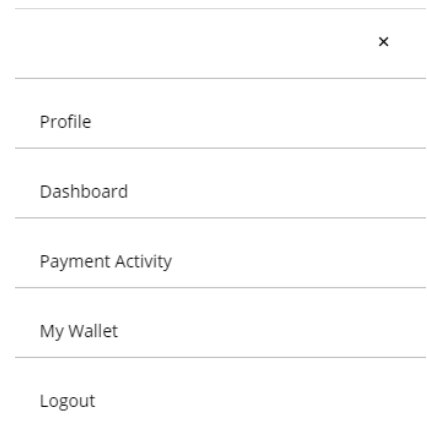
J.P.Morgan

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.



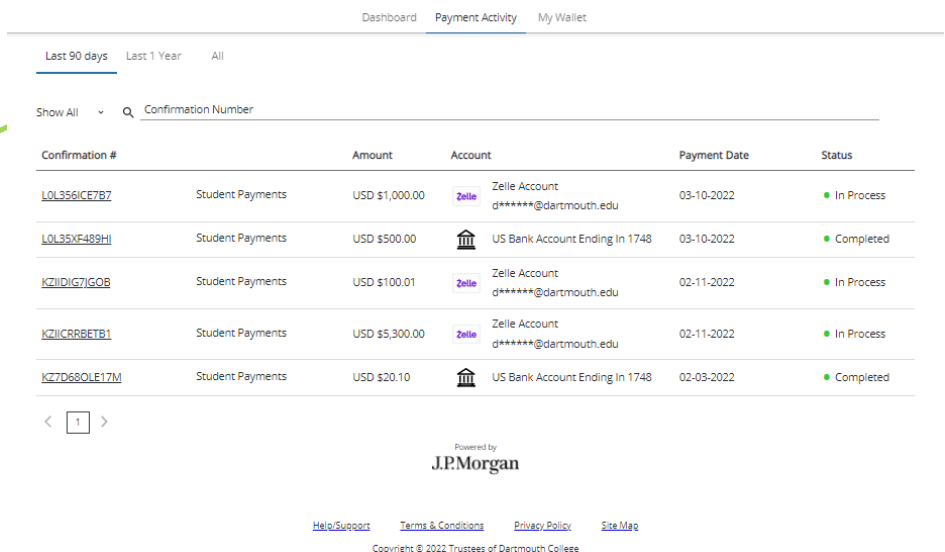
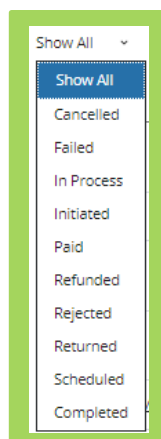
On your mobile device, all of the above is available in the Menu list.



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.



Confirmation #	Amount	Account	Payment Date	Status
LOL356ICE7B7	Student Payments	USD \$1,000.00	Zelle Zelle Account d*****@dartmouth.edu	03-10-2022 In Process
LOL35VF489HI	Student Payments	USD \$500.00	US Bank Account Ending In 1748	03-10-2022 Completed
KZIIDIG7GOB	Student Payments	USD \$100.01	Zelle Zelle Account d*****@dartmouth.edu	02-11-2022 In Process
KZICRRBETB1	Student Payments	USD \$5,300.00	Zelle Zelle Account d*****@dartmouth.edu	02-11-2022 In Process
KZ7D68OLE17M	Student Payments	USD \$20.10	US Bank Account Ending In 1748	02-03-2022 Completed

My Wallet

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



Dashboard

Payment Activity

My Wallet



My Wallet

Manage your saved accounts that can be used for payments.

Your Wallet

Add a New Account to your Wallet



Add US Bank Account

[Learn More](#)

▼



New PayPal Account

[Learn More](#)

▼



New Venmo Account

[Learn More](#)

▼



New Zelle Account

[Learn More](#)

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When you add your bank, PayPal, Venmo, or 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



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.

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

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.