



BROWN UNIVERSITY
**Electronic First-Year
Supplemental Fellowship
Payment Procedure**

INTRODUCTION

Brown University in partnership with Bank of America and Zelle are offering electronic first-year supplemental fellowship payments. Electronic payment will allow you to receive your first-year supplemental fellowship quickly and securely from Brown University to your personal U. S. bank account. This process will eliminate the need for you to wait until you are on campus for Brown University to issue you a check or make a direct deposit and will cut down the time it takes for individuals to receive payments. Set up is easy just follow the instructions on the following pages.



BROWN

BANK OF AMERICA 

zelle®

Step 1: Receive email from Brown University

- Once Brown University initiates a payment through Bank of America an email will be sent to your Brown University email notifying you of a pending payment.
- **Important Note: To ensure you receive your money from Brown University, make sure you enroll with Zelle using your Brown University email address.**
- If you already have a Zelle account registered to your Brown University email then all you have to do is log into your Zelle account to view and accept the payment. **You must accept the payment within 14 days of receiving the notification email for the money to be transferred to your account.**
- If you do not have a Zelle account registered to your Brown University email then you will need to click the "Register to accept payment" link located within the email.

Email Example:



Doe, Jane <jane_doe@brown.edu>

Payment Sent from Brown University

Brown University Notification <payments@ealerts.bankofamerica.com>
Reply-To: Bank of America Notification <reply-fe9e17707565007b76-29_HTML-808861926-73720-11878@ealerts.bankofamerica.com>
To: jane_doe@brown.edu

To ensure delivery, add payments@ealerts.bankofamerica.com to your address book.



You've received notice of payment from Brown University

Brown University is using Bank of America to process this payment.

BANK OF AMERICA 

Jane Doe,

As you requested, the following payment is in process to you via your email address:

From: **Brown University**
To: **Doe, Jane**
Email address: jane_doe@brown.edu
Amount: **\$0.01**
Date sent: **08/18/2021**
Confirmation number: **abcd1234**
Message:

You must register jane_doe@brown.edu to receive payment.
After registration, the funds will be deposited into the account you select for this email address.

[Register to accept payment](#)

If you have questions about this payment, please contact Brown University.

Step 2: Register your Brown University email

- The link included in the email will take you to enroll.zellepay.com/receive to check if your financial institution offers Zelle.
- Search for your financial institution from the list and follow the steps to enroll with Zelle directly through them.
- You'll be prompted to verify your email to confirm that you have access to it.
- Once you've completed your Zelle enrollment, your payment will be sent to your bank account and your payment should arrive in 1 – 3 business days.
- If you have questions, please contact graduate_school@brown.edu.



Welcome to Zelle®!

Zelle® is a fast, safe and easy way to send money to and receive money from friends, family and others you trust with a bank account in the U.S.

To get started, simply search for your bank and follow a few easy steps to enroll your email or U.S. mobile number.

START SEARCH

Great News!

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By selecting "Continue to your bank", you will be taken to an external interface with different privacy and information security policy. Zelle® is not responsible for and does not endorse the products, services or content that is offered or expressed.

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