

How to report your Stripe.com Codes to AlumniMagnet

The MyWellesley Community software, AlumniMagnet (AM), allows clubs, classes and shared interest groups (SIGs) to have their membership/dues and store purchases go directly to their own bank accounts. To do this, the treasurer of each group must sign up for an account on Stripe.com and send the codes to rmarshal@wellesley.edu so she can forward them to AM for installation. You will need an email address that you can pass on to the next treasurer. We suggest going to gmail.com and creating a generic account for your group, for example: WCChicago@gmail.com. Whatever email account you chose, please make sure the login information is written down somewhere safe and that it is transferred to successive officers.

1. Gather Your Information

Before starting your Stripe setup, you'll need to setup a bank account for your group that you can pass off to someone when you are no longer the treasurer. (If you need further instructions, please contact the Alumnae Association at 781-283-2331). **Once you have your account you'll need:**

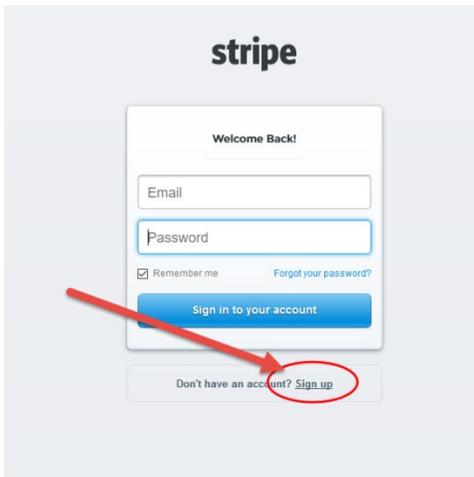
1. Your ABA routing number
2. Your account number
3. Your EIN number

2. Create Your Account

Go to <http://www.stripe.com>. Once there, you will see, at the top right, a "Sign in" link. Click on the link.



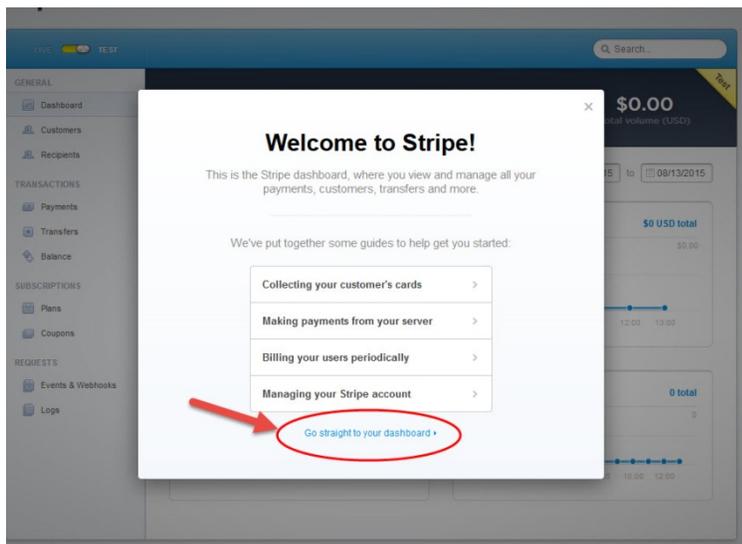
That will bring up a place to login if you had an account already. But since you're setting a new one up, you'll hit the "Sign up" link at the bottom.



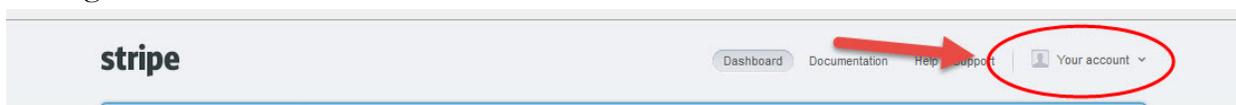
Clicking on “Sign up” will open another window where you add your email address (please see the first paragraph about setting up your email address). Make sure your password is something that contains upper case and lower case letters as well as numbers. It’s very important that you remember your password and that you use one that you are willing to give to the next treasurer. Please make sure to share the password with someone else, like the president, in case you forget it.



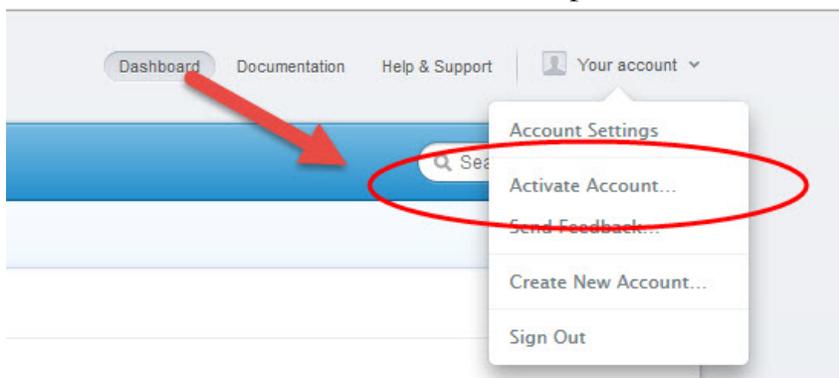
Once you enter your information, you’ll get a screen with many options, but you’ll want to “Go straight to your dashboard”.



From your Dashboard, go to the top of the page and click on “Your account” settings.



Choose “Activate Account” on the dropdown menu.



This will bring you to a page where you are going to enter additional information. The first dropdown is where you set your country. **If you are not in the United States, please talk to the Alumnae Association before proceeding.**

Next we set the **Account Details**. Please choose “Your business type” and choose “Non-profit” from the dropdown. This is an important step, as choosing “Non-profit” will ensure that you receive Stripe’s non-profit (lower) transaction fees.

Account details

Your business type:

EIN (Tax ID):

Business address:

ZIP City

Your website:

Next, put in your EIN number

Account details

Your business type:

Legal name:

EIN (Tax ID):

Business address:

ZIP City

Your website:

You can fill in the rest of the information in **Account Details**, but it's not necessary.

Next go to the section called **Credit Card Statement Details** and enter the name and phone number that you want to appear the credit card statement when someone places. The name has the space for 22 characters, so you may need to abbreviate the name of your organization. For the phone number, please put the phone number of the Director of Alumnae Engagement Programs, **781-283-2334**. That is the number someone will call if they don't know what the charge is for. The Alumnae Association will answer the question or forward the question to you or whomever the current treasurer is for your group.

Credit card statement details

Your business name and phone number will appear on your customers' credit card statements. Don't worry, you can change this information later.

Business name: ←

Phone: ←

Then go to the section called “Bank details”. This is where you are going to enter your ABA routing number and your account number. Once you’ve done that, hit the “Activate Account” button on the bottom of the page. You will click “Activate Account” a few more times throughout this process.

Bank details

You can accept USD. Currencies without a bank account will be converted and sent to your default bank account. [Learn more](#)

Your bank account must be a checking account.

Routing number: ⓘ ← 1

Account number: ⓘ ← 2

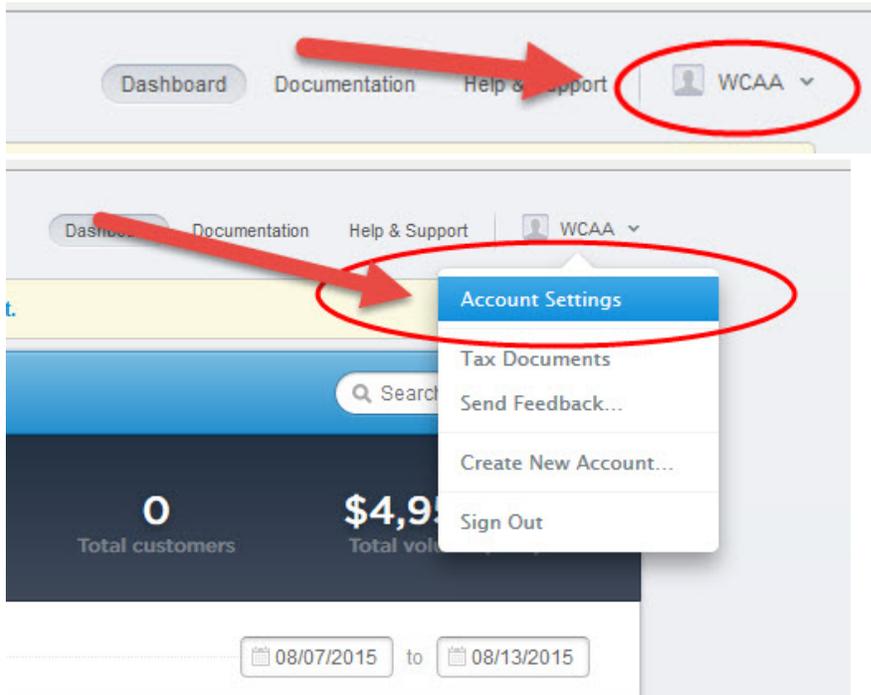
Confirm account number: ⓘ ← 3

← 4

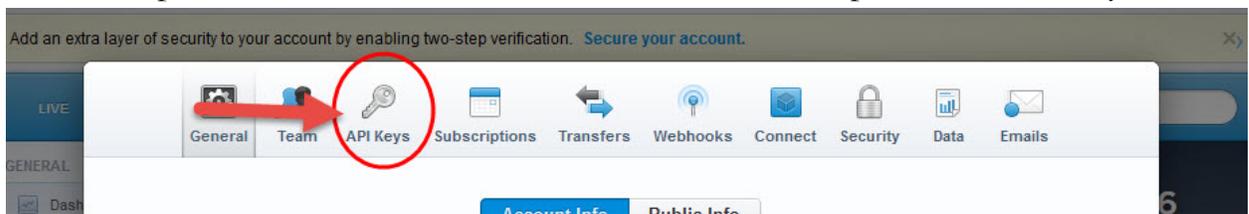
By activating your account, you agree to our [Terms of Service](#).

3. Give your API Keys to the WCAA

Now that you’ve activated your account, you need to give the WCAA 4 “Keys”. You first choose the account dropdown on the top right hand side and go to “Account Settings”.



This will open a little window and there is a menu at the top. Select “API Keys”

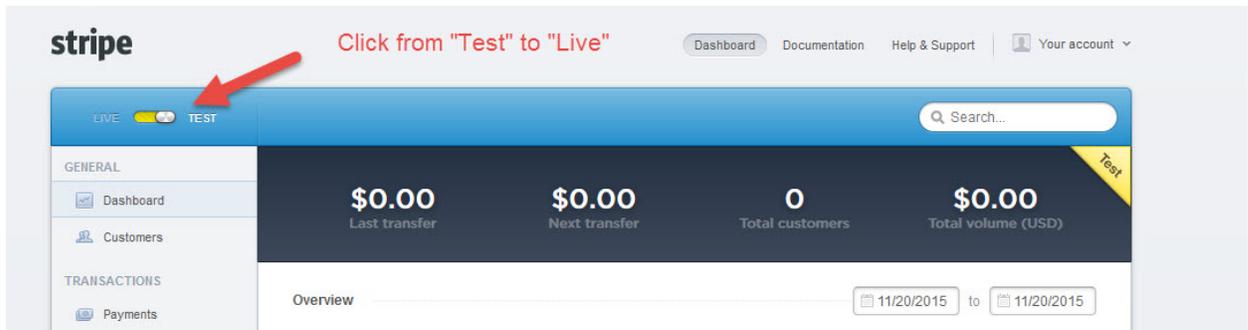


That will bring up these 4 keys. Please copy (don't screen shot the page; you need to copy the text in the box) the last 2 keys (Live Secret Key and Live Publishable Key) and send them to rmarshal@wellesley.edu. (The example keys below are blurred out purposefully for security reasons. Your account keys will be visible.)

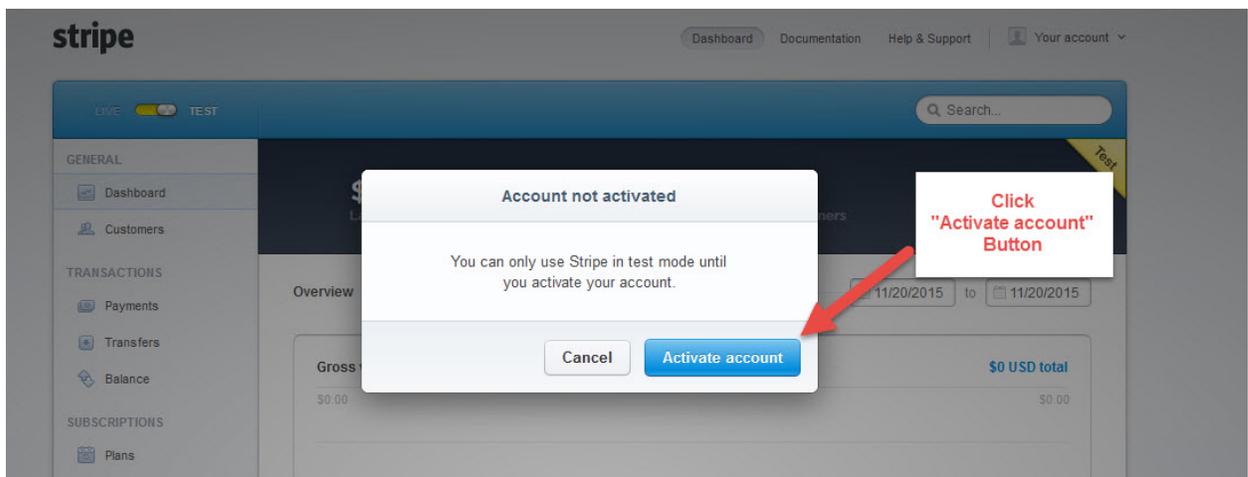


4. Activating your account

Once you've sent your keys to the WCAA, you can activate your account. At the top of your "Dashboard" will be a slider that has "Live" on the left and "Test" on the right. Slide that to "Live".



A pop-up will then appear. That will say "Account Not Activated". Click the "Activate account" button.



You will be brought to a page that says "Application Status: Saved, but not yet Submitted". Go to the bottom of that page.



There you will see your bank account information. The "Confirm Account Number" field will be empty. Put in your bank account number (not ABA routing number) for your group and hit the "Activate Account" button.

Phone:

Bank details

You can accept USD. Currencies without a bank account will be converted and sent to your default bank account. [Learn more](#)

Your bank account must be a checking account.

Routing number:

Account number:

Confirm account number:

By activating your account, you agree to our [Terms of Service](#).

This has been blurred. You will see your number here

Enter Bank Account Number Again

After entering account again, click "Activate Account" Button

5. That's it! You now have a Stripe account for your club, class or SIG. If you have any questions about Stripe or online transactions on your group website, please contact Robin Marshall at rmarshall@wellesley.edu.