Authorizing Parents/Other Payers for Students

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Dartmouth Students: How to Authorize Parents/Other Payers in D-Pay

Step 1: Log into D-Pay by logging into Banner Self-service.

Click on the D-Pay link in your menu.

Step 2: Click on the “Authorized Users” button.
Step 3: Click on “Add Authorized User” to enter your parent or other payer’s E-mail address.

If you answer “No” to the first question, your parent/other payer will be able to make a payment but will not be able to see your statement. If you answer “No” to the second question, your parent/other payer will be able to make a payment but will not be able to see your account’s payment history.

You may have multiple authorized users (parents, step-parents, grandparents, etc.). Each must be authorized separately.

You may edit or delete your authorized users by clicking “Current Authorized Users.”

Authorized users will receive an E-mail message when bills are posted and may opt to receive a text message.

Authorized users do not log in via Banner Student. Only students use the link in Banner Student.
Step 4: Click the “I Agree” box and the click on “Continue.”

Success!

Your parent/authorized payer will receive two E-mail messages at the address you provided. One E-mail contains the username (the E-mail address) and the login link (also published on the Campus Billing and DartCard Services website). The second E-mail message contains the initial password. Upon login, your parent/other payer will select a new password.