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 DartHub.

   Click on the D-Pay tile in your menu or search for “D-Pay” in the search box.

Step 2: Once logged into D-Pay, click on the “Authorized Users” button.
Step 3: Click on “Add Authorized User” to enter your parent or other payer’s E-mail address. Then click on the “Continue” button.

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. The third question (new in 2023) allows you to have your payment plans communications shared with your authorized users (so that if you, as student, enroll in a plan, your authorized user will be aware of this). The system already enables communications in the other direction (students are aware when authorized users enroll in plans).

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 “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 DartHub. Authorized users log in via the link on this page: D-Pay Link for Authorized Users.
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.