

Authorizing Parents/Other Payers for Students

Last updated: October 17, 2023

Announcement

THIS IS A TEST SYSTEM.

Welcome to D-Pay!

D-Pay's automated E-mail messages are now easier to read (HTML) with our logo at the top of every message.

Security Updates: 1. Add your mobile number to your Personal Profile. You'll receive text alerts when changes are made to your account. 2. Add your mobile number or an alternative E-mail address to your Security Settings. When you make changes to your account, D-Pay will send a unique code by text/E-mail. You will enter that code into D-Pay to save your changes. These alerts and codes are designed to protect your information. Read more about these settings in our new [step-by-step](#) guide.

Please use the [Payment Explanation Form](#) to let us know when you are deducting additional financial aid or other credits from your current statement balance.

Add funds to your [DASH Discretionary Account](#).

Students: Please authorize your parents/other payers to view and pay your bills.

New to D-Pay? Click for [step-by-step instructions](#).

Protect your investment: Enroll in the [optional tuition insurance](#) plan for undergraduates and their families.

Student Account

ID: xxx27K4

Balance	\$0.00
View Activity Make Payment	

Scheduled Payments

Description	Payer	Date	Method	Status	Amount	Action
No data available in table						

Statements

Your latest eBill Statement (2/1/19) Statement : \$1,600.00	View Statements
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My Profile Setup

- [Authorized Users](#)
- [Personal Profile](#)
- [Payment Profile](#)
- [Security Settings](#)
- [Consents and Agreements](#)
- [Electronic Refunds](#)

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.

Authorized Users

Thank you. The authorized user has been removed.

Authorized Users Add Authorized User

You can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

Email address of the authorized user

Would you like to allow this person to view your billing statement and account activity?

Yes No

Would you like to allow this person to view your payment history and account activity?

Yes No

Would you like to allow this person to receive your payment plan communications?

Yes No

Cancel Continue



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](#).

The e-mail address you provided already exists in our system and is registered to Test Parent. This indicates that Test Parent was or may still be a registered user in our system. Please ensure that this is the person to whom you wish to give access. If you have any doubts that this is the correct person, please press the 'Cancel' button.

I hereby authorize **Dartmouth College** to grant @dartmouth.edu full access to my accounts, including ability to view all billing statements, payment history, and/or make payments accordingly. My payment methods and credit card and/or checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

Access to my accounts also includes the ability to :

- Receive my payment plan communications

This agreement is dated 17-Oct-2023 5:00:40 PM EDT.

For fraud detection purposes, your internet address has been logged:

129.170.195.70 at 17-Oct-2023 5:00:40 PM EDT

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.

Please check the box below to agree to the terms and continue.

I Agree

Cancel Print Agreement Continue

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.

