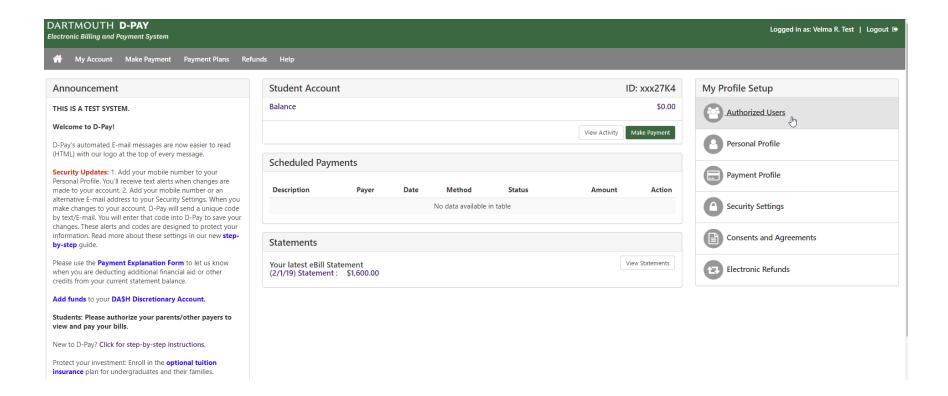
DARTMOUTH D-PAY

Electronic Billing and Payment System

Authorizing Parents/Other Payers for Students

Last updated: October 17, 2023



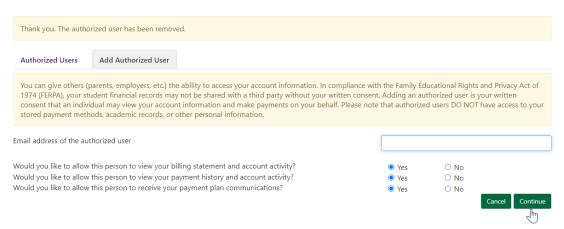
Dartmouth Students: How to Authorize Parents/Other Payers in D-Pay

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



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.



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 <u>Campus Billing and DartCard Services</u> website). The second E-mail message contains the initial password. Upon login, your parent/other payer will select a new password.