

DARTMOUTH D-PAY

Electronic Billing and Payment System

Making Payments for Students and Parents/Other Payers

Last updated: June 8, 2022

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 \$1,000.00

[View Activity](#) [Enroll in Payment Plan](#) [Make Payment](#) 

Statements

Your latest eBill Statement (6/18/21) Statement: \$1,000.00 [View Statements](#)

My Profile Setup

 Authorized Users

 Personal Profile

 Payment Profile

 Security Settings

 Electronic Refunds

Dartmouth Students and Parents/Other Authorized Users: Making Payments

Step 1: Click on the “Make Payment” button.



Account Payment



Amount



Method



Confirmation



Receipt

Payment Date:

6/8/22



Select Payment Option

Current Account Balance

\$1,000.00

Current Statement Amount

\$1,000.00



Payment Total

\$0.00

Continue

Step 2: Click on either radio button/box to accept a default payment amount or to eventually enter your own amount. The “current statement” amount is the amount that is due by the due date on your statement. Most students and families choose to pay the “current statement” amount. If new charges (that have not yet been billed) have been added to the account since the last statement was created, the “current account balance” may be higher. The “current account balance” may be lower if your financial aid award was increased since the last billing statement.

Account Payment

Amount Method Confirmation Receipt

Payment Date: 6/8/22

Select Payment Option

Current Account Balance
\$1,000.00

Current Statement Amount
\$1,000.00

Current Statement Amount
Enter payment amount and click 'Add' to include in the payment total.

Current statement | \$1,000.00 1,000.00

Payment Total \$0.00

To accept the default amount, click "Add" and then click "Continue."

To enter a lesser amount, *type over* the default amount listed. Then click "Add" and then click "Continue."

*When paying less than the current statement amount, please complete the [Payment Explanation Form](#) (link is also on the home page of D-Pay under the Announcements) to let us know when you are deducting additional financial aid or other credits from your payment.

You may schedule a future payment by choosing a payment date. The default date is today's date. The icons at the top of the page will "light up" as you complete each step of the process: chose an amount and then a payment method, confirm everything, and then view a receipt.

A negative current statement amount or current account balance means that you have a credit on your account (\$-50.00).

Account Payment

Flowchart illustrating the Account Payment process:

```
graph LR; A[Amount] --- B[Method]; B --- C[Confirmation]; C --- D[Receipt]
```

The process consists of four main steps:

- Amount (Icon: \$)
- Method (Icon: ATM)
- Confirmation (Icon: Thumbs Up)
- Receipt (Icon: Receipt)

Below the flowchart, there is a table with two rows:

Amount	Method
Amount	Select Method Velma's Checking 2 My Checking Jane's account Mabe's account Mark May Velma Account 3 New Electronic Check (checking/savings)
Method	

Buttons at the bottom right: Back, Cancel, Continue

Electronic Check - Payments can be made from a personal checking or savings account.

Step 3: Select a Payment Method (or create and save one while making your first payment) and click the “Continue” button.

Account Payment

Amount  Method  Confirmation  Receipt 

Amount \$1,000.00
Method New Electronic Check (checking/savings) ▾

Account Information

* Indicates required fields

You can use any personal checking or savings account.
Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks.
Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

*Account type: Select account type ▾
*Routing number: (Example)
*Bank account number:
*Confirm account number:

*Name on account:

Refund Options
Only one account can be designated to receive refunds.
 Check here if you would like refunds to be deposited into this account.

Option to Save
 Save this payment method for future use
Save payment method as: (example My Checking)

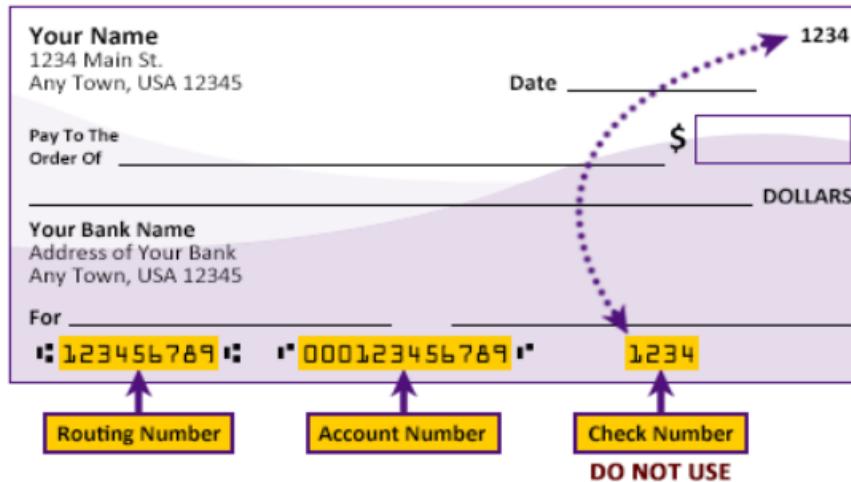
Electronic Check - Payments can be made from a personal checking or savings account.

To enter a new payment method:

Enter the required fields for your bank account: type (checking or savings), routing number (see next page), US-based bank account number, bank account number again (to confirm), and name on the account. Save and name this payment method ("My checking") to skip this step when making future payments. If you save and name your payment method, the system will remember your routing number and account number information for future payments. You may have more than one payment method. Click the "Continue" button.

ABA Routing Example

X



Please enter your banking information as shown in the example above.

- **Routing number** - always comes first and is exactly 9 digits.
- **Account number** - varies in length. May appear before or after the check number. Include any leading zeros, but omit spaces and non-numeric characters.
- **Check number** - is not needed. Do not include the check number.

It is important to enter your banking account information accurately, or your payment cannot be successfully completed. If you have questions, please contact your bank.

DO NOT enter your debit card number.

This graphic shows you where to find these items on a typical personal check. The graphic above will display when you click the "Example" link located near the routing number field. Check with your bank to confirm your routing and account numbers.

ACH Payment Agreement

I hereby authorize **Dartmouth College** to initiate debit or credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a \$25.00 return fee will be added to my student account.

Name: **Mary Test**

Address:

Depository:

Routing Number:

Account Number: xxx567

Debit Amount: \$1,000.00

This agreement is dated Monday, June 4, 2018.

For fraud detection purposes, your internet address has been logged: at 6/4/18 4:47:30 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.

To revoke this authorization agreement you must contact: campus.billing@dartmouth.edu

I agree to the above terms and conditions. ([Print Agreement](#))

[Cancel](#)

[Continue](#)

Review the agreement, click the check box, and then click on the "Continue" button to accept the terms of the ACH agreement. You will complete this step once for each payment method.

Account Payment

Amount Method Confirmation Receipt

Please review the transaction details, then submit your payment.

Payment Information	Paid To
Payment Amount <input type="text" value="\$1,000.00"/> Change Amount	Dartmouth College Campus Billing and DartCard Services 6132 McNutt Room 103 Hanover, NH 03755
Payment Date <input type="text" value="6/4/18"/> Change Date	Confirmation Email
Selected Payment Method	Primary
WEBCHECK - "Mary's checking" Account xxx567	
Billing Address <input type="text" value="Mary Test"/>	
Change Payment Method	

[Back](#) [Cancel](#) [Submit Payment](#) 

Step 4: Confirm all the details (payment amount, payment date, and payment method). Click on the “Submit Payment” button.

Account Payment

Thank you for your payment. We will send you a confirmation e-mail with payment details. For a record of all your payments, please see the Payment History.



Amount



Method



Confirmation



Receipt

Payment Receipt

Your payment in the amount of \$1,000.00 was successful. A confirmation email was sent to campus.billing@dartmouth.edu. Please print this page for your records.

Payment date:	6/4/18
Amount paid:	\$1,000.00
Student name:	Velma R. Test
Paid to:	Dartmouth College
	Campus Billing and DartCard Services
	6132 McNutt Room 103
	Hanover, NH 03755
	UNITED STATES
Account number:	xxx567
Name on account:	Mary Test
Account Type:	Checking

Step 5: Success! Your payment receipt is displayed. You will also be sent an E-mail as confirmation of your payment. If you have opted to receive text messages, you will receive a text message as well. You may wish to print this page for your records.

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Student Account

ID: xxx27K4

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(6/18/21) Statement : \$1,000.00

[View Statements](#)

My Profile Setup



Authorized Users



Personal Profile



Payment Profile



Security Settings



Electronic Refunds

When you return the home page, you will see the change in the balance on the account. You may also view the payment history (if authorized) by clicking "My Account," then clicking on "Payment History," and then clicking on the "View Report" button.