Making Payments
for Students and Parents/Other Payers

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Dartmouth Students and Parents/Other Authorized Users: Making Payments

Step 1: Click on the “Make Payment” button.
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.
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).
Step 3: Select a Payment Method (or create and save one while making your first payment) and click the “Continue” button.
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

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