

Making Payments for Students and Parents/Other Payers

Last updated: July 16, 2019

Announcement

THIS IS A TEST SYSTEM.

Welcome to D-Pay!


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 **DA\$H 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.](#)

Late Payment Fees: In order to avoid a 1.5% late payment fee, please pay your balance or enroll in a payment plan by the due date on your **eStatement**.

International Payments:  PAY NOW WITH FLYWIRE

Mailing Address: Campus Billing and DartCard Services,
Dartmouth College, 6132 McNutt, Room 103, Hanover, NH
03755

Student Account

ID: xxx27K4

Balance

\$1,000.00


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


Statements


Your latest eBill Statement
(6/4/18) Statement : \$1,000.00


[View](#)

My Profile Setup

 Authorized Users

 Payment Profile

 Electronic Refunds

 Notifications

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

Current statement amount: \$1,000.00

Current account balance \$1,000.00

Payment Total: \$1,000.00

[Continue](#)

Step 2: Click on any radio button to accept a default payment amount or 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. Then click on the “Continue” button.

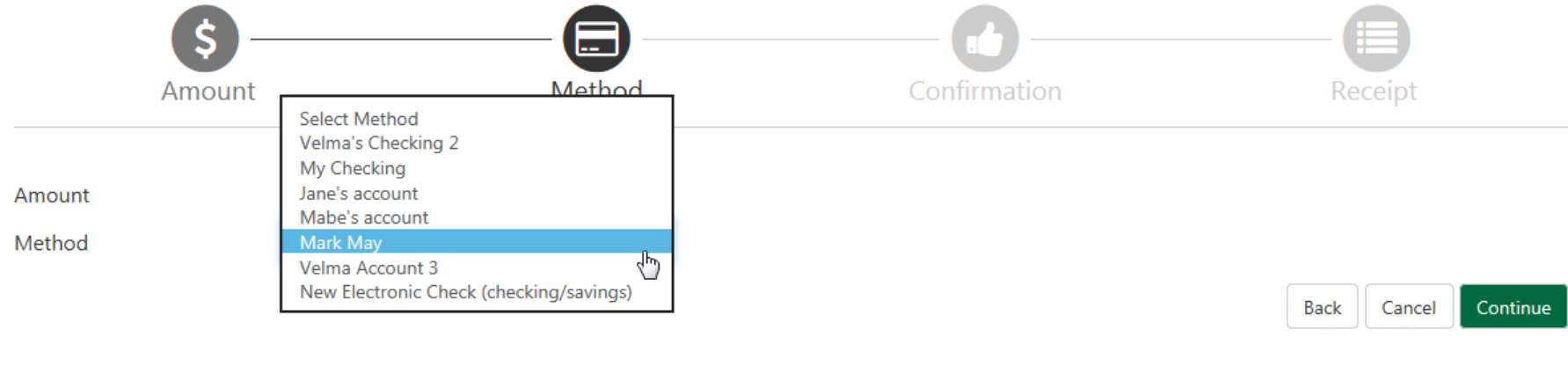
*You may enter your own amount, paying more or less than the current statement balance, by *typing over* any amount shown. Please use the [Payment Explanation Form](#) to let us know when you are deducting additional financial aid or other credits from your current statement balance.

You may schedule a future payment by choosing a payment date. The default date is today’s date.

Note the icons that 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



The diagram shows a four-step process: Amount, Method, Confirmation, and Receipt. The 'Method' step is active, displaying a dropdown menu with the following options: Select Method, Velma's Checking 2, My Checking, Jane's account, Mabe's account, Mark May (highlighted), Velma Account 3, and New Electronic Check (checking/savings). A mouse cursor is pointing at the 'Mark May' option. Below the dropdown, there are three buttons: 'Back', 'Cancel', and 'Continue'.

Amount

Method

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

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

Method

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:

*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

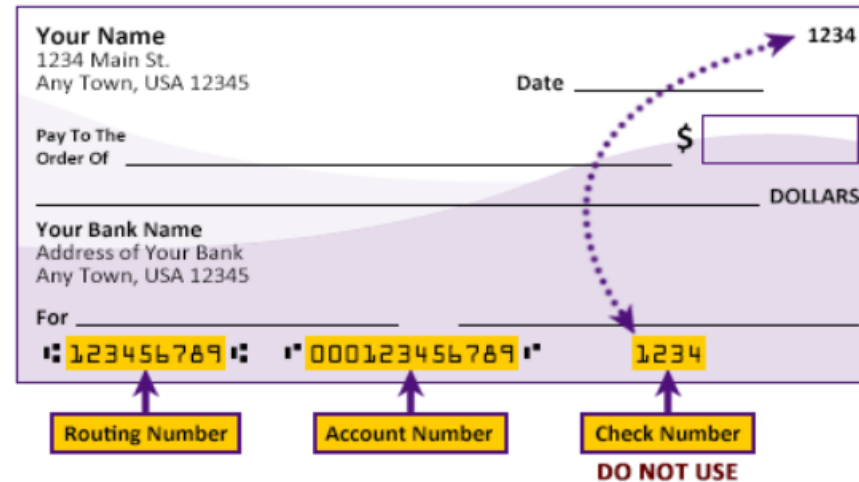
Save payment method as:

(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.



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.

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

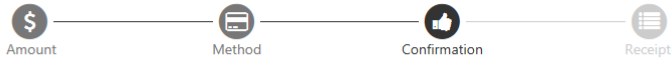
I agree to the above terms and conditions. ([Print Agreement](#))

Cancel

Continue

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

Account Payment



Please review the transaction details, then submit your payment.

Payment Information

Payment Amount: \$1,000.00
[Change Amount](#)

Payment Date: 6/4/18
[Change Date](#)

Paid To

Dartmouth College
Campus Billing and DartCard Services
6132 McNutt Room 103
Hanover, NH 03755

Selected Payment Method

WEBCHECK - "Mary's checking"
Account xxx567
Billing Address: Mary Test
[Change Payment Method](#)

Confirmation Email

Primary

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

Step 4: Confirm all of 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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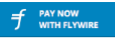
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When you return the home page, you will see the change in the balance on the account. You may also view the payment history (if authorized) by clicking “My Account,” then clicking on “Payment History,” and then clicking on the “View Report” button.