

# Password and Communication Preferences for Parents/Other Payers

Last updated: June 8, 2018

### 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.

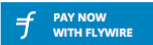
**Add funds** to your **DASH Discretionary Account**.

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

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

**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:



Mailing Address: Student Financial Services, Dartmouth College, 6132 McNutt, Room 103, Hanover, NH 03755

### Student Account

ID: xxx27K4

Balance

\$17,156.00

[View Activity](#)

[Enroll in Payment Plan](#)

[Make Payment](#)


### Statements

Your latest eBill Statement  
Statement (9/18/17) - \$83.33

[View](#)

### My Profile Setup

 [Personal Profile](#)

 [Payment Profile](#)

 [Notifications](#)

## Changing Your Password--Parents/Other Payers

Step 1: Click on the "Personal Profile" tab.

## My Profile

Personal Profile Payment Profile Notifications

You may update your profile here. If you choose to enter a secondary email address, emails generated by this system will be sent to both addresses. You will receive a notification when a new billing statement is posted to this student's account. Please note that if you change your e-mail address, it will become your new Login ID.

Login ID

Change Password

First name

Test

Last name

Parent

Email address

Secondary email address

Save Changes

Step 2: Click on the "Change Password" button.

You may also change your E-mail address here. This is the E-mail address you will enter to log into the system. You may also add a secondary E-mail address. Billing statement notifications and other messages will be sent to the main E-mail address and the secondary one, if entered.

## Change Password

Minimum 7 characters and at least one number or special character (XXXXXXX).

Enter your current password:

Enter your new password

Confirm your new password

Cancel Save

Step 3: Enter your *current* password, your new password, and your new password again (for confirmation). Then click on the “Save” button.

Success!



### D-Pay Login for Authorized Users

Login for parents or others who have been previously granted access.

Email:

Password:

[Forgot Password](#)

Sends a temporary password

## Welcome to D-Pay!

Students and families use D-Pay to view their student account billing statements and recent activity, make or schedule payments, and enroll in payment plans.

Students access D-Pay through DartHub. Students must first grant access to parents and other authorized users.

Visit Campus Billing for more information about D-Pay, including step-by-step instructions.

Contact us at any time. We are here to help.

### Forgot your password? (Parents/Other Payers)

Step 1: Enter your E-mail address (the one your student used to invite you to view the student account) in the "Email" box.

Step 2: Click on the "Forgot Password" link to request the D-Pay system to send you an E-mail with a temporary password. Use this temporary password to access your account and to create a new password. Success!

### 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.

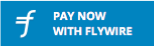
**Add funds** to your **DASH Discretionary Account**.

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

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

**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:



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

### Student Account

ID: xxx27K4

Balance

\$99.99

[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](#)

## Communication Preferences: Optional Text Message Alerts

Step 1: Click on the "Notifications" button under "My Profile Setup" on the main page.

## My Profile

Personal Profile Payment Profile **Notifications**

If you choose to enter a secondary email address (in addition to your school-assigned address), emails generated by this system will be sent to both addresses. To get optional text messages about selected account events (such as new bills or upcoming payments), enter your mobile phone number and carrier. Messages may be sent during overnight hours and your carrier may charge a fee to receive text messages.

**Refer to the Terms and Conditions of your mobile wireless data plan provided by your carrier for documentation on any charges.**

Email address

Secondary email address

Receive text messages

Yes  No

Mobile phone: (555-555-5555, @)

Select your mobile carrier

Save Changes

Step 2: Click on the “Notifications” tab under “My Profile.”

Step 2: Opt into (or out of) receiving text messages using the “Receive text messages” radio button. If opting in, enter your cellular phone number (###-###-####) and select your carrier. Then click on the “Save Changes” button.

Your carrier may charge you a fee to receive a text message. If you opt-in, the D-Pay system will send texts to confirm a payment, remind you that a previously scheduled payment will soon be made, and to let you know when a statement for your student is available to view. You may opt out at any time by clicking on the “No” radio button and then clicking the “Save Changes” button.

You may also add a secondary E-mail address to receive important billing-related messages.