DARTMOUTH **D-PAY**

Electronic Billing and Payment System

Password and Communication Preferences

for Parents/Other Payers

Last updated: May 30, 2024

DARTMOUTH D-PAY
Electronic Billing and Payment System

🏠   My Account   Make Payment   Payment Plans   Help

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

Student Account	ID: xxx27K4
Balance	$0.00

View Activity   **Make Payment**

Payment Plans	
Copy of Undergraduate Summer 2019	$462.50
Balance Not Included in Plan	$0.00

My Profile Setup

👤   Personal Profile

💳   Payment Profile

🔒   Security Settings

==Changing Your Password--Parents/Other Payers==

==Step 1: Click on the "Personal Profile" tab under "My Profile Setup."==

My Profile

Personal Profile   **Payment Profile**   **Security Settings**

*Full name			Edit

Login ID | Email address   @DARTMOUTH.EDU   Edit

Password   ●●●●●●●●●●●●   Edit

* Indicates required fields

Password Requirements

Minimum 12 character length and must contain the following:
- 1 upper case letter
- 1 lower case letter
- 1 number
- 1 of the following special characters:
  !"#$%&'()*+,-./:;<=>?@[\]^_`{|}~

Password must not match any of the last 4 used.

Current password:* [   ]

New password:* [   ]

Confirm password:* [   ]

Step 2: Click on the "Edit" button in the "Password" section.

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.

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

Success!

🏠   My Account   Make Payment   Payment Plans   Help   My Profile

My Profile

| Personal Profile | Payment Profile | Security Settings |

*Full name   [Test]   [User]   Edit

Login ID | Email address   Edit
A passcode was sent to you for Two-Step Verification. Please enter the passcode to edit this email address

[   ]   Cancel   Resend Code   Verify

Password   *******   Edit

If you choose to enter a secondary email address, emails generated by this system will be sent to both addresses.
Secondary email address: Edit

To get text messages about selected account events, 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.**

Mobile Number   Verizon PCS   Remove   Edit
☑ Send me additional text message notifications about my account events (such as new bills or upcoming payments)

Changing Your Login ID--Parents/Other Payers

Step 1: Click on the "Edit" button in the "Login ID|Email address" section.

Step 2: If you have not already entered your security settings (for two-step verification; see the separate guide for this), you will be prompted to enroll. If you are already enrolled, you will be prompted to enter a code (shown above).   Click "Verify."

Step 3: Enter your new E-mail address and click on "Save" (not shown). You will now use this E-mail address when logging into D-Pay.

Success!

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D-Pay Login for Authorized Users

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

Email:

Password:

Forgot Password　　Login

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!

To get text messages about selected account events, 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.

Mobile Number   Edit

New Mobile Number   555-555-5555   Select Carrier ▼

                                                                                    Cancel   Save

☐ Send me additional text message notifications about my account events (such as new bills or upcoming payments)

Communication Preferences: Optional Text Message Alerts

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

Step 2: If you have not already entered your security settings (for two-step verification; see the separate guide for this), you will be prompted to enroll. If you are already enrolled and have another way to receive a security code, you will be prompted to enter a code (shown above).   Click "Verify."

Step 3: Enter your mobile phone number (###-###-####) and select your carrier. The D-Pay system uses each carrier's E-Mail gateway to send texts. Your provider may not be listed. The major US carriers are in the drop-down list. Click on the "Save" button.

Step 4: Click on the "Send me additional message notifications…" To opt-out of receiving these messages, come back to these settings and uncheck this box and remove your mobile phone number.

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.

Success!