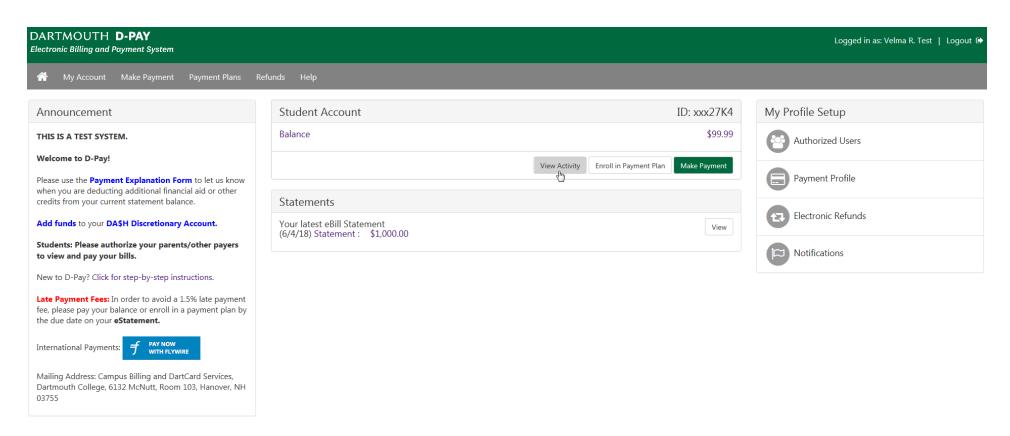
## DARTMOUTH D-PAY

**Electronic Billing and Payment System** 

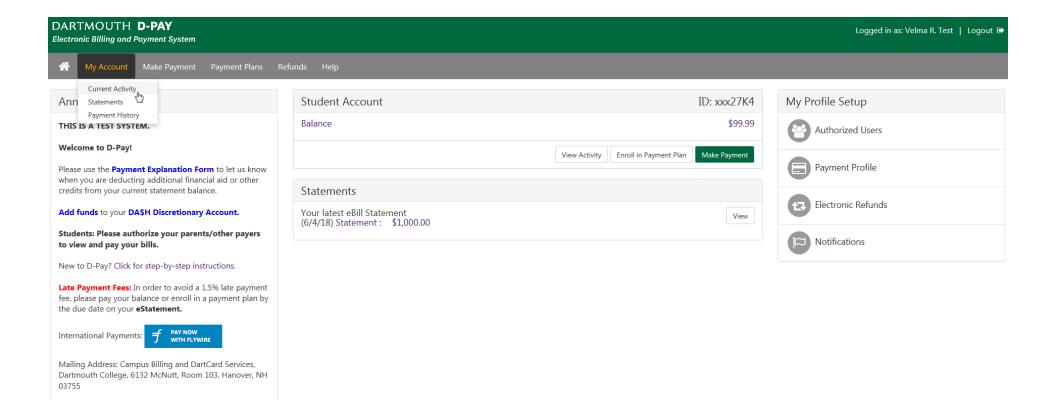
## Viewing Account Activity for Students and Parents/Other Payers

Last updated: July 16, 2019



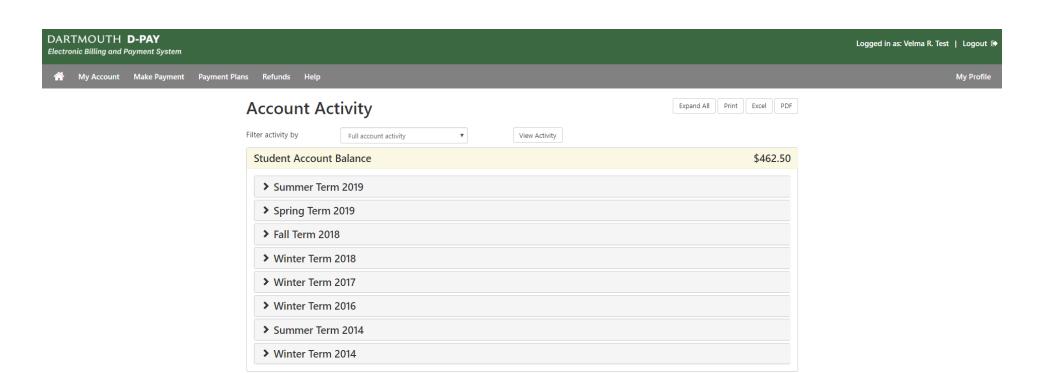
Secured by touchnet

Step 1: Click on the "View Activity" button.





Step 1 (alternative method): Click on "My Activity" and then click on "Current Activity."



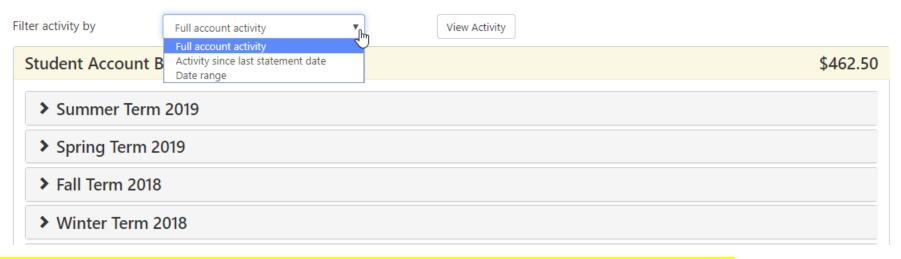
touchnet

Step 2: You will see a list of the terms in which you have transactions. Click on a particular term to see the account activity in that term. Click on the "Expand All" button to show all the terms. Please keep in mind that you may have "new" charges in an "old" term. For some graduate and professional school students, payments may be posted in prior terms, including terms in which you were not enrolled.

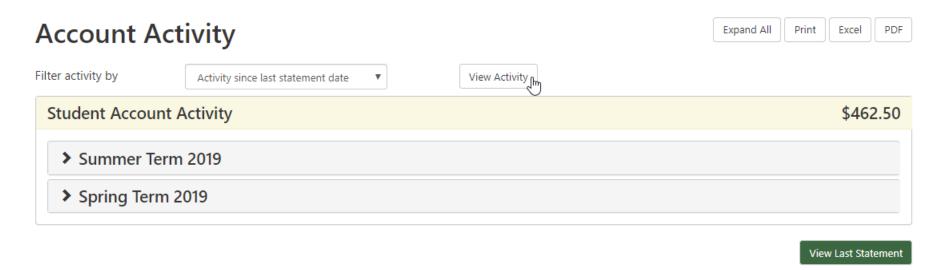
Tips: 1. While you may view all activity on this page, it is <u>always</u> a good idea to start by looking at the statement. It has the amount due and the due date. More importantly, the statement includes all account activity since the last statement. Click on "My Account" and then click on "Statements." 2. Depending on the chosen terms and filter setting, the "Student Account Activity" total (see next page) may be a total of just the transactions being displayed. Return the filter to "Full account activity" and click on the "View Activity" button to view the current balance.

## **Account Activity**





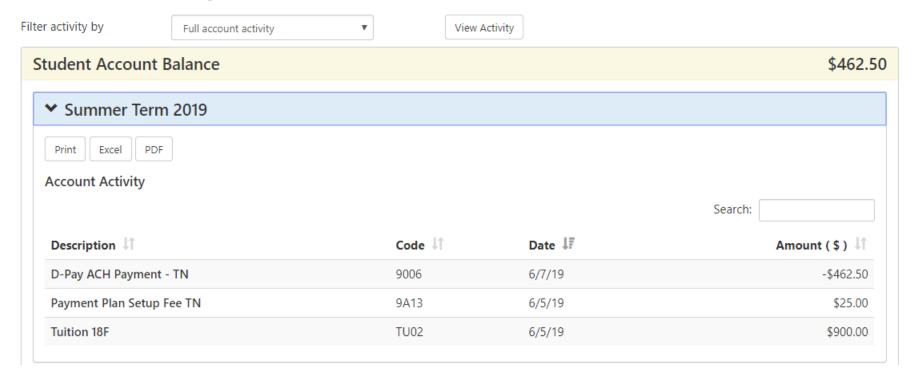
Use the drop-down to see only transactions since the last billing statement or to see all the transactions in a given date range.



To filter by "Activity since last statement date" or to filter by "Date range," select the option and then click on the "View Activity" button. Clicking on the "View Activity" button applies the filter.

## **Account Activity**





Success! This is an example of showing the current activity with all of the terms expanded. The print and export buttons on the left within the term display apply to just that term; the print and export buttons at the top right of the page apply to all terms.