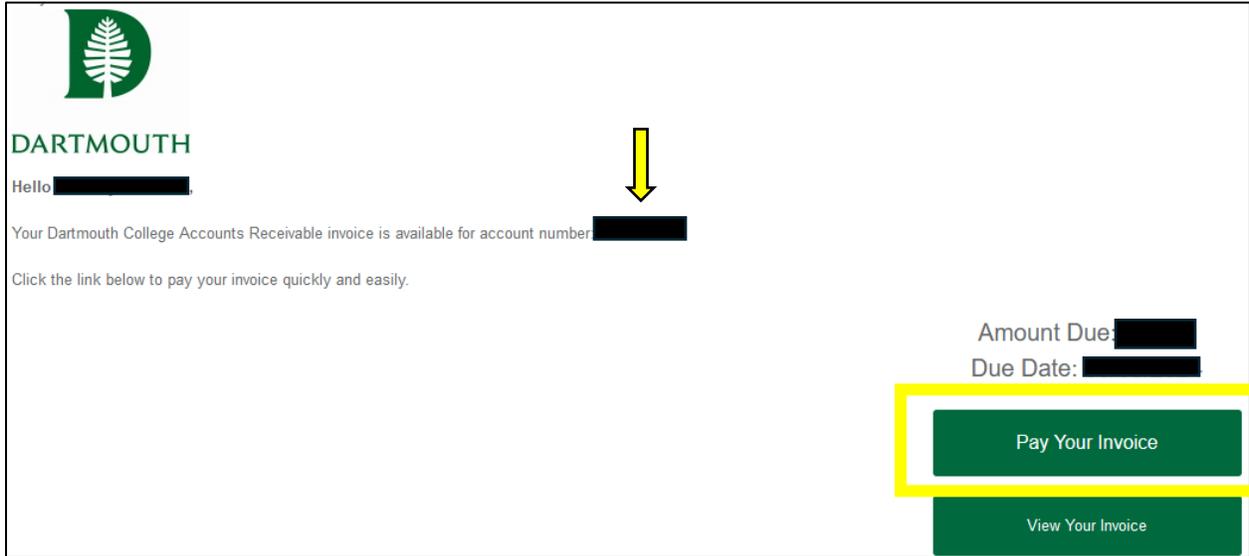


How to make a one-time payment

1. Follow this link: <https://internet.speedpay.com/dartmouthcollege/#/login/guest> or click the green “Pay Your Invoice” button in the email you received from Dartmouth College Accounts Receivable (accounts.receivable@dartmouth.edu)

Email Example:



2. You should then see the following screen:

The screenshot shows the login page for the payment processing service. At the top is the Dartmouth logo (a green 'D' with a tree) and the word 'DARTMOUTH' in green. Below that is the text 'Welcome to the payment processing service.' followed by the instruction 'Please enter your account number and email address. Please note that accounts are case-sensitive.' There are two input fields: 'ACCOUNT NUMBER' and 'EMAIL ADDRESS'. Below these fields is a checkbox labeled 'Take me to set up my profile'. At the bottom center is a grey button labeled 'LOG IN'. At the bottom left is a link that says 'Sign In with your Profile'.

- Your account number is listed on your invoice in the top right corner, as well as in the first sentence of the email you received (indicated above with a yellow arrow).
- If you are an alum or retiree of the college, your account number is your Dartmouth ID number (If applicable, omit the D at the beginning). Account numbers must be in ALL CAPITAL letters.
- Your email address must be the one associated with the account.

3. Once you have entered your information, you will then click “log in”. If you have entered your information correctly, you will see the following screen:

The screenshot shows a web interface for a 'Pay Bill' page. At the top, there are four navigation icons: 'PAY BILL', 'PROFILE', 'AUTOPAY', and 'PAYMENT HISTORY'. Below these is a header with a 'Pay Bill' icon and text, and an 'ACCOUNT NUMBER:' field with a redacted value. The main content area is titled '1 Personal Information' and contains a form with the following fields: 'Mailing Address' (with a 'CLEAR ALL' link), 'FIRST NAME', 'MI' (with 'MI (optional)' text), 'LAST NAME', 'MAILING ADDRESS 1', 'MAILING ADDRESS 2' (with 'ADDRESS LINE 2 (optional)' text), 'ZIP CODE', 'CITY', 'STATE', '@ EMAIL', 'PHONE' (with 'ENTER PRIMARY PHONE (optional)' text), and 'TYPE' (with a 'Select...' dropdown). A green 'NEXT STEP' button is located at the bottom of the form and is highlighted with a yellow border.

4. Your information will automatically populate, but you will want to confirm it all before clicking the green “Next Step” button.
5. You should then see this screen which is where you will then be asked to enter your payment information:

2 Payment Method

All fields are required unless marked optional
Your wallet items will be available after you create your profile.

[ADD NEW CARD](#)

NEW BANK ACCOUNT

ROUTING NUMBER
ENTER ROUTING NUMBER

ACCOUNT TYPE
SELECT ACCOUNT TYPE

ACCOUNT NUMBER
ENTER BANK ACCOUNT NUMBER

CONFIRM ACCOUNT NUMBER
ENTER BANK ACCOUNT NUMBER

NAME ON ACCOUNT
ENTER NAME

JOINT NAME
ENTER JOINT NAME (optional)

PAYMENT NICKNAME
(optional)

Save this payment method to my wallet.

BACK **NEXT STEP**

- The first option that comes up is the option to enter your bank account and routing number for an ACH transfer (there is no fee for this option).
- If you wish to pay with a debit card or credit card, you will click “add a new card” on the top right-hand corner (indicated on the image to the left with a yellow arrow).
- Credit card payments have a fee of 2.65%.
- Debit card payments have a fee of 1.45%.

6. Once you have entered all the information for the payment method you have chosen, you will click “Next Step”.
7. The next step will be “Payment Information”.
8. You will need to confirm all of the information is correct before reading and acknowledging the terms and conditions.
9. The final step is to click “Authorize”:

I have read and accept the [Terms and Conditions](#), [E-Sign Disclosure and Consent Notice](#), and [Privacy Policy](#). Please review and retain a copy for your records.

BACK **AUTHORIZE**

10. Once you have completed the payment, you will always receive a confirmation email. If you do not receive the email, please call Accounts Receivable for assistance.