

How to set up an automatic payment

To set up an automatic payment, you must first create an account.

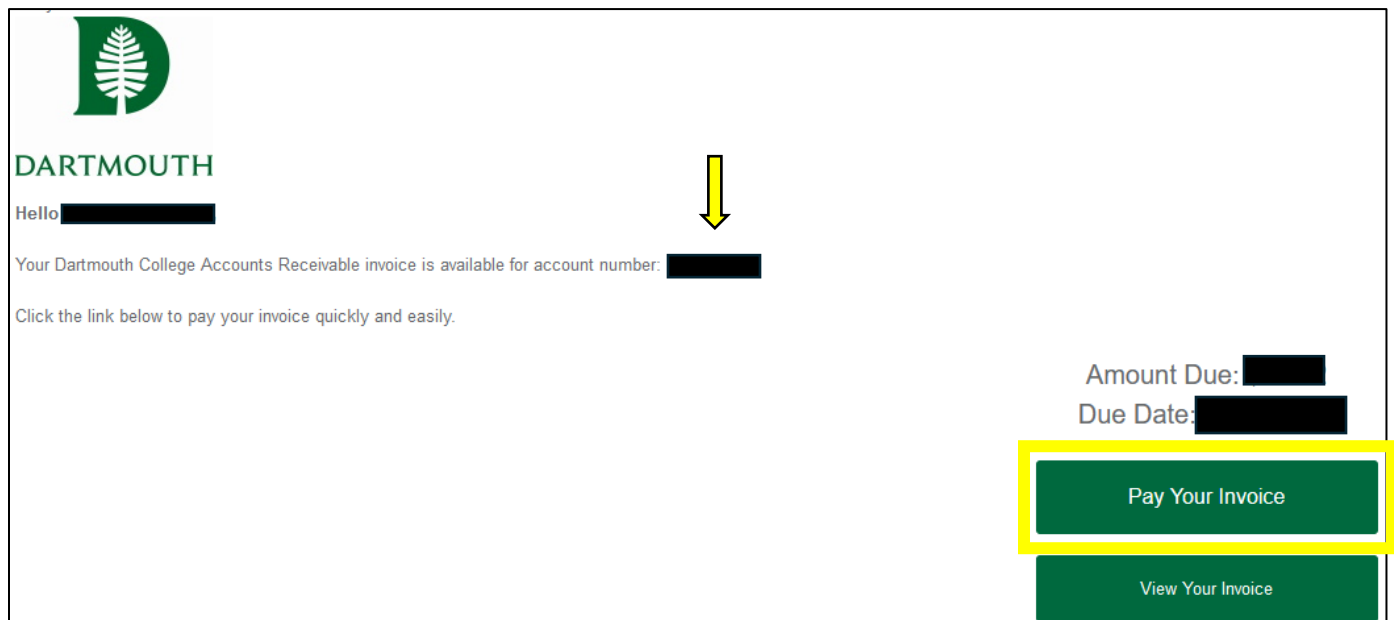
If you have already set up an account, meaning you followed steps 1-10 and have previously created a password and answered security questions, follow this link:

<https://internet.speedpay.com/dartmouthcollege/#!/login/profile> and skip to step 11.

1. To create an account, 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 screen on the follow page:



DARTMOUTH

Welcome to the payment processing service.

Please enter your account number and email address. **Please note that accounts are case-sensitive.**

ACCOUNT NUMBER

EMAIL ADDRESS

☐ Take me to set up my profile

LOG IN

- 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.

- You will then need to select the box next to “Take me to set up my profile” before clicking “Log in” (indicated on the image above with a yellow arrow).
- If you have entered your information correctly, you should now see this screen:

 PAY BILL

 PROFILE

 AUTOPAY

 PAYMENT HISTORY

 **Create Profile**

ACCOUNT NUMBER: XXXXXXXXXX

1 Security Information

All fields are required unless marked optional

 Username

USERNAME

 Password

Your Password must have a minimum of 7 characters and must include: at least one upper case character, at least one number, at least one symbol, should contain maximum 2 identical consecutive characters.

PASSWORD

ENTER PASSWORD

CONFIRM PASSWORD

ENTER PASSWORD

 Security Questions

- You will create a password that abides by the follow criteria:
 - A minimum of 7 characters and must include: at least one upper case character, at least one number, at least one symbol, should contain maximum 2 identical consecutive characters.

6. You will then select three security questions and provide the answers.
 - Make sure to write down your password and answers to the security questions.
7. Once all information is entered, click the green “Save” button.
8. You will then see the following screen where you will be asked to enter your payment information:

The screenshot shows a mobile app interface for a 'Wallet'. At the top, there's a green header with the number '2' and the word 'Wallet'. Below the header, a message states: 'All fields are required unless marked optional' and 'It is recommended that you add a Payment Method to your Wallet to make the payment process quick and easy.' In the top right corner, there is a green link 'ADD NEW CARD' with a yellow arrow pointing to it. The main content area contains a 'NEW BANK ACCOUNT' form with the following fields: 'ROUTING NUMBER' (with a placeholder 'ENTER ROUTING NUMBER'), 'ACCOUNT TYPE' (with a 'SELECT' dropdown), 'ACCOUNT NUMBER' (with a placeholder 'ENTER ACCOUNT NUMBER'), 'CONFIRM ACCOUNT NUMBER' (with a placeholder 'ENTER ACCOUNT NUMBER'), and 'NAME ON ACCOUNT'.

- 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%.
9. You will then click the green “save changes” button and then the large green “save” button (see image below).

The screenshot shows the bottom of the form with two rows of buttons. The top row contains a 'CANCEL' button and a green 'SAVE CHANGES' button, which is highlighted with a yellow rectangular box. The bottom row contains a 'BACK' button and a large green 'SAVE' button, which is also highlighted with a yellow rectangular box.

10. You will then continue through the “Notifications”, “eBills Settings”, and “Personal Information” sections by entering your information and pressing the green “save” buttons at the bottom of each page as you have previously done.
11. Once you have completed all the sections (finishing with “Personal Information”), you will want to click the “Autopay” circle at the top of your screen:

The screenshot shows the Autopay setup interface. At the top, there are four circular icons: a wallet for 'PAY BILL', a person for 'PROFILE', a dollar sign with a circular arrow for 'AUTOPAY' (which is highlighted by a yellow arrow), and a document with a clock for 'PAYMENT HISTORY'. Below this is a grey header bar containing the 'Autopay' logo on the left and 'ACCOUNT NUMBER: [REDACTED]' on the right. The main section is a white card titled '1 Personal Information' with a dropdown arrow. Inside the card, it says 'All fields are required unless marked optional'. There is a 'Mailing Address' section with a 'CLEAR ALL' link. Below this are three input fields: 'FIRST NAME' (with placeholder 'ENTER FIRST NAME (optional)'), 'MI' (with placeholder 'MI (optional)'), and 'COMPANY NAME' (with placeholder 'C-3PO'). At the bottom of the card is a 'MAILING ADDRESS 1' field with the placeholder '6132 MCNUTT HALL, ROOM 103'.

12. You will first be asked to confirm your personal information before clicking the green “Next Step” button at the bottom of the screen.
13. If you have previously saved your payment information to your wallet, you will just want to ensure the information on this page is accurate. If you have not entered it, you will need to at this point (refer to step 8 for more information).
14. Once you save the information and click the green “Next Step” button you should see the following page:

3 Schedule and Amount

All fields are required unless marked optional

Frequency

Frequency

Select...

Plan End Option

☐ Until Canceled

☐ End Date

MM/DD/YYYY

☐ Until the total number of payments made is

☐ Until total amount paid is

\$0.00

BACK

SUBMIT

- Click the box that says “select” and choose the “monthly” option that appears. Once you have down this, an additional section “Schedule” should appear (see below):

Schedule

START DATE

05/16/2024

Payments will be processed on the 16th of each month.

Plan End Option

☐ Until Canceled

☐ End Date

MM/DD/YYYY

☐ Until the total number of payments made is

☐ Until total amount paid is

\$0.00

Amount Option

☒ Fixed Amount

\$0.00

☐ Amount Due

BACK

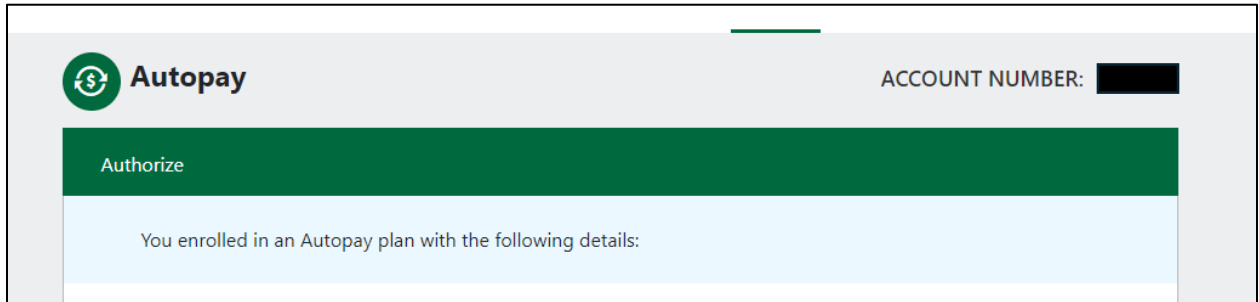
SUBMIT

- If you do not wish to start the plan today, you can change the start date by clicking on the date (indicated on the image to the left with a yellow arrow)
- Whatever date you choose, is the day of the month that your automatic payment will be taken out on.
- You will then have the option to choose if you want the automatic payment to continue until you

cancel it or have a planned stop date based on total number of payments, amount paid, etc.

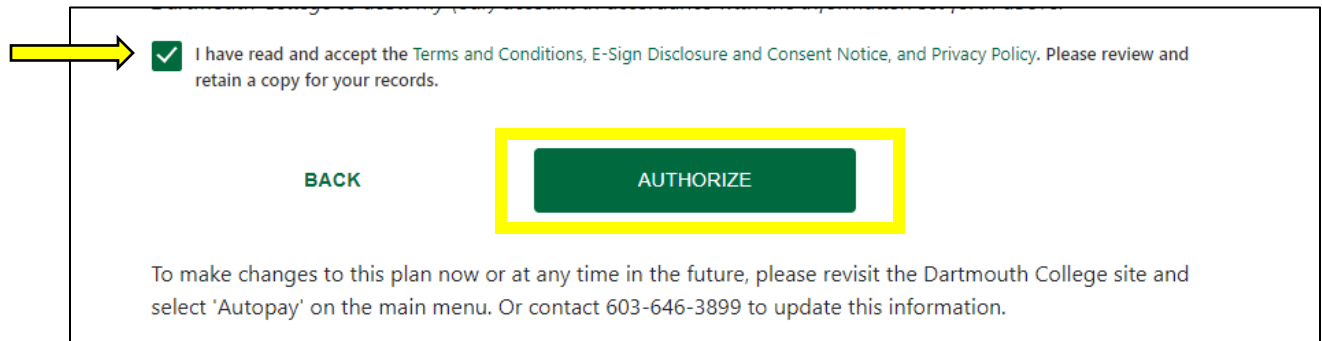
- You will then need to select if you want a fixed amount (an amount you choose) or the amount due (the amount that is invoiced to you each month). Amount due is recommended for anyone who gets billed monthly. The selection will make it so you do not have to change your autopay if your monthly charge increases/decreases. You should only enter a numeric value in the box if you have selected “fixed amount.”

15. Once you have made all of your selections, you will click the green “submit” button and should see this page.”

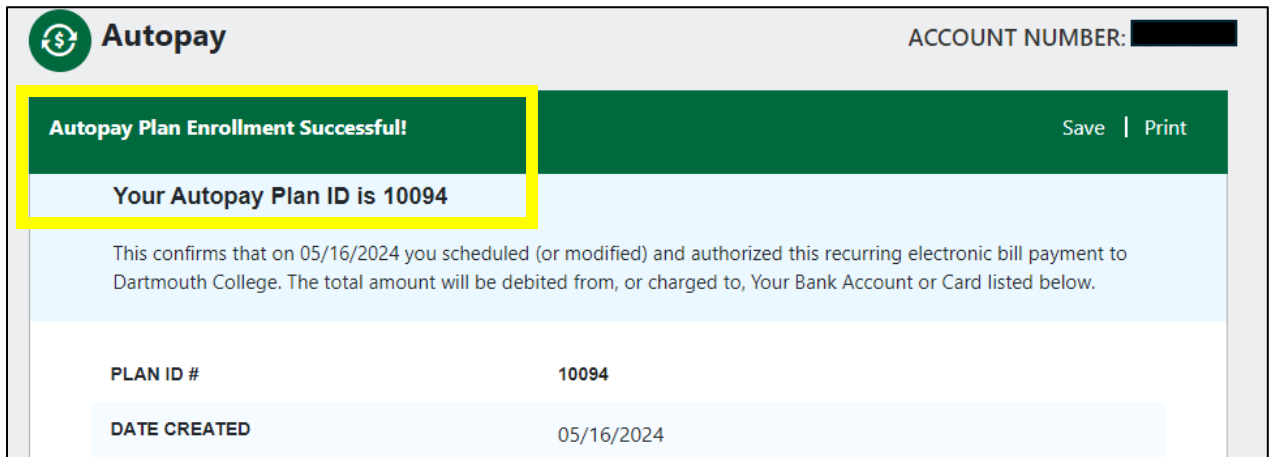


16. You will need to confirm all of the information is correct before reading and acknowledging the terms and conditions.

17. The final step is to click “Authorize”:



18. You should then see a screen that confirms your autopay with a Plan ID# and receive an email within a few minutes. If you do not, please contact Accounts Receivable.



PLAN ID #	10094
DATE CREATED	05/16/2024