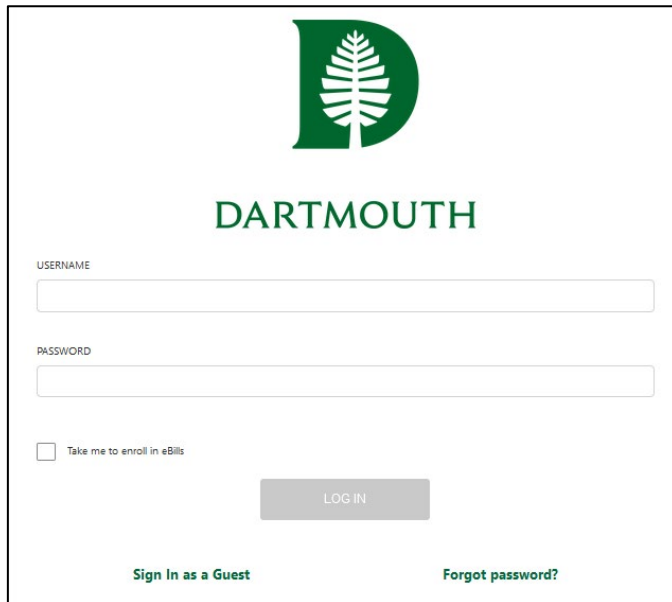


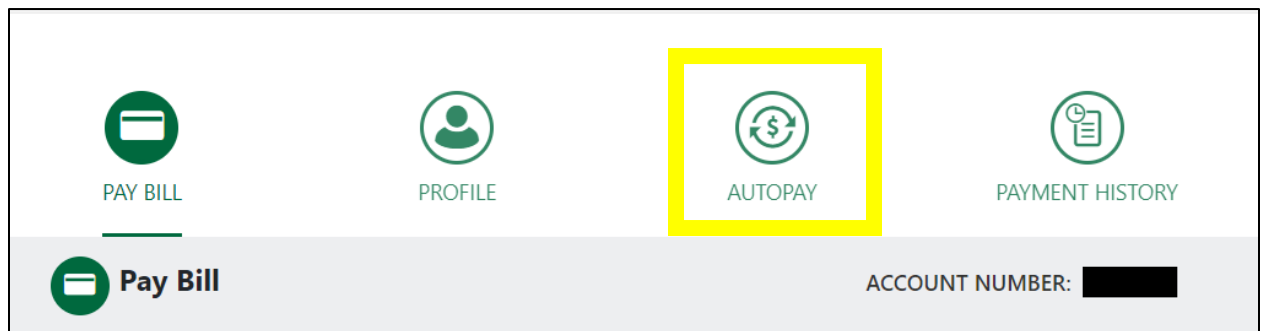
How to see your existing autopay.

1. Follow this link: <https://internet.speedpay.com/dartmouthcollege/#!/login/profile> and you should see the following screen:

The image shows the Dartmouth College login page. At the top is the Dartmouth College logo, a green 'D' with a white tree inside. Below the logo is the word 'DARTMOUTH' in green. There are two input fields: 'USERNAME' and 'PASSWORD'. Below the password field is a checkbox labeled 'Take me to enroll in eBills'. A grey 'LOG IN' button is centered below the input fields. At the bottom, there are two links: 'Sign In as a Guest' and 'Forgot password?'.

- Your username is your email address associated with your account.
- Your password is something you created when initially setting up your account.

2. Once you have entered your username and password, you will click the green “log in” button and you should see this screen:

The image shows the Dartmouth College account dashboard. At the top, there are four circular icons: a credit card icon labeled 'PAY BILL', a person icon labeled 'PROFILE', a circular arrow with a dollar sign icon labeled 'AUTOPAY' (which is highlighted with a yellow square), and a document with a clock icon labeled 'PAYMENT HISTORY'. Below these icons is a grey bar. On the left of the grey bar is a 'Pay Bill' button with a credit card icon. On the right of the grey bar is the text 'ACCOUNT NUMBER:' followed by a blacked-out account number.

3. You will then need to click on the third circle over, “autopay” (indicated in yellow above).
4. If you have an existing autopay, you will see it here with the option to edit or delete it. If you do not see autopay, you do not have one previously set up but can do so on this screen.
5. If you have any questions, please email us at Accounts.Receivable@Dartmouth.edu.