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:

   - 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:
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:
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”:

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.