



# Online Credit Card Payment Instructions

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## First time login

1. Please login to <https://www.dcli.com> (works best with Google Chrome)
2. Please select “Make a Payment” located in the top right corner
  - a. *Note: you may select the Make a Payment button from the DCLI home page, or you may login to the DCLI website and select the Make a Payment button. It is available before and after login.*
  - b. *Note: Your Bill Pay password is different than the website password.*

**Make a Payment**

3. Please login using your Username and Password assigned to you.

## Direct ChassisLink Billpay Site

Username:

Password:

[Did you forget your password?](#)

**Login**

## Make credit card payment

1. To make a Credit Card Payment please click on the Online Billpay Button



2. Please enter an amount next to each invoice you would like to pay. This can be any amount up to the amount remaining on the invoice. If paying the account in full you may select the Select All button. You can also pay on your account without the funds being applied to any specific invoice. Once you have selected the amount to pay the total will display at the bottom. Hit Continue twice

### Online BillPay

Look by:  From:

| Document Number             | Document Date | Due Date   | Document Amount | Terms Available | Amount Remaining <sup>▼</sup> | Select All <input type="checkbox"/> | Amount                            |
|-----------------------------|---------------|------------|-----------------|-----------------|-------------------------------|-------------------------------------|-----------------------------------|
| 1 TESTINV3                  | 01/06/2015    | 01/27/2015 | 5.00            | 0.00            | 4.36                          | <input checked="" type="checkbox"/> | <input type="text" value="2.25"/> |
| <b>Total To Apply:</b>      |               |            |                 |                 |                               |                                     | <b>\$ 2.25</b>                    |
| Amount to pay unapplied: \$ |               |            |                 |                 |                               |                                     | <input type="text" value="0.00"/> |
| <b>Total to pay</b>         |               |            |                 |                 |                               |                                     | <b>\$ 2.25</b>                    |

3. The next screen will instruct you to set up your credit card to use for payment: Please note all accounts will default to 21 days as that is the payment terms for DCLI. Click on card type and then enter credit card number without dashes. Enter the expiration date and the following information directly from your card statement. Please note all must match to process.

Payment

Total to pay:

**\$2.25**

Payment Method:

21 Days

Card Type \*



Card Number \*

Expiration Date \*

 

CVV2

Name \*

Company \*

Street1 \*

Street2

City \*

State \*

Zip \*

Country

[Continue](#)

\*A receipt will be sent to the email address on file

**Notes:**

- A. Please change your password before exiting the site to a secure password.
- B. Please click My Profile located in the top right corner and confirm your information is correct. You will not be able to change the information in gray. Please let your collector know if there is an address change.



[My Profile](#) [Address Book](#) [Logout](#)

Welcome TEST CC

## Account Profile

|  |  |
|--|--|
| First Name:                                      | <input type="text" value="TEST"/>                    |
| Last Name:                                       | <input type="text" value="CC"/>                      |
| Company Name:                                    | <input type="text" value="Test Credit Card Custom"/> |
| Address Line 1:                                  | <input type="text" value="3525 Whitehall Park Dr"/>  |
| Address Line 2:                                  | <input type="text"/>                                 |
| City:  | <input type="text" value="Charlotte"/>               |
| Country:   | <input type="text" value="USA"/>                     |
| State/Province/Region:                           | <input type="text" value="NC"/>                      |
| Zip/Postal Code:                                 | <input type="text" value="28273"/>                   |
| Phone Number:                                    | <input type="text"/>                                 |
| Fax Number:                                      | <input type="text"/>                                 |
| Email:   | <input type="text" value="lorie.dalley@dcli.com"/>   |
| <input type="checkbox"/> Subscribe to newsletter |  |
| Customer/Login ID:                               | <input type="text" value="TESTCC"/>                  |
| Password:  | <input type="text"/>                                 |
| Confirm Password:                                | <input type="text"/>                                 |

Cancel

Save

## View current transactions

1. Please select Account Information. From this screen you will be able to see all open invoices, returns, credits, debits and payments along with any remaining amounts due or unapplied by clicking on the lookup drop down box:

## Account Information Total: 3

Look up:  by:  show  per page

From:

|   | Document Number             | Check # | Document Date | Due Date   | Document Amount | Amount Remaining ▾ |
|---|-----------------------------|---------|---------------|------------|-----------------|--------------------|
| 1 | <a href="#">TESTINV3</a>    |         | 1/6/2015      | 1/27/2015  | 5.00            | 4.36               |
| 2 | <a href="#">SALES000003</a> |         | 12/5/2014     | 12/26/2014 | 5.00            | 0.00               |
| 3 | <a href="#">SALES000002</a> |         | 11/11/2014    | 12/2/2014  | 10.00           | 0.00               |
| 1 |                             |         |               |            |                 |                    |

2. If you click on the Account Summary box in the diagram above you will see the current status of your account. You can also click the Yearly Summary button to see a year to date analysis:

| Period         | Amount        |
|----------------|---------------|
| Current        | \$4.36        |
| 0 - 30 Days    | \$0.00        |
| 31 - 60 Days   | \$0.00        |
| 61 - 90 Days   | \$0.00        |
| 91 - 120 Days  | \$0.00        |
| Over 121 Days  | \$0.00        |
| \$0.00         |               |
| <b>Balance</b> | <b>\$4.36</b> |

|              | Highest Balance | Avg Days |
|--------------|-----------------|----------|
| Year-to-Date | \$5.00          | 0        |
| Life-to-Date | \$10.00         | 38       |

|                | Date     | Amount |
|----------------|----------|--------|
| Last Invoice   | 1/6/2015 | \$5.00 |
| Last Payment   | 1/1/1900 | \$0.00 |
| Last Statement | 1/8/2015 | \$4.75 |

## View / reprint statements

1. If you select the Reprint Statement button you will be able to reprint previously sent account statements from prior months: (Please note these will not be current if you have made a payment since prior month end)

### Reprint Statement

| Statement Name                                     | Date                  | Run Number |
|--|-----------------------|------------|
| <input type="checkbox"/> TEST CREDIT CARD CUSTOMER | 12/3/2014 12:00:00 AM | 1429       |
| <input type="checkbox"/> TEST CREDIT CARD CUSTOMER | 1/8/2015 12:00:00 AM  | 1454       |

Show Statement

Select All

De-select All