DCLI Website User Instructions

***By default, the first user to register on the website becomes the website admin for their company.

As the website admin for your company (SCAC), you can:

- Update your personal information, password and preferences
- Invite new users to register with dcli.com under your SCAC code
- Reset user passwords
- Activate/Deactivate users
- Grant users access to additional SCAC codes for which you are the Admin
- Turn Street Turn and Dispute notifications on/off
- Update Company Information

To Update your Personal Information, Password and Preferences

- Click on the "Companies and Users" tab. Once you click this tab you will see 4 options become available just under the tab: User info, Company Info, Users, Invite Users
- Click "User Info"
    - o Edit name and contact information
    - o Change password
    - o Sign up to receive DCLI newsletters for your preferred region(s)
- Remember to click "Save" to record changes.

To Invite a New User:

- Click on the "Companies and Users" tab. Once you click this tab you will see 4 options become available just under the tab: User info, Company Info, Users, Invite Users
- Click "Invite Users"
- Enter the email address of the employee for which you wish to invite
- Select checkboxes for "Street Turn Notifications" or "Dispute Notifications" if user needs to receive these types of email notifications
- Then you can either invite the new user as a "Regular User" or as another "Vendor Admin" by selecting the corresponding radio button
- Click "Invite" button to right of the box where you enter the email address
- An invitation link will be sent to the email address entered. The user simply clicks the link and will be "walked through" the registration process
- Note: To view invitations sent – click "Invite Users". You can view all pending or expired invitations. If the invitation has expired, click and highlight the email address and click "Resend" to resend the invitation link. If you do not wish to send another invitation click "Remove" to delete the invitation information.

To Reset a Password:

- Click on the "Companies and Users" tab. Once you click this tab you will see 4 options become available just under the tab: User info, Company Info, Users, Invite Users

- Click "Users" and a list of users will populate
- Select the user by clicking and highlighting the row that contains their information.
  - Note: *You will notice that the rows turn blue when you hover, and will remain a lighter shade of blue when you click on the row.
- Click "Reset Password" button
- A link will be sent to the user's email which will allow them to establish a new password

To Activate/Deactivate a User:

- Click on the "Companies and Users" tab. Once you click this tab you will see 4 options become available just under the tab: User info, Company Info, Users, Invite Users
- Click "Users" and a list of users will populate
- Select the user by clicking and highlighting the row that contains their information.
  - Note: *You will notice that the rows turn blue when you hover, and will remain a lighter shade of blue when you click on the row.
- A check box is located in the column labeled "Active". Simply click on the box to uncheck, which will deactivate the user.
- If a user is not active and you need to make them active, simply click the box to place a check.
- Remember to click "Save" to record changes.

To Grant Access to a SCAC to Other Users:

- Click on the "Companies and Users" tab. Once you click this tab you will see 4 options become available just under the tab: User info, Company Info, Users, Invite Users
- Click "Users" and a list of users will populate
- Select the user by clicking and highlighting the row that contains their information.
  - Note: *You will notice that the rows turn blue when you hover, and will remain a lighter shade of blue when you click on the row.
- Click "Assign Roles"
- Under their name will see a box with the word "Add" just beside it.
  - Type in the SCAC code for which you would like to grant access. The account name will populate just below where you are typing and you will click on the account name and then click "Add".
- You can see that SCAC code will be added to list of SCACs available to that user.
- You can also select the role for that user, for each SCAC. You can make the user either a Member, or an Admin, with the same capabilities.
- Remember to click "Save" to record changes.

To Remove Access to a SCAC for a User:

- Click on the "Companies and Users" tab. Once you click this tab you will see 4 options become available just under the tab: User info, Company Info, Users, Invite Users
- Click "Users" and a list of users will populate
- Select the user by clicking and highlighting the row that contains their information.
  - Note: *You will notice that the rows turn blue when you hover, and will remain a lighter shade of blue when you click on the row.
- Click "Assign Roles"

- Locate the SCAC code you wish to remove and click the "x" under "Remove"
- Remember to click "Save" to record changes.

To Turn Street Turn and/or Dispute Notifications On/Off:

- Click on the "Companies and Users" tab. Once you click this tab you will see 4 options become available just under the tab: User info, Company Info, Users, Invite Users
- Click "Users" and a list of users will populate
- Select the user by clicking and highlighting the row that contains their information.
    - Note: *You will notice that the rows turn blue when you hover, and will remain a lighter shade of blue when you click on the row.
- Click on the checkboxes in the column labeled "Street Turns" or "Disputes"
    - Placing the check turns the notifications on, removing the check turns the notifications off.
- Remember to click "Save" to record changes.

To Update Company Info:

- Click on the "Companies and Users" tab. Once you click this tab you will see 4 options become available just under the tab: User info, Company Info, Users, Invite Users
- Click "Company Info" to view/edit:
    - Company Name
    - USDOT #
    - Phone Number
    - Address
    - Billing Contact and Dispatcher Contact information
- Remember to click "Save" to record changes.

*Updating company information on the website will in turn update your company information in DCLI's internal systems.

As a regular website user (non admin), you can:

- Update your personal information, password and preferences
- View Company Information

To Update your Personal Information, Password and Preferences

- Click on the "Companies and Users" tab. Once you click this tab you will see 4 options become available just under the tab: User info, Company Info, Users, Invite Users
- Click "User Info"
    - Edit name and contact information
    - Change password
    - Sign up to receive DCLI newsletters for your preferred region(s)
- Remember to click "Save" to record changes.

To View Company Info:

- Click on the "Companies and Users" tab. Once you click this tab you will see 4 options become available just under the tab: User info, Company Info, Users, Invite Users
- Click "Company Info" to view:
    - Company Name
    - USDOT #
    - Phone Number
    - Address
    - Billing Contact and Dispatcher Contact information

Basic Support Questions

Q: What is the URL?
A: www.dcli.com

Q: What is my username?
A: Your username is your email address.

Q: How do I sign on to view my account information?
A: On the DCLI homepage, click Log In, enter your email address and password, and click Login.

Q: How do I reset my password?
A: On the DCLI homepage, click Log In, click Forgot your Password, enter email address and click Reset Password. An email will be sent to you, follow the prompt in the email to reset your password.

Q: I'm trying to register my company but am receiving error message "SCAC code already exists!"
A: Someone from your company has already registered with DCLI in the past. If you are unsure who your original Admin is, send an email to websupport@dcli.com and we will assist you.

*For DCLI website support, please contact: websupport@dcli.com
**Please provide your SCAC code and a detailed explanation of your question or issue to ensure a quick response and resolution.