

# **Online Credit Card Payment Instructions**

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#### **First time login**

- 1. Please login to <a href="https://www.dcli.com">https://www.dcli.com</a> (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?



#### 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	1						
Look by: Document Numb	er 🔽 From:		Refresh				
Document Number	Document Date	Due Date	Document Amount	Terms Available	Amount Remaining ♥	Select All	Amount
1 TESTINV3	01/06/2015	01/27/2015	5.00	0.00	4.	.36	2.25
						Total To Apply:	\$ 2.25
					A	mount to pay unapplied: \$	0.00
						Total to pay	\$ 2.25
							Continue

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 *	٩
Expiration Date *	01 2015
CVV2	
Name *	
Company *	
Street1 *	
Street2	
City *	
State *	Select One
Zip *	
Country	USA
Continue	

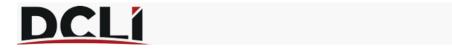
\*A receipt will be sent to the email address on file

#### 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:	TEST
Last Name:	CC
Company Name:	Test Credit Card Custom
Address Line 1:	3525 Whitehall Park Dr
Address Line 2:	
City:	Charlotte
Country:	USA
State/Province/Region:	NC 🗸
Zip/Postal Code:	28273
Phone Number:	
Fax Number:	
Email:	lorie.dalley@dcli.com
Subscribe to newsletter	
Customer/Login ID:	TESTCC
Password:	
Confirm Password:	
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

Loo	k up: Invoice 🔽 by: Docume	ent Number 🔽 s	show 25 🔽 per page			
Fror	n: Re	fresh				
A	count Summary Yearly S	iummary	Reprint Statement			
	Document Number	Check #	Document Date	Due Date	Document Amount	Amount Remaining ♥
1	TESTINV3		1/6/2015	1/27/2015	5.00	4.36
2	SALES000003		12/5/2014	12/26/2014	5.00	0.00
3	SALES000002		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		
	Balance	\$4.36

	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)

Statement Nan	ne		Date	Run Number
	RD CUSTOMER		12/3/2014 12:00:00 AM	1429
	RD CUSTOMER		1/8/2015 12:00:00 AM	1454
Show Statement	Select All	De-select All		

#### **Reprint Statement**