

## How to Submit a Dispute:

- 1. Go to <u>www.dcli.com</u>, click the "Log In" link at the top of the home page, then login with your username and password
- 2. Under the Invoices tab, select the invoice number for which you would like to submit a dispute (the row you select will become highlighted once you click on it)
- 3. Click "View Detail/Dispute". This will open the Invoice Detail

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nvoice List		-	1				
uick Filters:	E Save View	View Detail/Dispute	A Please note: ALL invo	pices are displayed regardles	s of payment status.		
Clear Filters		Invoice Date	τ :	Invoice number	T	Invoice Amount T	Billing Period
Concrete a second		10/22/2014 12:32	D	H8A454085		\$121.14	64/01/2013 To 10/12/2014
		11/19/2014 10:07	D	HSA470529		\$467.26	Biling Period           14         04/01/2013 To 10/12/2014           26         04/01/2013 To 11/06/2014
		12/24/2014 10:52	D	H8A493142		\$155.75	04/01/2013 To 12/15/2014
		01/30/2015 13:38	0	HSA512711		\$92.23	01/01/2014 To 01/19/2015
		02/04/2015 12:48	0	HSA516035		\$516.46	04/01/2013 To 01/27/2015
		03/19/2015 06:43	D	HSA541427		\$147.56	01/01/2014 To 03/11/2015
		03/26/2015 10:15	0	HSA543993		\$276.68	03/15/2014 To 03/15/2015
		05/18/2015 16:16	D	H5A578816		\$129.12	05/04/2014 To 05/04/2015
		07/16/2015 12:07	D	HSA520114		\$147.55	10/01/2014 To 07/05/2015
		07/30/2014 18:19	D	ZSA405757		5121.14	04/01/2013 To 07/20/2014
		07/17/2014 07:02	D	ZZZ396789		\$2,701.00	07/11/2013 To 07/11/2014
		07/23/2014 12:16	D	ZZZ401789		\$1,339.20	07/18/2013 To 07/18/2014
		07/31/2014 08:07	D	ZZZ405959		\$1,674.00	07/25/2013 To 07/25/2014
		08/07/2014 11:46	D	ZZZ409778		\$1,667.30	08/01/2013 To 08/01/2014
		08/14/2014 08:29	0	ZZZ413714		\$1,800.90	08/08/2013 To 08/08/2014
		08/22/2014 14:19	D	ZZZ418280		\$1,333.60	08/15/2013 To 08/15/2014
		08/22/2014 14:19 08/28/2014 13:06	0	2ZZ418280 2ZZ422939		\$1,333.60 \$483.60	08/15/2013 To 08/15/2014 08/22/2013 To 08/22/2014

- 4. On the invoice, select the move/line-item you wish to dispute:
- 5. Select the best reason for submitting the dispute and enter the amount you are disputing

Invoice List / Invoice Details								
Invoice Detail								
Invoice Date:         Invoice Number:         Billing Period:           07/16/2015 12:07         DHSA620114         10/01/2014 To 07/05/2015								
Attachments								
Each document must be less than 2mb (pdf, xls or xlsx only).		Comments						
Browse	×							
Browse	×							8
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Submit Dispute Detail						Clear Filters	III Columns	Export
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CRXU4565277 FLXZ434415 \$147.56 -Selectreason - V			8	\$17.00 06/24/2015 16:1	4 06/17/2015 11:23	NORTH CHARLE	NORTH CHARLEST	WAW1



- 6. Add any supporting documentation as an attachment and enter any comments you wish to provide
- 7. Click "Submit Dispute":

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Invoice Detail	
Add attachments	ante
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Submit Dispute	
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CARLINET PLEASE T AND DEC TOPOLO UT REPORT AND DECOMPTON	atus Y : And Cruilled Y Extend Raseur Y : Biblio Days Y : Ran Y Exte N : Ende Ce : Y : Out Leather Y : Bath

\*Note: You can dispute multiple line items at the same time

## How to Redispute a Line Item:

- 1. Follow the same instructions above (1-6) and add all pertinent information
- 2. Enter the amount you are disputing in the "Redisputed Amount" field (Scroll all the way to the right)

Each docum	nent must be less	s than 2mb (pdf,	xis or :	dsx only).									Comments										
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3. Click "Submit Dispute"

\*Note: line items can only be re-disputed one time, then the record will be locked for editing

## How to View the Details of a Closed Dispute:

1. Select the disputed move in question and click on the "Detail" button. A popup window will appear and under the "External Comments" field, you will find additional details from the analyst regarding your dispute claim.