

# HOW TO ACCESS GATE RECEIPTS (TIRs)



Log in by entering your email address and password then click “Sign In”.

The sign-in form is titled "Sign In" and is located on the DCL website. It includes fields for "Email:" and "Password:", a "Remember Me" checkbox, and a "Sign In" button. A link for "Forgot your password?" is also present. A security notice at the bottom states: "For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!"

Click on the “Invoices” tab then click “View Detail / Dispute”.

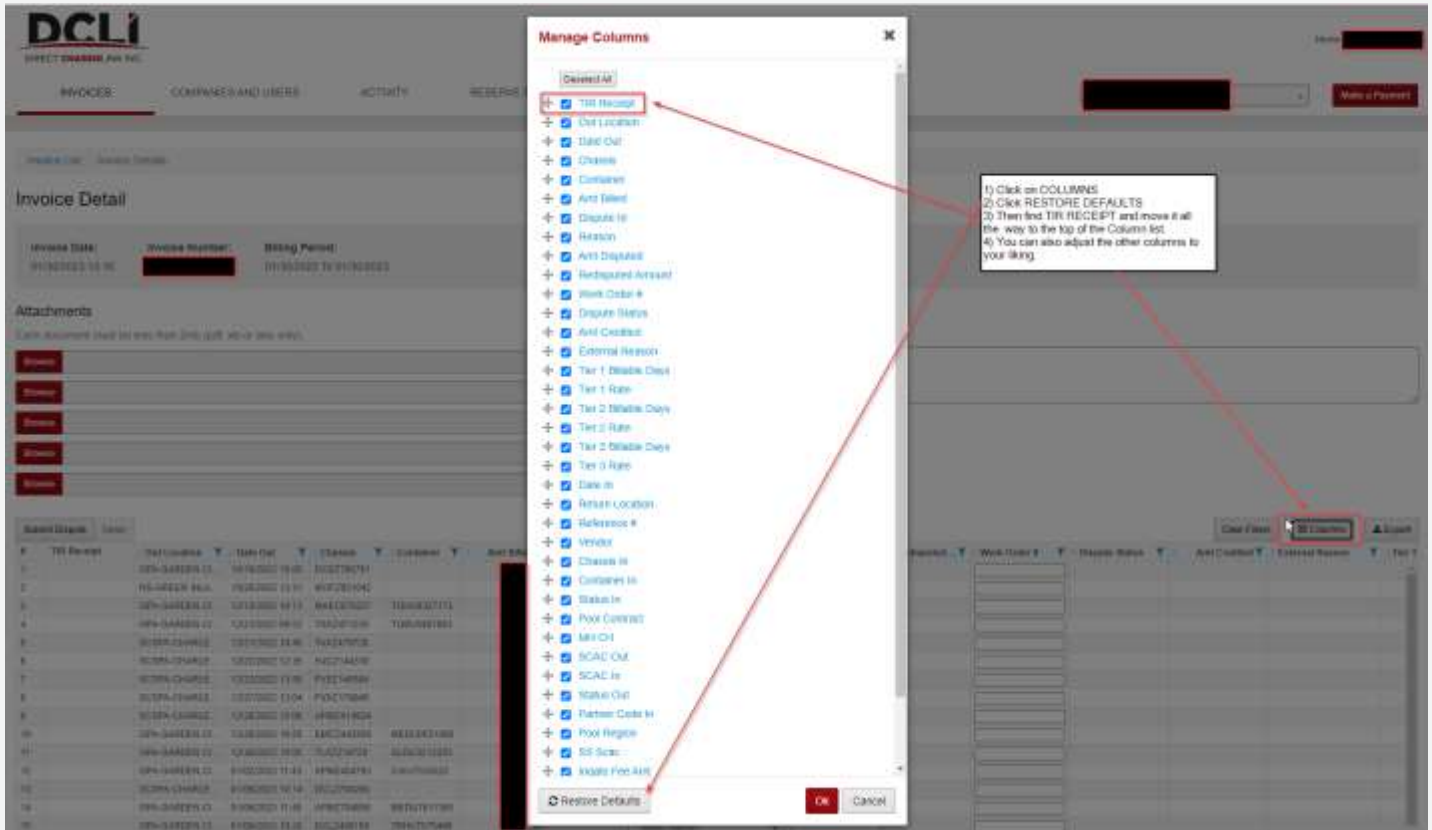
The screenshot shows the "Invoices" tab selected in the DCL portal. A red box highlights the "View Detail / Dispute" link for a specific invoice. A red arrow points from this link to a text box that says: "When you go to review your invoice, click on the invoice then click 'View Detail / Dispute'". Below the table, there is a "Quick Filters" section and a "Save View" button.

#	Invoice Date	Invoice Number	Invoice Amount	Billing Period	Has Dispute
1	11/04/2022 11:02			01/01/2019 to 11/04/2022	
2	11/04/2022 11:45			01/01/2019 to 11/04/2022	
3	11/03/2022 13:00			01/01/2019 to 11/03/2022	
4	11/03/2022 11:33			11/03/2021 to 11/03/2022	Yes
5	11/03/2022 11:31			11/03/2021 to 11/03/2022	Yes
6	11/03/2022 11:31			11/03/2021 to 11/03/2022	
7	11/03/2022 11:30			11/03/2021 to 11/03/2022	
8	11/03/2022 11:30			11/03/2021 to 11/03/2022	
9	11/03/2022 11:27			11/03/2021 to 11/03/2022	
10	11/03/2022 11:27			11/03/2021 to 11/03/2022	
11	11/03/2022 11:27			11/03/2021 to 11/03/2022	
12	11/03/2022 11:28			11/03/2021 to 11/03/2022	
13	11/03/2022 11:28			11/03/2021 to 11/03/2022	Yes
14	11/03/2022 11:28			11/03/2021 to 11/03/2022	
15	11/03/2022 11:34			11/03/2021 to 11/03/2022	Yes
16	11/03/2022 11:34			01/01/2019 to 11/03/2022	Yes
17	11/03/2022 11:27			01/01/2019 to 11/03/2022	Yes
18	11/03/2022 11:28			11/03/2021 to 11/03/2022	Yes
19	11/03/2022 11:28			11/03/2021 to 11/03/2022	Yes
20	11/03/2022 11:28			11/03/2021 to 11/03/2022	Yes
21	11/03/2022 11:18			11/03/2021 to 11/03/2022	Yes
22	11/03/2022 11:18			11/03/2021 to 11/03/2022	Yes

Note the first column labeled “TIR Receipt”.

If you don’t see this column, click on “Columns” then click “Restore Defaults”. Next, find “TIR Receipts” in the list of columns and move it all the way to the top of the list.

*You can adjust the view to show only the columns that you want to see.*



Currently, for cycles invoiced as of June 2023 that out gated from BNSF, APMT, Bayport, Barbours Cut, CSX, or Seagirt, there will be a TIR available indicated by icons in the cell. Click on the eye icon to open the TIR in a new browser page or on the arrow icon to download an image file (.PNG) of the TIR. The download will appear in the lower lefthand corner of your screen.

#	TIR Receipt
2	
3	 
4	
5	
6	
7	 
8	