Viewing Summary Invoices on DCLI.com

1. Go to www.dcli.com.
2. Click "LOG IN" in the top Utility navigation.
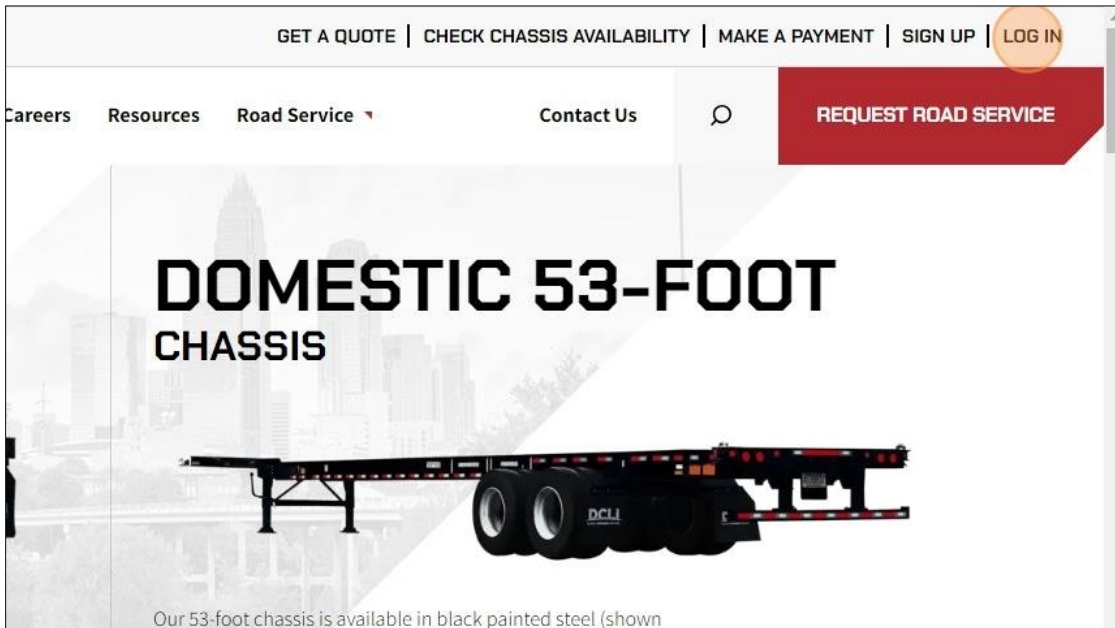
3. Enter your email address and password in the fields provided.
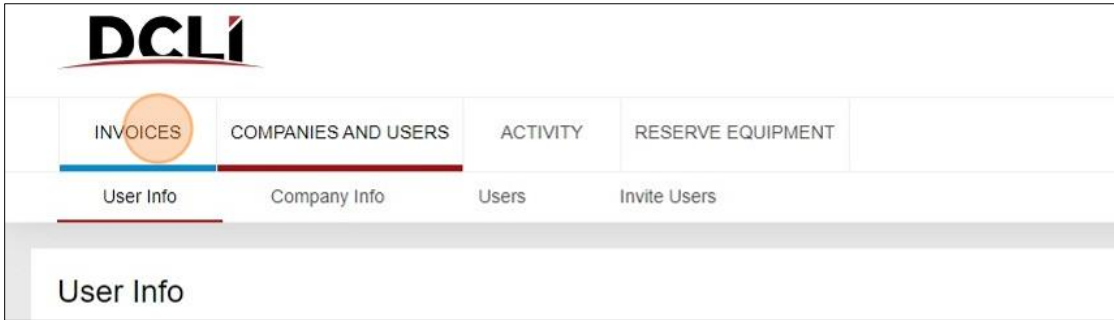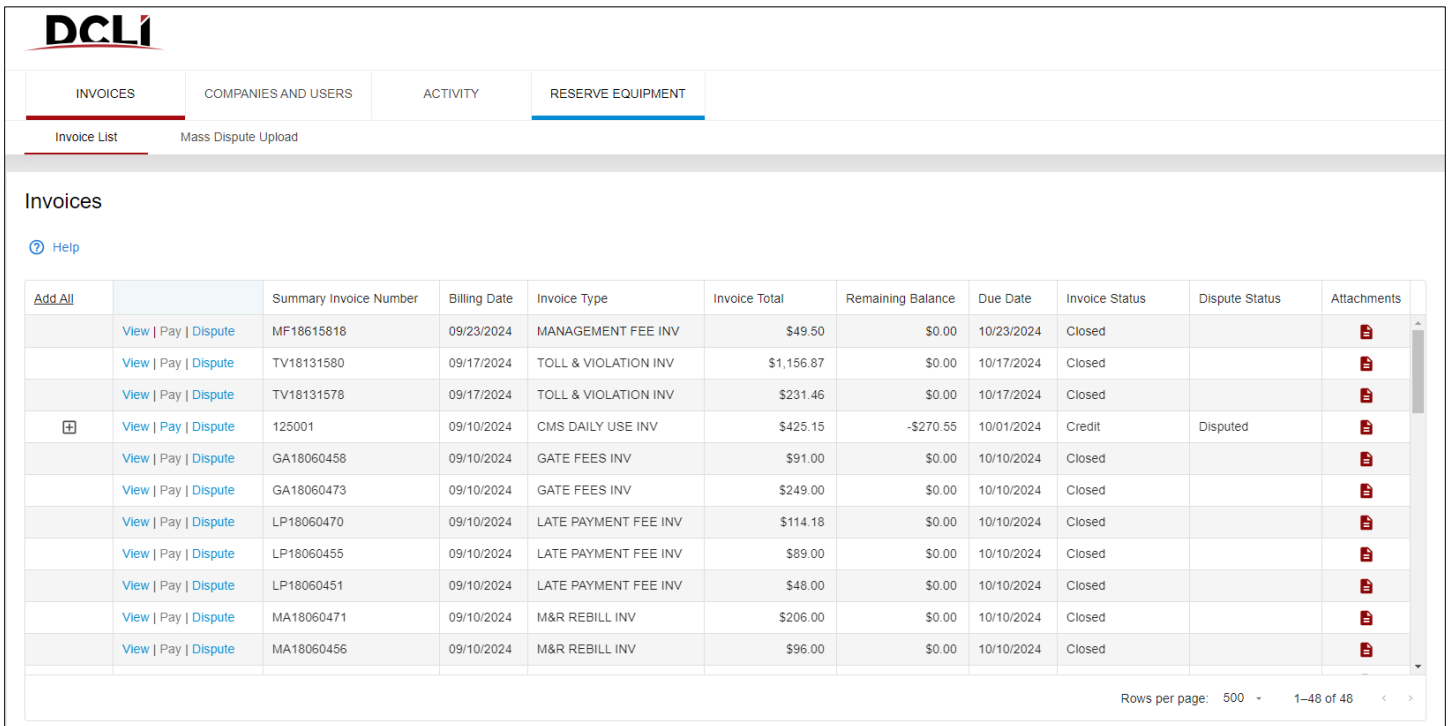4. Click the Sign In button.

5. Click on the INVOICES tab.

6. You now have a customizable view of all your summary invoices.

Add All		Summary Invoice Number	Billing Date	Invoice Type	Invoice Total	Remaining Balance	Due Date	Invoice Status	Dispute Status	Attachments
	View | Pay | Dispute	MF18615818	09/23/2024	MANAGEMENT FEE INV	$49.50	$0.00	10/23/2024	Closed		📄
	View | Pay | Dispute	TV18131580	09/17/2024	TOLL & VIOLATION INV	$1,156.87	$0.00	10/17/2024	Closed		📄
	View | Pay | Dispute	TV18131578	09/17/2024	TOLL & VIOLATION INV	$231.46	$0.00	10/17/2024	Closed		📄
⊞	View | Pay | Dispute	125001	09/10/2024	CMS DAILY USE INV	$425.15	-$270.55	10/01/2024	Credit	Disputed	📄
	View | Pay | Dispute	GA18060458	09/10/2024	GATE FEES INV	$91.00	$0.00	10/10/2024	Closed		📄
	View | Pay | Dispute	GA18060473	09/10/2024	GATE FEES INV	$249.00	$0.00	10/10/2024	Closed		📄
	View | Pay | Dispute	LP18060470	09/10/2024	LATE PAYMENT FEE INV	$114.18	$0.00	10/10/2024	Closed		📄
	View | Pay | Dispute	LP18060455	09/10/2024	LATE PAYMENT FEE INV	$89.00	$0.00	10/10/2024	Closed		📄
	View | Pay | Dispute	LP18060451	09/10/2024	LATE PAYMENT FEE INV	$48.00	$0.00	10/10/2024	Closed		📄
	View | Pay | Dispute	MA18060471	09/10/2024	M&R REBILL INV	$206.00	$0.00	10/10/2024	Closed		📄
	View | Pay | Dispute	MA18060456	09/10/2024	M&R REBILL INV	$96.00	$0.00	10/10/2024	Closed		📄

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7. Hover your mouse over the column headers to see the view options available for each.
An arrow icon indicates that the data in the column can be sorted in either ascending or descending order.
To sort, click the column header.
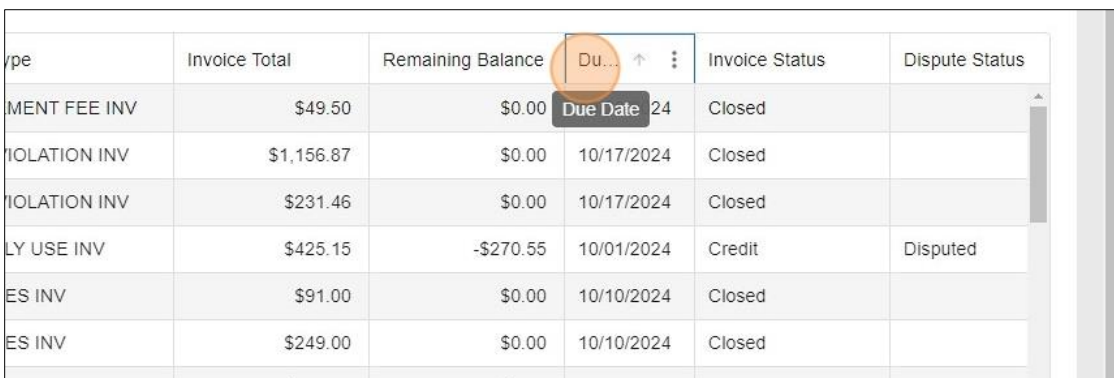
8. Click the three dots to see other view options for the column.

9. For example, click the Filter option to remove certain types of invoices from your summary view.
In this example, we have selected to only see invoices with a status of "Open" on this tab by clicking Filter, then selecting Open from the Value dropdown menu, then clicking Add Filter.

You can use the options available on each column to customize the summary invoice tab view to your preferences.

10. You can download invoice information by clicking on the icon in the Attachments column.

11. The dialog box will give you the option to download a PDF of the summary invoice, which is the same document that you received via email.
If the invoice has move-level details, you will also see an option to download an Excel file containing that detailed information.
Click the blue arrow icon to download a single file or the red Download All Attachments button to download all files shown in the window.
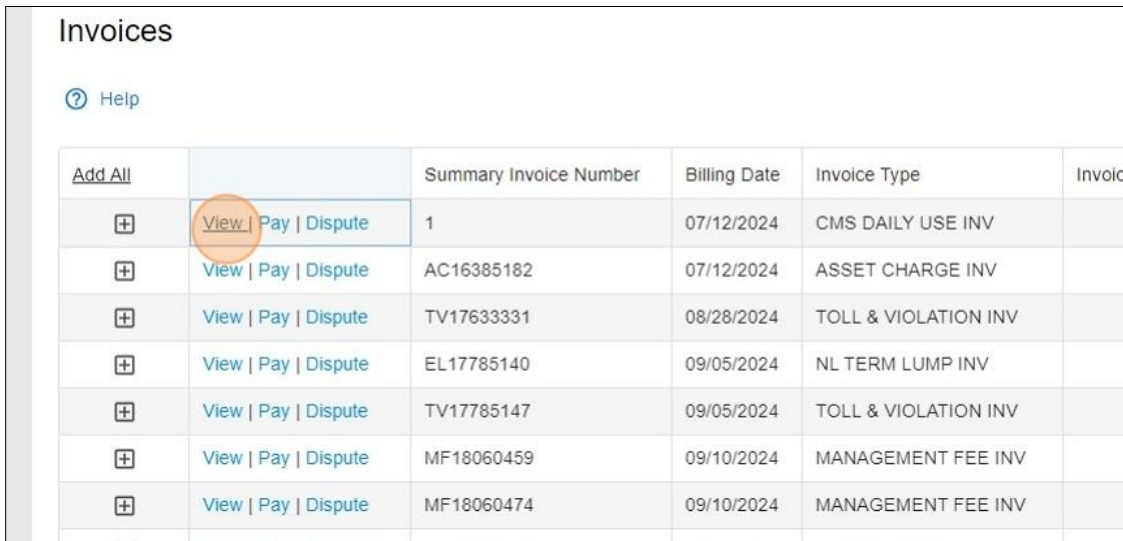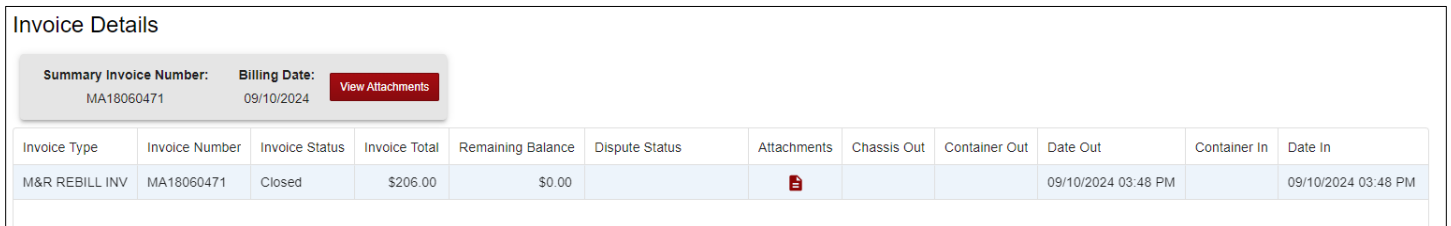
Viewing Invoice Details on DCLI.com

NOTE: Invoices issued on or before October 31, 2024, and that are still open do not show move-level invoice balance details on the View screen since payments could not be applied at this level in our previous system. You can see the Remaining Balance and Invoice Status for these invoices from the main screen of the Invoices tab. Invoices issued November 1, 2024, or later with show Remaining Balance and Invoice Status at both the summary level on the main Invoices tab and at the move level on the View screen.

1. To view detailed information about an invoice, click the blue View link.

2. Some invoice types (toll & violation, gate fees, M&R rebill, etc.) will only have one row of information on the detail screen.

3. From this screen, you have another way to download a copy of the invoice PDF by clicking on the red View Attachments button at the top of the table
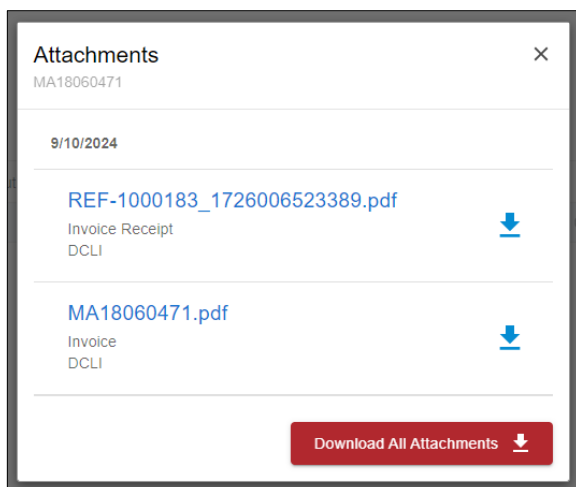
By clicking the icon in the Attachments column, you can also access the invoice PDF and, if the invoice has been paid, a PDF of the receipt will be available to download.

4. Other invoice types (CMS daily use) will have multiple rows of information on the detail screen showing move-level details.
   The view on this screen is customizable (sort, filter, hide, etc.) in the same way as on the summary invoice screen.

Invoice Details

Summary Invoice Number:	Billing Date:	View Attachments
1	07/12/2024	

Invoice Type	Invoice Number	Invoice Status	Invoice Total	Remaining Balance	Dispute Status	Attachments	Chassis Out	Container Out	Date Out	Container In	Date In
CMS DAILY USE INV	DU16125858	Open	$27.25	$27.25			DCLZ417300		06/10/2024 07:36 AM	TGBU4720128	06/10/2024 03:51 PM
CMS DAILY USE INV	DU16125823	Open	$27.25	$27.25			MAEC272671	DFSU2884202	06/11/2024 08:37 AM	DFSU2884202	06/11/2024 12:17 PM
CMS DAILY USE INV	DU16125811	Open	$27.25	$27.25			DCLZ701694		06/10/2024 02:59 PM		06/10/2024 03:40 PM
CMS DAILY USE INV	DU16137440	Closed	$218.39	$0.00			APMZ416870	FFAU1260812	06/07/2024 02:57 PM	FFAU1260812	06/12/2024 01:13 PM
CMS DAILY USE INV	DU16137438	Closed	$657.08	$0.00			PONZ455663	HLBU8037422	05/28/2024 07:22 AM	TRHU7554024	06/13/2024 01:15 PM
CMS DAILY USE INV	DU16143453	Closed	$193.26	$0.00	Pending	📄	MAEC587044	MSKU9097812	06/07/2024 01:39 PM		06/11/2024 05:58 PM
CMS DAILY USE INV	DU16143459	Closed	$254.79	$0.00			APMZ425152		05/29/2024 01:25 PM	GCXU5139368	06/04/2024 11:04 AM
CMS DAILY USE INV	DU16137435	Closed	$54.50	$0.00			DCLZ413911		06/11/2024 02:59 PM	EITU1953823	06/12/2024 01:34 PM
CMS DAILY USE INV	DU16143462	Closed	$59.26	$0.00	Resubmitted		POCZ400557	PCIU8927709	06/13/2024 04:35 PM		06/14/2024 02:07 PM
CMS DAILY USE INV	DU16148882	Closed	$154.61	$0.00		📄	APMZ234444		06/07/2024 02:30 PM		06/10/2024 02:53 PM
CMS DAILY USE INV	DU16125855	Closed	$27.25	$0.00			DCHZ411423		06/10/2024 07:34 PM		06/10/2024 08:06 PM

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5. From this screen, you have another way to download a copy of the invoice PDF and the Excel file containing all of the invoice detail by clicking on the red View Attachments button at the top of the table

Attachments
1

✕

7/12/2024

1_07122024_182941_2355150_ABCT-BFB.xlsx
Invoice
DCLI
⬇

1_07122024_151819_2355150_ABCT-BFB.pdf
Invoice
DCLI
⬇

Download All Attachments ⬇

6. By clicking an icon in the Attachments column, you can download a PDF of the receipt for paid invoices.

Attachments ✕
DU16125834

9/5/2024

REF-1000127_1725553809831.pdf
Invoice Receipt
DCLI

Download All Attachments ⬇