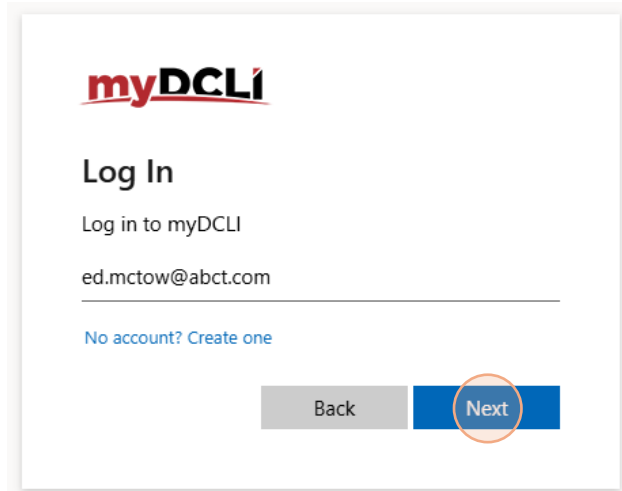


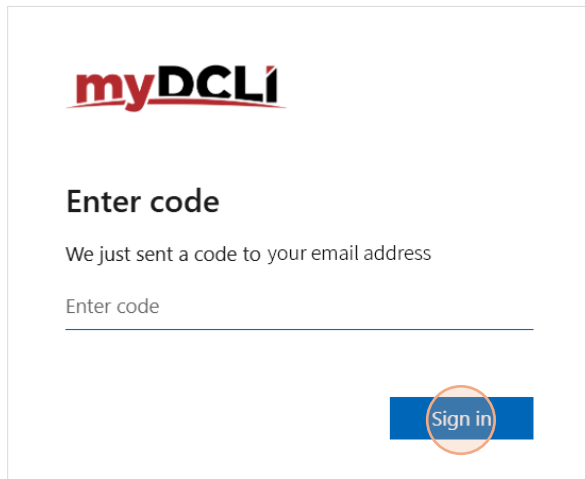
Viewing Invoices on myDCLI

1. Go to myDCLI.com/login
2. Enter your email address and click Next.



The screenshot shows the myDCLI login interface. At the top left is the myDCLI logo. Below it is the heading "Log In" and the text "Log in to myDCLI". There is an email input field containing "ed.mctow@abct.com". Below the input field is a link that says "No account? Create one". At the bottom are two buttons: a grey "Back" button and a blue "Next" button. The "Next" button is circled in orange.

3. You will receive a multi-factor authentication email containing a code to confirm your identity. It will be sent from: myDCLI (via Microsoft). <account-security-noreply@accountprotection.microsoft.com> Enter the code you receive in the field indicated and click Sign in.

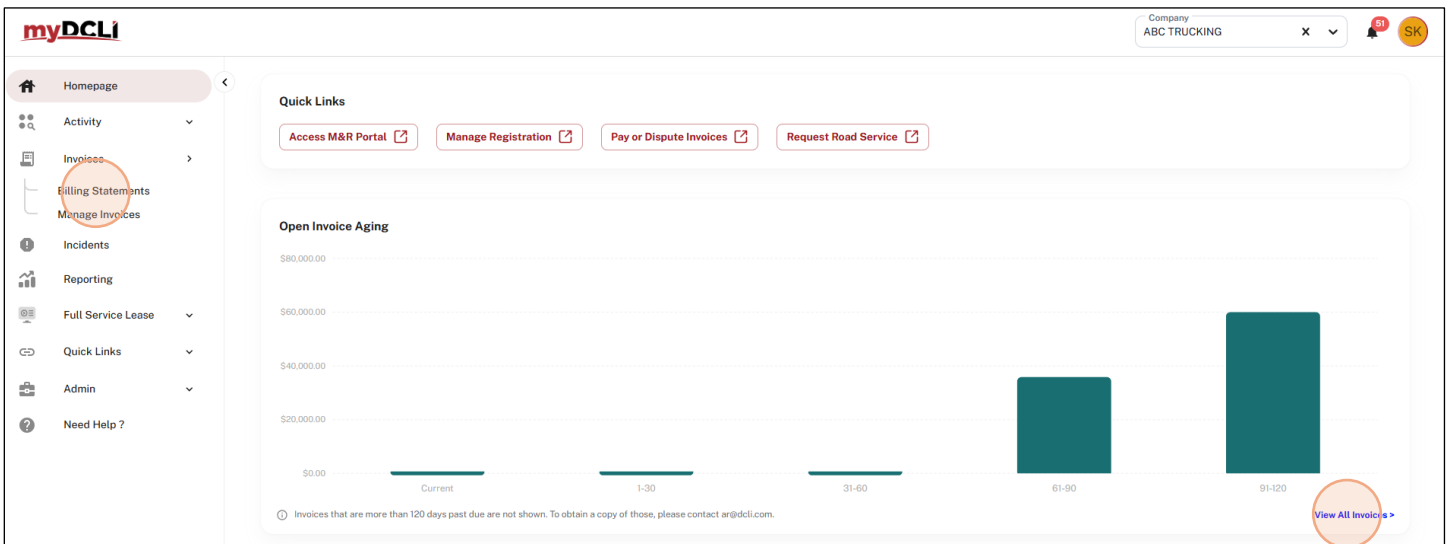


The screenshot shows the myDCLI "Enter code" page. At the top left is the myDCLI logo. Below it is the heading "Enter code" and the text "We just sent a code to your email address". There is an input field with the placeholder text "Enter code". At the bottom is a blue "Sign in" button, which is circled in orange.

NOTE: If you want to save your credentials for a quicker login process, you can select to do that on the following "Stay signed in?" screen.

4. From the myDCLI Homepage, the Invoices section in the left-hand navigation allows you to either view your Billing Statements or Manage Invoices.

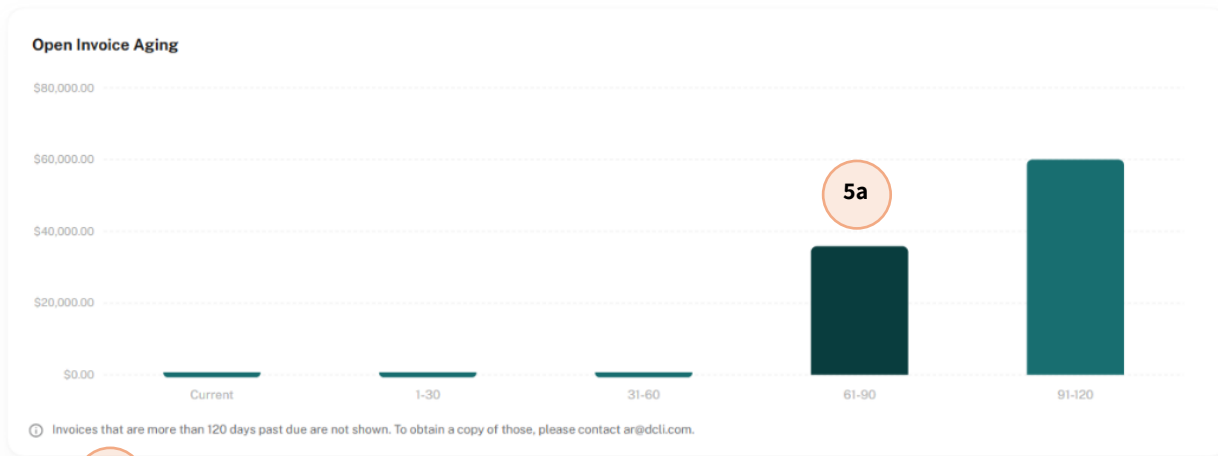
To view your Billing Statements, click Billing Statements in the left nav. You can also click on the “View All Invoices” link at the bottom of the Open Invoice Aging graph.



5. At the bottom of the Billing Statements screen, you will see a table of your invoices. This table is completely customizable and can be modified in several ways:

- You can click on a bar in the graph to filter the results to show only that date range
- You can click on the Details and Summary icons above the table to toggle between the two lists
- You can search for a specific Transaction Number (in the Detail view) or Summary Invoice Number (in the Summary view)
- You can click on the Filter icon to filter results by Invoice Type, Billing Date, Invoice Amount, or Invoice Aging
- To remove any filters, click the Clear icon above the table
- You can click on the Download icon to export the list as a CSV file

Billing Statements



5b Detail Summary

5c Bucket: 61-90 **5e** Clear

5c Search

5d Filter **5f** Download **Manage Invoices**

7 results found

Customer Name	Customer Num...	Collector	Invoice Type	Doc Type	Summary Invoic...	Transaction Num...	Billing Date	Due D
ABC TRUCKING - AB...	ABCT		RS REBILL INV	invoice	5841	RS5ef0193e-d081-1	11/11/2025	12/05/2
ABC TRUCKING - AB...	ABCT		RS REBILL INV	invoice	5841	RS5ef04c5f-d081-1	11/11/2025	12/05/2
ABC TRUCKING - AB...	ABCT		RS REBILL INV	invoice	5841	RS5ef07e19-d081-1	11/11/2025	12/05/2
ABC TRUCKING - AB...	ABCT		RS REBILL INV	invoice	9478	RS5f0d252c-d081-1	11/23/2025	12/17/2
ABC TRUCKING - AB...	ABCT		RS REBILL INV	invoice	9478	RS5f0d9f58-d081-1	11/23/2025	12/17/2
ABC TRUCKING - AB...	ABCT		RS REBILL INV	invoice	9478	RS5f0dd584-d081-1	11/23/2025	12/17/2
ABC TRUCKING - AB...	ABCT		RS REBILL INV	invoice	9478	RS5f0e0a29-d081-1	11/23/2025	12/17/2

Rows per page: 10 1-7 of 7

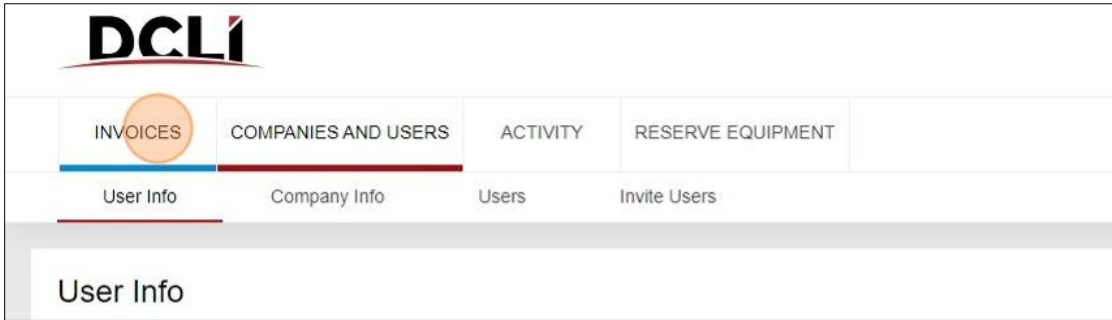
- To manage your invoices, click the red Manage Invoices button above the table. You can also click “Manage Invoices” in the left-hand navigation Invoices section or “Pay or Dispute Invoices” in the left-hand navigation Quick Links section. These links will open in a new browser tab.

5c Bucket: 61-90 **5e** Clear

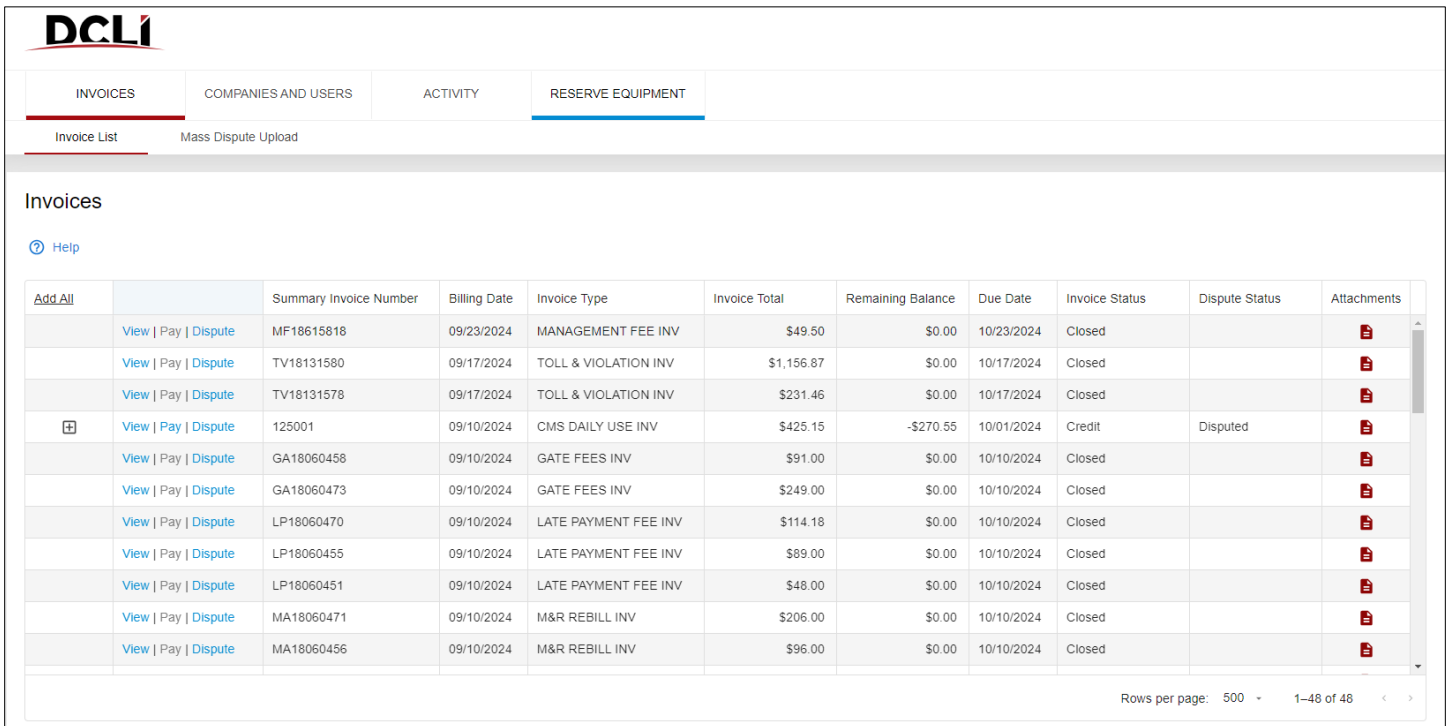
5c Search

5d Filter **5f** Download **5f** Manage Invoices

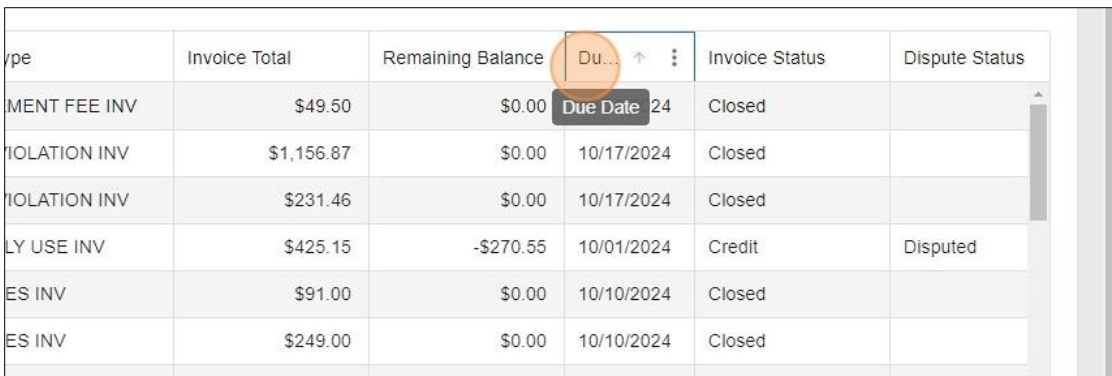
7. Make sure that the INVOICES tab is selected.



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



9. 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.



10. Click the three dots to see other view options for the column.

Type	Invoice Total	Remaining Balance	Due Date	Invoice Sta...	Dispute Status
SE INV	\$46.00	\$0.00	10/10/2024	Closed	
MENT FEE INV	\$111.90	\$0.00	10/05/2024	Closed	
MENT FEE INV	\$111.90	\$0.00	10/05/2024	Closed	
ON CHRG INV	\$29.53	\$0.00	09/27/2024	Closed	
LEASE DIFF CM	-\$40.00	\$0.00	09/05/2024	Closed	
LEASE DIFF CM	-\$40.00	\$0.00	09/05/2024	Closed	

11. 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.

Type	Invoice Total	Remaining Balance	Due Date	Invoice Sta...	Dispute Status
SE INV	\$46.00	\$0.00			
MENT FEE INV	\$111.90	\$0.00			
MENT FEE INV	\$111.90	\$0.00			
ON CHRG INV	\$29.53	\$0.00			
LEASE DIFF CM	-\$40.00	\$0.00			
LEASE DIFF CM	-\$40.00	\$0.00			
SE INV	\$95.00	\$0.00	10/05/2024	Closed	
SE INV	\$95.00	\$0.00	10/05/2024	Closed	
SE INV	\$311.00	\$0.00	10/05/2024	Closed	
SE INV	\$45.00	\$0.00	10/10/2024	Closed	

Summary Invoice Number	Billing Date	Invoice Type	Invoice
MI1...	10/2024	NET LEASE INV	
ML1...	05/2024	MANAGEMENT FEE INV	
ML1...	05/2024	MANAGEMENT FEE INV	
ML1...	28/2024	MIGRATION CHRG INV	
ML1...	05/2024	MASTER LEASE DIFF CM	
ML1...	05/2024	MASTER LEASE DIFF CM	
NL17777234	09/05/2024	NET LEASE INV	
NL17785146	09/05/2024	NET LEASE INV	
NL17841420	09/05/2024	NET LEASE INV	
NL18060448	09/10/2024	NET LEASE INV	
MF18615818	09/23/2024	MANAGEMENT FEE INV	

Add All		Summary Invoice Number	Billing Date	Invoice Type	Invoice												
<div style="border: 1px solid #ccc; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Columns</th> <th>Operator</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>× Invoice Status</td> <td>is</td> <td>Open</td> </tr> <tr> <td colspan="3">+ Add filter</td> </tr> <tr> <td colspan="3" style="text-align: right;">Remove all</td> </tr> </tbody> </table> </div>						Columns	Operator	Value	× Invoice Status	is	Open	+ Add filter			Remove all		
Columns	Operator	Value															
× Invoice Status	is	Open															
+ Add filter																	
Remove all																	
			12/2024	CMS DAILY USE INV													
			12/2024	ASSET CHARGE INV													
			05/2024	NL TERM LUMP INV													
+ View Pay Dispute		MF18060459	09/10/2024	MANAGEMENT FEE INV													
+ View Pay Dispute		MF18060474	09/10/2024	MANAGEMENT FEE INV													
+ View Pay Dispute		NL18060453	09/10/2024	NET LEASE INV													
+ View Pay Dispute		TV17633331	08/28/2024	TOLL & VIOLATION INV													
+ View Pay Dispute		TV17785147	09/05/2024	TOLL & VIOLATION INV													
+ View Pay Dispute		TV18060454	09/10/2024	TOLL & VIOLATION INV													

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

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

\$210.00	\$0.00	10/04/2024	Closed			
\$29.53	\$0.00	09/27/2024	Closed			
\$16.89	\$16.89	09/27/2024	Open			
\$50.00	\$0.00	09/26/2024	Closed			
\$50.00	\$0.00	09/26/2024	Closed			
\$328.25	\$0.00	08/06/2024	Closed	Disputed		
\$24.24	\$24.24	08/11/2024	Open			
\$5,435.53	\$417.68	08/02/2024	Open	Disputed		
\$11,459.91	-\$1,732.50	08/02/2024	Credit	Disputed		
\$3,001.00	\$0.00	08/11/2024	Closed			

13. 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.

[1_07122024_182941_2355150_ABCT-BFB.xlsx](#) 

Invoice
DCLI

[1_07122024_151819_2355150_ABCT-BFB.pdf](#) 

Invoice
DCLI

[Download All Attachments](#) 

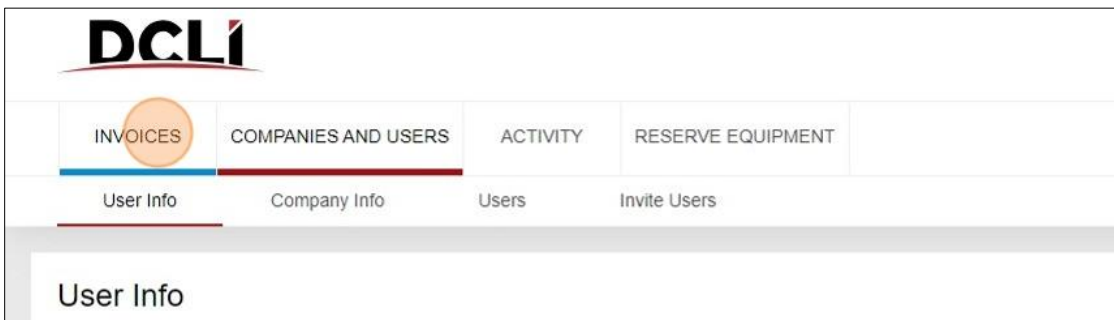
Viewing Invoice Details on myDCLI

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 will 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. From the View All Invoices screen of myDCLI, click the red Manage Invoices button above the table. You can also click Manage Invoices in the left-hand navigation. This link will open in a new browser tab.



2. Make sure that the INVOICES tab is selected.



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

Invoices

[?](#) Help

Add All		Summary Invoice Number	Billing Date	Invoice Type	Invoice
+	View Pay Dispute	1	07/12/2024	CMS DAILY USE INV	
+	View Pay Dispute	AC16385182	07/12/2024	ASSET CHARGE INV	
+	View Pay Dispute	TV17633331	08/28/2024	TOLL & VIOLATION INV	
+	View Pay Dispute	EL17785140	09/05/2024	NL TERM LUMP INV	
+	View Pay Dispute	TV17785147	09/05/2024	TOLL & VIOLATION INV	
+	View Pay Dispute	MF18060459	09/10/2024	MANAGEMENT FEE INV	
+	View Pay Dispute	MF18060474	09/10/2024	MANAGEMENT FEE INV	

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

Invoice Details

Summary Invoice Number: MA18060471 Billing Date: 09/10/2024 [View Attachments](#)

Invoice Type	Invoice Number	Invoice Status	Invoice Total	Remaining Balance	Dispute Status	Attachments	Chassis Out	Container Out	Date Out	Container In	Date In
M&R REBILL INV	MA18060471	Closed	\$206.00	\$0.00					09/10/2024 03:48 PM		09/10/2024 03:48 PM

- 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

Attachments MA18060471 ×

9/10/2024

[REF-1000183_1726006523389.pdf](#)
Invoice Receipt
DCLI

[MA18060471.pdf](#)
Invoice
DCLI

[Download All Attachments](#)

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.

- 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.

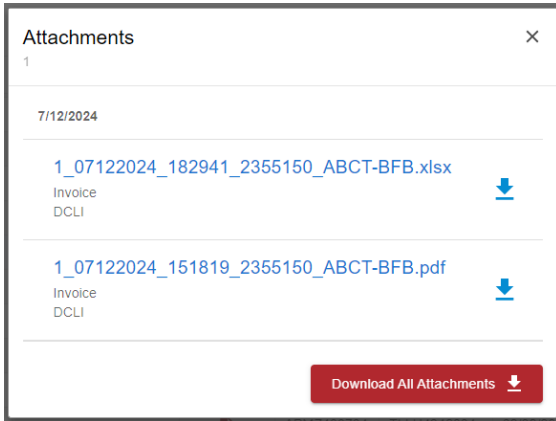
Invoice Details

Summary Invoice Number: 1 Billing Date: 07/12/2024 [View Attachments](#)

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	GCCU5139368	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

Rows per page: 500 - 1-39 of 39

7. 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



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

