

myDCLI FULL-SERVICE LEASE MANAGEMENT GUIDE



Requesting Road Service on myDCLI

1. Go to myDCLI.com/login or click Schedule Now on the Inspection Overview email and sign in to myDCLI. 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.

DCLI
DIRECT CHASSISLINK LEASING

Ed Mctow:
Thank you for being a Direct ChassisLink Leasing (DCLI) full-service lease customer. Below is a summary of the DCLI full-service lease contracts in place for ABC TRUCKING - ABCT, along with a list of chassis that are eligible for annual or quarterly inspections.

Schedule Maintenance

Inspections and maintenance services are included in your lease. Please review the table below and **schedule** any work you would like to have completed.

Schedule Now

Fleet Pool Contract	Lease Start Date	On-Hire Location	Total Chassis
ABCT-R-F-04-M	04/14/2025	Los Angeles, CA	125

myDCLI

Sign in

Sign in to access myDCLI

ed.mctow@abct.com

[No account? Create one](#)

Next

myDCLI

Enter code

We just sent a code to your email address

Enter code

Sign in

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.

2. From the Homepage, click Full-Service Lease in the left-hand navigation, then **Chassis Dashboard (blue)** or **Request Road Service (green)**.

myDCLI

Company: ABC TRUCKING - ABCT

Homepage

- Activity
- Invoices
- Incidents
- Reporting
- Full-Service Lease**
 - Chassis Dashboard**
 - Schedule Inspections
 - Request Road Service**
 - Update Chassis Records
- Quick Links
- Admin
- Need Help?

Quick Links

- [Access M&R Portal](#)
- [Manage Registration](#)
- [Pay or Dispute Invoices](#)
- [Request Road Service](#)

Open Invoice Aging

\$5.00
\$4.00
\$3.00
\$2.00
\$1.00
\$0.00

0 1 2 3 4 5 6 7 8 9 10

ⓘ Past due invoices prior to 2025 are not shown. To obtain a copy of those, please contact ar@dcli.com.

[View All Invoices](#)

Dispute Dashboard

Displays your trends of disputes over time.

Cases Submitted **Billable Days** **Amount Disputed** **Amount Credited**

● Current Year ● Previous Year No Cases Submitted recorded in previous year

3. **From the Chassis Dashboard (blue):** Select a chassis from the dashboard by clicking the radial button or checkbox next to the chassis number. You can use the search, sort, and filter features to find chassis. Once selected, you can (a) click the Request Road Service button at the top of the dashboard or (b) click the three dots next to the inspection status and then Request Road Service. You will be directed to the Road Service Request Form.

The screenshot shows the Chassis Dashboard with the following elements:

- Filters:** All Chassis (35), FMCSA (14), BIT (10), Quarterly Maintenance (25), Submitted (0), In Process (0), Completed (0).
- Search Bar:** Search by Chassis Number, License Plate, VIN, or Fleet Pool Contract.
- Buttons:** Filter, Download, and a prominent 'Request Road Service' button (labeled 'a').
- Table:**

	Chassis Number	Fleet Pool Contract	License Plate	VIN	FMCSA Due Date	BIT Due Date	Quarterly Due Date	Status	
☒	ABCT924001	ABCT-N-F-01-M	FBT9374	3H3C242SX1T05066	12/29/2026	—	08/24/2026	QTLY Upcoming	⋮ (labeled 'b')
☐	ABCT924002	ABCT-N-F-01-M	TCK4518	5EF2SC2351746676	06/29/2026	—	08/24/2026		
☐	ABCT924003	ABCT-N-F-01-M	UQN1648	5ABD242063B03081	12/29/2026	—	08/24/2026		
☐	ABCT924004	ABCT-N-F-01-M	RJM7824	LJRC282424100585	06/29/2026	—	08/24/2026	QTLY Upcoming	⋮
- Dropdown Menu (next to 'b'):** Request Road Service, Update Chassis Number, Update Inspection Record.

4. **From the Request Road Service Page (green):** Select a chassis from the dashboard by clicking the radial button next to the chassis number. You can use the search, sort, and filter features to find chassis. Once selected, click the Request Road Service button at the top of the dashboard. You will be directed to the Road Service Request Form.

The screenshot shows the Request Road Service Page with the following elements:

- Search Bar:** Search by Chassis Number, License Plate, VIN, or Fleet Pool Contract.
- Buttons:** Filter, Download, and a prominent 'Request Road Service' button (labeled 'a').
- Table:**

	Chassis Number	Fleet Pool Contract	License Plate	VIN
☒	ABCT924001	ABCT-N-F-01-M	FBT9374	3H3C242SX1T05066
☐	ABCT924002	ABCT-N-F-01-M	TCK4518	5EF2SC2351746676
☐	ABCT924003	ABCT-N-F-01-M	UQN1648	5ABD242063B03081

5. The Road Service Request form allows you to request immediate roadside assistance and/or a chassis repair for a **single Full-Service Lease chassis at a time**. Once submitted, a mobile mechanic will be **immediately dispatched** to your specified location via RapidLink Repairs.
6. Once a chassis is selected, complete the Chassis Information box. Select whether the chassis is bare or mounted with a container. If the chassis is mounted with a container, please designate if the container is loaded or empty, and the container number (if known).

The screenshot shows the Chassis Information form for ABCT924001 with the following fields:

- Chassis Number:** ABCT924001
- Fleet Pool Contract:** ABCT-N-F-01-M
- Bare or Mounted?** ☒ Mounted ☐ Bare
- Is the container loaded or empty?** ☒ Loaded ☐ Empty
- Container Number (if known):** WXYZ123456

7. Complete the Issue box. Select the system in which the repair is needed by selecting the dropdown.

The screenshot shows a mobile application interface for reporting a vehicle issue. At the top, it says 'Issue 1'. Below this is a 'System' dropdown menu. The dropdown is open, showing a list of vehicle systems: Brakes, DOT / MOT Bumper, Electrical, Frame, Kingpin, Landing Gear, Lights, Markings, Mudflap, Subframe, Suspension, Telematics, Tire, Twist lock / Push pin, and Wheel End. At the bottom of the form, there are two buttons: 'Back' and 'Continue'.

8. Once a System is selected, the options for the Subsystem, Component, Defect, and Location dropdowns will be generated. Complete these fields. You can also add notes and images to the request to help inform the mobile mechanic of the repair need. If an additional repair is needed on the same chassis, select Add Issue at the bottom and complete the additional fields.

This screenshot shows the 'Issue 1' form with all dropdown menus filled out. The 'System' dropdown is set to 'Lights'. The 'Subsystem' dropdown is set to 'Marker Light'. The 'Component' dropdown is set to 'Marker Light-LED - Replace w/ New'. The 'Defect' dropdown is set to 'Burned Out'. The 'Location' dropdown is set to 'Left Side Front'. Below these dropdowns is a text field for 'Notes (Optional)' with the placeholder text 'Enter any additional notes...'. Underneath the notes field is a section for 'Chassis Images (Optional)' with a large grey area and a button that says 'Drag and Drop or Upload File'. At the bottom of the form, there is a button with a plus sign and the text 'Add Issue'. At the very bottom, there are two buttons: 'Back' and 'Continue'.

9. Complete the Contact Information section. If the chassis has been dropped at a location and/or there will not be a driver present with the chassis, select No – Unit Dropped / No Driver Present. Your information will automatically populate in the contact fields. If a driver will be present with the chassis at time of repair, select Yes – Driver is With the Unit and input their information.

Contact Information

Is the driver currently with the unit?
☒ No – Unit dropped / No driver present ☐ Yes – Driver is with the unit

Full Name
Ed McTow

Email
ed.mctow@abct.com

Phone Number
 704 555 9876

Company
ABC TRUCKING - ABCT

Contact Information

Is the driver currently with the unit?
☐ No – Unit dropped / No driver present ☒ Yes – Driver is with the unit

Full Name
Johnny Kingpin

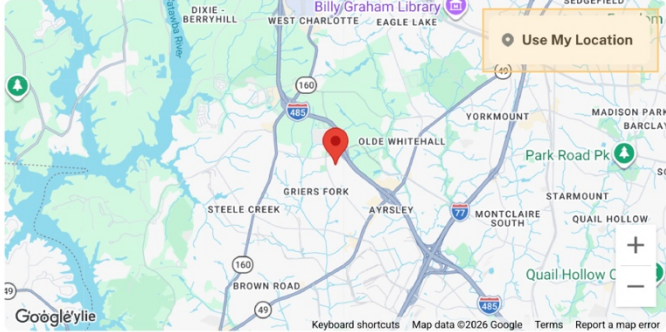
Email
Johnny.Kingpin@abct.com

Phone Number
 704 555 1234

Company
ABC TRUCKING - ABCT

10. Enter the address where the chassis is located. A mobile mechanic will be dispatched to the location you enter. As you type, location recommendations will populate. You can also select Use My Location to drop a pin at your exact location and populate the address fields.

Location



Location is approximate and can be inaccurate. Please adjust pin or manually enter location accordingly.

Current Location
3525 Whitehall Park Drive

City
Charlotte

State
NC

Postal Code
28273

Location Notes (Optional)
Located next to the DCLI office.

11. Review the information on the screen. If any information is incorrect, please select Back and correct the information. If the information is correct, click Submit.

✓

Chassis

✓

Services

✗

Confirmation

Contact Information

Driver StatusDriver is with the UnitFull NameJohnny KingpinPhone Number+1 704 555 1234EmailJohnny.Kingpin@abct.comCompany NameABC TRUCKING - ABCT

Service Information

Chassis NumberABCT924001Current Location3525 Whitehall Park Drive, Charlotte, NC, 28273DateASAP

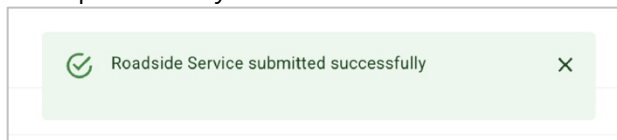
Issue 1

SystemLightsSubsystemMarker LightComponentMarker Light-LED - Replace w/ NewDefectBurned OutLocationLeft Side Front

Back

Submit

12. Once submitted, you will see a confirmation notification appear at the top of the screen and a mobile mechanic will be dispatched to your stated location.



13. Your road service requests will populate on the chassis dashboard, under the Submitted, In Process, and Completed tabs, accordingly:

Submitted Tab & Status:

The road service request has been submitted, and a Service Event number has been assigned to each chassis.

All Chassis65

FMCSA63

BIT0

Quarterly Maintenance65

Submitted1

In-Process0

Completed2

Search by Chassis Number, License Plate, VIN, or Fleet Pool Contract

Filter

Download

Chassis Number	Fleet Pool Contract	License Plate	VIN	Service Date	Service Event	Service Location	Service Type	Service Status
ABCT924001	ABCT-N-F-01-M	FBT9374	3H3C242SX1T05066	08/28/2026	AA222378	3525 Whitehall Pa...	ROADSIDE	Submitted

Rows per page:10

1-1 of 1

In Process Tab & Status

A mobile mechanic has been dispatched to service the chassis.

All Chassis	65	FMCSA	63	BIT	0	Quarterly Maintenance	65	Submitted	0	In-Process	1	Completed	2
Search by Chassis Number, License Plate, VIN, or Fleet Pool Contract FilterDownload													
Chassis Number	Fleet Pool Contract	License Plate	VIN	Service Date	Service Event	Service Location	Service Type	Service Status					
ABCT924001	ABCT-N-F-01-M	FBT9374	3H3C242SX1T05066	08/28/2026	AA222378	3525 Whitehall Pa...	ROADSIDE	In Process					
Rows per page: 101-1 of 1<>													

Completed Tab & Status

The road service request has been completed.

All Chassis	65	FMCSA	63	BIT	0	Quarterly Maintenance	65	Submitted	0	In-Process	0	Completed	3
Search by Chassis Number, License Plate, VIN, or Fleet Pool Contract FilterDownload													
Chassis Number	Fleet Pool Contract	License Plate	VIN	Service Date	Service Event	Service Location	Service Type	Service Status					
ABCT924001	ABCT-N-F-01-M	FBT9374	3H3C242SX1T05066	08/28/2026	AA222378	3525 Whitehall Pa...	ROADSIDE	Completed					
ABCT924011	ABCT-E-F-02-M	JVC3863	PHL34GL35G0BRDS1	07/04/2026	AA292025	1776 W Broad Stre...	FMCSA	Completed					
ABCT924007	ABCT-N-F-01-M	SWFT013	TS13XREPTVX121326	6/23/2026	AA238789	1989 Cornelia Stre...	BIT	Completed					
Rows per page: 101-3 of 3<>													