

# VIEW BILL GUIDE

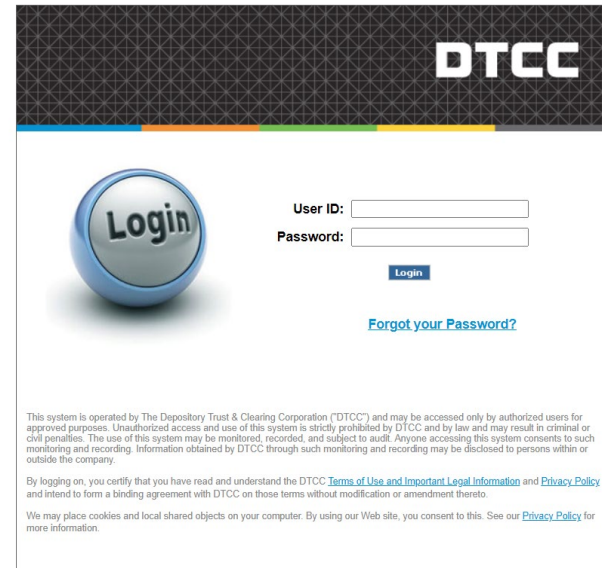


# Introduction

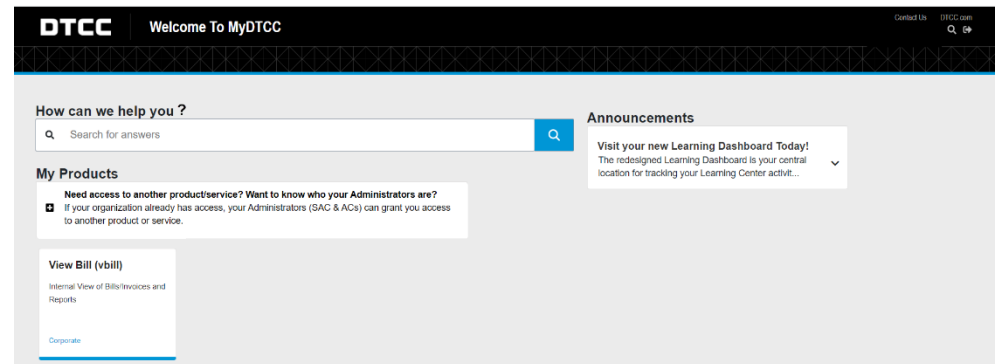
- View Bill is a self-service option that makes it easier than ever to access your invoices.
- View Bill is available on MyDTCC (<https://portal/dtcc.com>) as of July 2022.
- From View Bill, you can download and view your firm's invoices for a range of DTCC services.
- Invoices will continue to be distributed by email, but from View Bill you can download your current and previous invoices.
- This guide provides information on how to gain access and use View Bill.

# Accessing View Bill

- View Bill is accessed through MyDTCC using the following link
  - <https://portal.dtcc.com>
  - For existing MyDTCC users
    - Login credentials will not change, use the same User ID and Password
  - For new MyDTCC users
    - Your Super Access Coordinator(SAC) can provision you with access to MyDTCC and View Bill.
- Once logged in to MyDTCC, select View Bill (vbill) to start using the application.



The image shows the DTCC login page. At the top right is the DTCC logo. On the left is a 3D 'Login' button. To the right are input fields for 'User ID:' and 'Password:', followed by a 'Login' button and a 'Forgot your Password?' link. Below the login fields is a disclaimer: 'This system is operated by The Depository Trust & Clearing Corporation (DTCC) and may be accessed only by authorized users for approved purposes. Unauthorized access and use of this system is strictly prohibited by DTCC and by law and may result in criminal or civil penalties. The use of this system may be monitored, recorded, and subject to audit. Anyone accessing this system consents to such monitoring and recording. Information obtained by DTCC through such monitoring and recording may be disclosed to persons within or outside the company.' Below the disclaimer is a statement: 'By logging on, you certify that you have read and understand the DTCC Terms of Use and Important Legal Information and Privacy Policy and intend to form a binding agreement with DTCC on those terms without modification or amendment thereto.' At the bottom is a cookie notice: 'We may place cookies and local shared objects on your computer. By using our Web site, you consent to this. See our Privacy Policy for more information.'



The image shows the MyDTCC dashboard. At the top left is the DTCC logo and 'Welcome To MyDTCC'. At the top right are 'Contact Us' and 'DTCC.com' links. Below the header is a search bar with the text 'How can we help you?' and 'Search for answers'. To the right of the search bar is an 'Announcements' section with a message: 'Visit your new Learning Dashboard Today! The redesigned Learning Dashboard is your central location for tracking your Learning Center activit...'. Below the search bar is a 'My Products' section with a question: 'Need access to another product/service? Want to know who your Administrators are?' and a checkbox: 'If your organization already has access, your Administrators (SAC & ACs) can grant you access to another product or service.' Below the 'My Products' section is a 'View Bill (vbill)' section with the text 'Internal View of Bills/Invoices and Reports' and a 'Corporate' link.

# Selecting account information

1. Click on the arrow in the “**Select Account**” box to view your DTCC services and available accounts.
2. Click on the account that information is required for. (Note: The list represents only your billing account numbers and the DTCC product the invoice is related to)
3. There are four options:
  - My Account
  - View Invoices
  - Historical Invoices
  - Fee Guide

The screenshot displays the DTCC 'View Bill' interface. At the top, there is a navigation bar with 'My Account', 'View Invoices', 'Historical Invoices', and 'Fee Guide'. The main content area is divided into several sections:

- Select Account Number:** A dropdown menu is open, showing a list of account numbers and their corresponding services. The first option is selected: EMIRACCOUNT1-DDRLEU-DDRL: GTR UK EMIR and UK SFTR invoices (Euros). Other options include GPORTAL04-DDRIUS-DDRIE, 16AUNCOND2-DDRIEU-DDRIE, 16AUNCOND3-DDRIEU-DDRIE, and ESUTIM02-DDRIUS-DDRIE.
- Payment Information:** A table showing 'Total Due Amount' as '\$'. Below this, there are fields for 'Invoice Date', 'Payment Method', 'Billing Period', 'Previous Balance', 'Invoice Amount', and 'Invoice #'. A 'View Bill' button is located at the bottom of this section.
- Account Summary:** A table with columns 'Account Number' and 'Account Name'. The message 'No Payee Accounts Are Present' is displayed in the center.
- Usage Information:** A table with columns 'Product Name', 'Usage (Units)', and 'Fee Amount'. The message 'No Rows To Show' is displayed in the center.

# My Account

- 1. Account Information:** Reflects your address and account number.
  - **Invoice Amount:** Amount of the most current invoice
  - **Previous Balance:** Sum of unposted payments and unpaid invoices
  - **Total Due Amount:** Sum of Invoice Amount + Previous Balance
- 2. Payment Information:** Reflects your total amount due, previous balance, and provides the ability to view the invoice. (Clicking on “View Bill” will present the most recent invoice)
- 3. Account Summary:** Indicates if there are linked accounts.
- 4. Usage Information:** Billing transactional information from your most recent invoice at a summary level.

A screenshot of the DTCC 'My Account' page. The page has a dark header with the DTCC logo and 'View Bill' text. Below the header is a navigation bar with buttons for 'My Account', 'View Invoices', 'Historical Invoices', and 'Fee Guide'. The main content area is divided into several sections:

- Account Search:** A search box with a 'Search' button.
- Account Information:** A table with columns for 'Account Name' (Test Account) and 'Account Number' (01-DUSACT-DUSMEM). It also shows 'Billing Address' (123 Main Street, New York, NY 10041) and 'Shipping Address' (123 Main Street, New York, NY 10041).
- Payment Information:** A table showing 'Total Due Amount' (\$60), 'Invoice Date' (2022-05-31), 'Payment Method' (LOCKBOX), 'Billing Period' (2022-05-01-2022-05-31), 'Previous Balance', 'Invoice Amount' (\$60), and 'Invoice #' (3672). A 'View Invoice' button is at the bottom.
- Account Summary:** A table with columns for 'Account Number' and 'Account Name'. It displays 'No Payee Accounts Are Present'.
- Usage Information:** A table with columns for 'Product Name', 'Usage (Units)', and 'Fee Amount'. It lists 'FX OTC Maintenance' (10 units) and 'Equities, Credits & Rates OTC Maintenance'.

# View Invoices

1. Select the “Billing Period” desired. If needed, select an account from “Child Account” (not applicable to all services) from the drop-down menu.
2. Previous balance, current balance and total balances are shown.
3. “Downloads” is used to access the most recent invoice and reports (tax report, revenue recap report and settlement report). *Note: All reports are not applicable to all accounts.*
4. To download, click on the link appearing under Invoice and/or one of the reports. Note, some downloads provide the option of a PDF or CSV format.

**DTCC** | DTCC Standard Reference Architecture  
**View Bill**

[My Account](#) | [View Invoices](#) | [Historical Invoices](#) | [Fee Guide](#)

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**DTCC** | DTCC Standard Reference Architecture | **View Bill** | [Contact Us](#) | [DTCC.com](#) | [Logout](#)

[My Account](#) | [View Invoices](#) | [Historical Invoices](#) | [Fee Guide](#)

**Account Information**

Parent Account No & Name 01-DUSACT-DUSMEM	Due Amount \$60	Payment Method LOCKBOX	Billing Address	Shipping Address
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Billing Period  
Currently displaying for: 2022-05-01-2022-05-31

Can't find the billing period you're looking for? Older invoices are available to download under Historical Invoices

**Bill Details**

**Payments, Credits, & Adjustments**

PREVIOUS BALANCE	CURRENT INVOICE AMOUNT \$60	TOTAL DUE AMOUNT \$60
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Charge

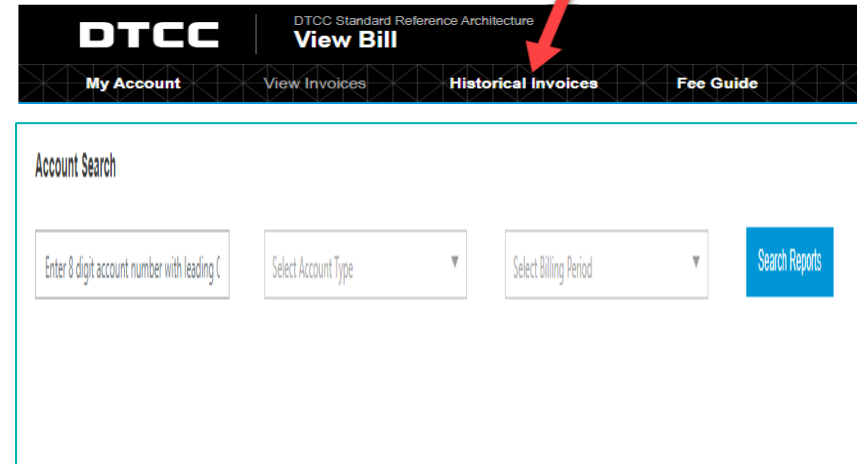
▶ BILLING DEPT	\$60
SUB-TOTAL	\$60
Prebill Adjustments	
TAX	
Tax Adjustments	
Total Charges	\$60

**Downloads**

- ▶ [Invoice](#)
- ▶ [Tax Report](#)
- ▶ [Revenue Recap Report](#)

# Historical Invoices

1. Select Account Number
2. Select Account Type
3. Select Billing Period needed.
4. Click: "Search Reports"



The screenshot shows the DTCC 'View Bill' interface. The top navigation bar includes 'DTCC', 'DTCC Standard Reference Architecture', and 'View Bill'. Below this, there are four tabs: 'My Account', 'View Invoices', 'Historical Invoices', and 'Fee Guide'. A red arrow points to the 'Historical Invoices' tab. Below the navigation bar is an 'Account Search' section with three input fields: 'Enter 8 digit account number with leading 0', 'Select Account Type', and 'Select Billing Period'. A blue 'Search Reports' button is located to the right of the input fields.

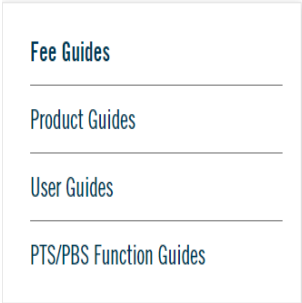
*Invoices/Reports include current and historical information (previously on iBIL)*

# Fee Guide

1. Click on the “Fee Guide” item from the menu
2. This will take you the DTCC website where you can view fee schedules for DTCC services.
3. Select the applicable fee guide and the PDF will appear.



## ELECTRONIC DOCUMENT LIBRARY - FEE GUIDES



### ELECTRONIC DOCUMENT LIBRARY - FEE GUIDES

To view the rules and procedures that govern each subsidiary's operations, including information on default procedures or insolvency, please visit the [rules, by-laws and procedure documents](#).

DTC, FICC and NSCC are registered as clearing agencies with the U.S. Securities and Exchange Commission ("SEC").

#### Fee Guides

- SPR Pricing Schedule →
- Guide to the DTC Fee Schedule → (Acrobat .pdf)
- Guide to the GSD Fee Schedule → (Acrobat .pdf)
- Guide to the NSCC Fee Schedule → (Acrobat .pdf)
- MBS Fee Guide → (Acrobat .pdf)
- SMART Connectivity Fee Guide → (Acrobat .pdf)

**PLEASE NOTE:** The RDS fee guides may not be immediately available at the time of rollout. The fee guides can still be accessed through...  
  
<https://www.dtcc.com/repository-and-derivatives-services/repository-services>