

Customer Portal

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How to find the customer statement

1. **Go to our website:** <https://dctechit.com/portal>
2. Click on Customer Portal
3. Click on Billing Portal
4. Login using email & password
5. First screen will display the balance on your account.
6. Click on statements in the left menu

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7. Change time frame and filters as needed.
8. Download or print as preferred.

How to View & Pay Invoices

Method 1: Pay Invoices from email

1. Find and open email.

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2. Click Pay Now.

3. Optional: If you prefer to make a partial payment, click "change" under amount to pay. Change amount, then click proceed. (May not be enabled, contact DC Tech if you need it enabled)

4. Choose payment method.

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5. Based on the payment method chosen, follow prompts.

Method 2: From Customer Portal on Website

1. Go to our website: <https://dctechit.com/portal>

2. Click on Customer Portal

3. Click on Billing Portal

4. Login using email and password

5. First screen will display the balance on your account.

6. Click on invoices in the left menu

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7. Click on "Pay Now" beside any invoice you want to pay.

8. If you prefer to make a partial payment, click "change" under amount to pay. Change amount, then click proceed.

9. Choose payment method.

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10. Based on the payment method chosen, follow prompts.

Cash or check payment may be made at the office during business hours. Checks can be mailed to the office. Click here for our address and business hours. [Link](#)