



Please visit DCI Engineers Inc' Payment Portal at the following website (URL) address:

<https://smartpay.profitstars.com/express/DCI%20ENGINEERS>

**You may:**

- Create one-time payments.
- Register as a User, set up pay-from accounts and initiate single payments.
- View Transaction History.
- Use your bank or credit union account and routing number.

Session Timeout Warning: The system will automatically log you off if you have been inactive for 10 minutes. A Session Timeout Warning page appears two minutes before you are logged out. It provides an opportunity to remain logged in by selecting OK.


A Quick Pay or one-time payment (**Pay Now**) allows you to make a payment without setting up and maintaining your account information. You may want to use this feature to pay an invoice in its entirety or if you do not want to have your stored personal information in the system.

A Registered User (**Create Account**) will allow you to add accounts to debit your payments. You may also create single payments, view upcoming payments or payments that have already been debited. Once created, you receive an eMail registration confirmation with a temporary password to utilize for your first-time log-in.

## WTB Payment Portal Instructions

Select the **Pay Now** button for Quick Pay or one-time payment. Enter information in the required fields (with a red outline) to create a debit transaction utilizing a checking or savings account.

### PAY NOW

To Location *	DCI ENGINEERS INC	▼
Pay This Amount *	Required	
Invoice # *		
Project # *		
Payment Type *	Bank	▼
Account Type *		▼
Name On Account *	Name on account is required	
Business Account?	<input type="checkbox"/>	
Routing Number *	Routing is required	?
Account Number *	Account number is required	?
Address *	Address is required	
Suite/APT#		
City *	City is required	
State/Region *	-- Select --	
Postal Code *	Required	
Country *	USA	
Email Address *	someone@example.com	
Confirm Email Address *	someone@example.com	
	<input type="checkbox"/> Register and Save Payment Information	
	<input type="checkbox"/> I'm not a robot 	

Payments submitted after 5 p.m. Pacific Time will be processed the next business day.

Location: **DCI Engineers Inc** (Default)

Pay this amount: **1** from below Example invoice [Invoice Total]

Invoice #: **2** from below Example invoice [numeric information only]

Project #: **3** from below Example invoice [numeric information only]

# Example Invoice



818 Stewart Street, Ste 1000  
Seattle, WA 98101  
(P) 206-332-1900; (F) 206-332-1600

Client Name  
1234 Main Street  
Anywhere, USA 12345

June 01, 2024  
Invoice No: 123456

Project-12345-6789.10 DCI Project Name: XXXXXXXX  
Professional Services through May 31, 2024

Billing Phase	Contract Amount	Percent Complete	Billed to Date	Previously Billed	Current Billed
3100 - Construction Documents	XXX.XX	XX%	XXX.XX	XXX.XX	XXX.XX
Total Fee					

Fee Total \$XXX.XX

Invoice Total \$XXX.XX

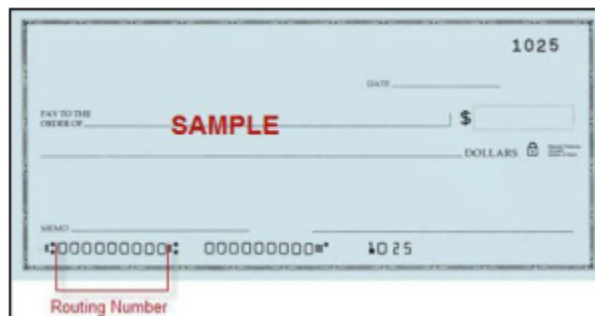
Bank: **Bank** (Default)

Account Type: Select **Checking** or **Savings** in drop-down

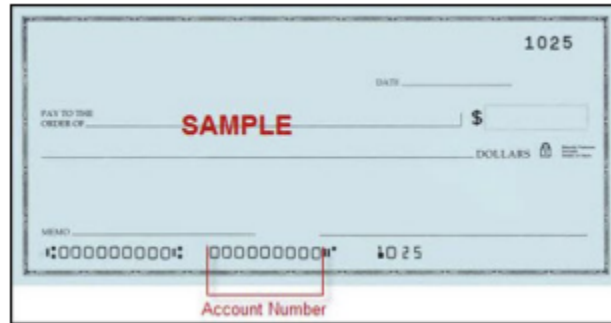
Name on Account: Enter the name on the account to be debited.

Business Account: Check box if account to be debited is a business account. Please do not select this check box if the account is an individual/personal account.

Routing Number: Enter the ABA (Transit) number of the financial institution from which the funds are being debited.



Account Number: Enter the Account Number from which the funds are being debited.



Address, City, State/Region, Postal Code, Country: Enter the address, city, state or region, postal code and country associated with account.

eMail Address/Confirm eMail Address: Enter an eMail address to which a payment confirmation may be sent.

Register and Save Payment Information: Check if you have decided to become a Registered User and have your payment information saved. (This will require additional fields such as secret question/answer and username (enter your eMail address if not prepopulated with it). If you do not wish to register, continue to the next step.

I'm not a robot: Click box – CAPTCHA (Completely Automated Public Turing Test to Tell Computers and Humans Apart) is a security feature that you probably have experienced on other websites visited. Typical challenges are reviewing a set of pictures and selecting images such as crosswalks, traffic lights, vehicles or motorcycles.

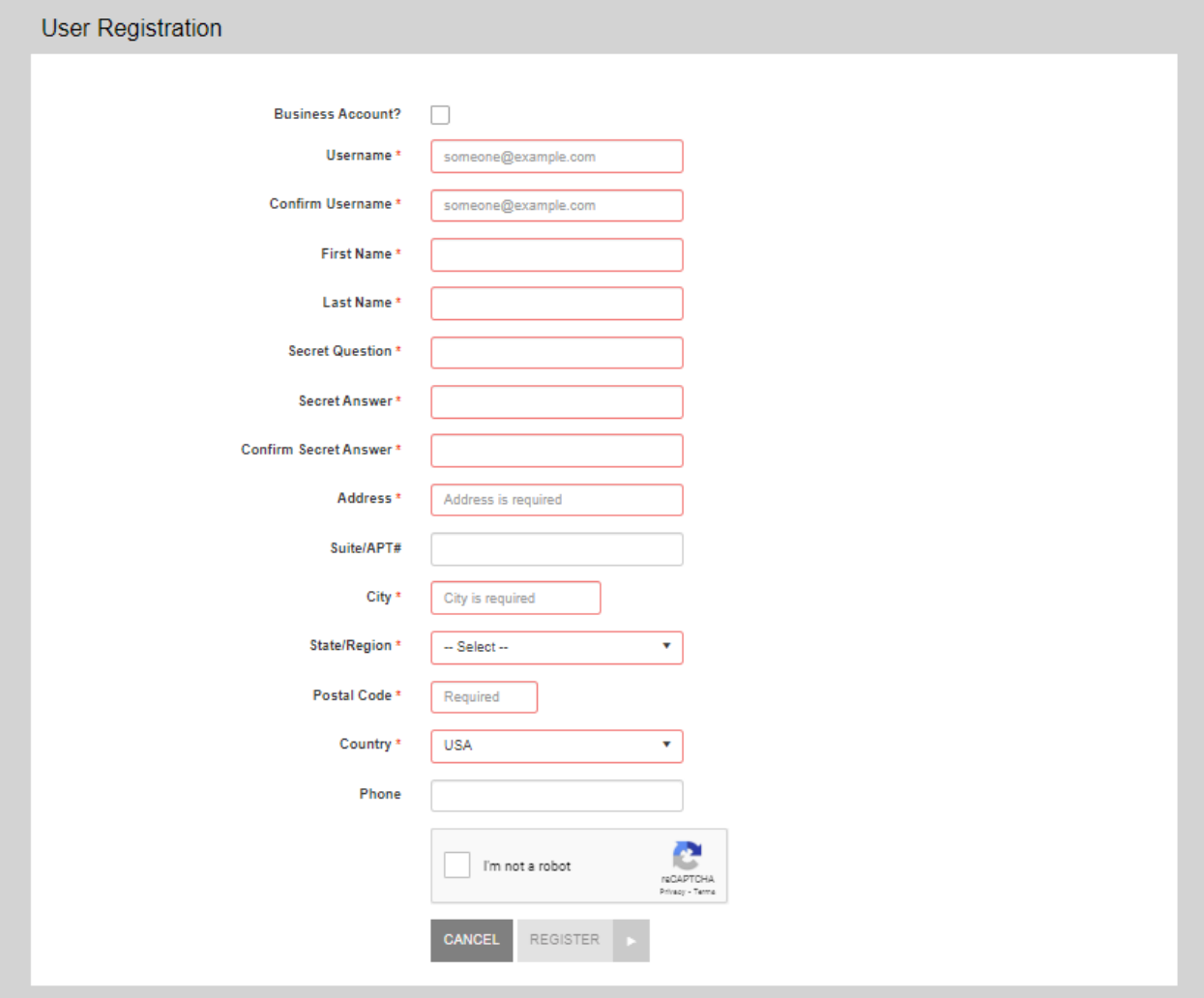
Once all required boxes (outlined in red) have been completed, click **Continue**.

The *Confirmation* page appears, providing an opportunity to verify the data and authorize the transaction. Read the *Authorization Agreement* provided and, if acceptable, select **Agree and Submit** option.

Once payment has been confirmed, a *Transaction Receipt* appears, which may be printed for your records. The receipt includes the authorization agreement and a transaction **Response** field that indicates the transaction's status. Select **Print Receipt** for a printable copy of the transaction or you may select **Save Receipt** to save a copy of your computer.

Select **Close** to exit the page.

Create Account - Setting up as a Registered User allows you to add multiple accounts you want to debit for your payments, create single payments, view upcoming payments or payments that have already been debited. Once created, you receive an eMail registration confirmation with a temporary password to utilize for your first-time log-in.



The image shows a 'User Registration' form with the following fields and options:

- Business Account?**
- Username \***
- Confirm Username \***
- First Name \***
- Last Name \***
- Secret Question \***
- Secret Answer \***
- Confirm Secret Answer \***
- Address \***
- Suite/APT#**
- City \***
- State/Region \***
- Postal Code \***
- Country \***
- Phone**

At the bottom, there is a checkbox for **I'm not a robot** with a reCAPTCHA logo and links for [Privacy](#) and [Terms](#). Below the checkbox are three buttons: **CANCEL**, **REGISTER**, and a right-pointing arrow.

**Username:** Enter an eMail address to utilize when logging into the system.

**First Name, Last Name:** Enter your first/last name.

**Secret Question:** Create a phrase, word or question that may be used for identifying purposes if a new temporary password is requested. This field is not case sensitive.

**Secret Answer, Confirm Secret Answer:** Enter the answer to secret question.

**Address, City, State/Region, Postal Code, Country:** Enter the address, city, state or region, postal code and country associated with account.

**E-Mail Address, Confirm e-Mail Address:** Enter an eMail address to which a payment confirmation may be sent

**I'm not a robot:** Click box – CAPTCHA (Completely Automated Public Turing Test to Tell Computers and Humans Apart) is a security feature that you probably have experienced on other websites visited. You may be challenged by a set of pictures asking you to select images such as crosswalks, traffic lights, vehicles or motorcycles.

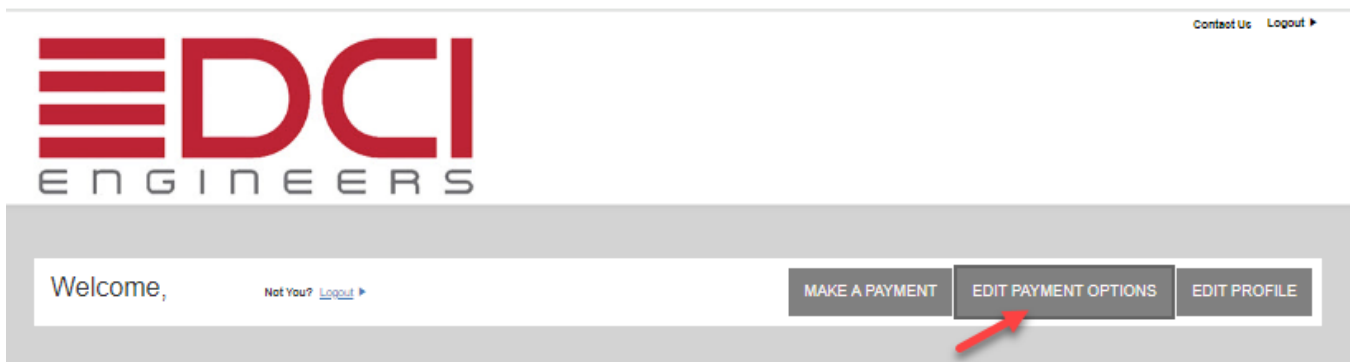
Click **Register**.

To add your checking/savings account information: Log in to the site,



The screenshot shows the DCI Engineers Inc Online Payment Portal. At the top left is the DCI ENGINEERS logo. At the top right is a "Contact Us" link. The main content area is titled "Welcome to the DCI Engineers Inc Online Payment Portal". Below the title, there are three paragraphs of text: "Please click **Pay Now** to make a one-time payment.", "You may click **Create Account** to register a Username for ongoing login capabilities to set up payment accounts, schedule single payments and view payment history.", and "Your session will be closed after 30 minutes of inactivity to protect your account from unauthorized access. If your session ends, please login again." Below the text, there is a "PAY NOW" button with a right-pointing arrow. Underneath that is a "Returning Users" section with two input fields: "Enter User Name" and "Enter Password". Below the password field is a link "Forgot username or password?". Below the input fields is a "LOGIN" button with a right-pointing arrow, and a "Create Account" link. At the bottom of the page, there is a copyright notice "©1998-2024 Jack Henry & Associates, Inc. All rights reserved." and the address "DCI ENGINEERS INC | 818 STEWART ST STE 1000 | SEATTLE WA 98101-1479".

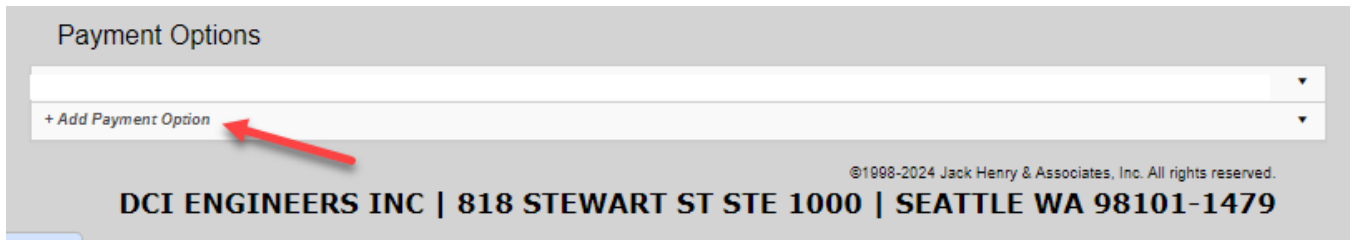
Select Edit Payment Options.



The screenshot shows the DCI Engineers Inc user profile page. At the top left is the DCI ENGINEERS logo. At the top right are "Contact Us" and "Logout" links. Below the logo, there is a "Welcome," message followed by "Not You? [Logout](#)". On the right side, there are three buttons: "MAKE A PAYMENT", "EDIT PAYMENT OPTIONS", and "EDIT PROFILE". A red arrow points to the "EDIT PAYMENT OPTIONS" button.

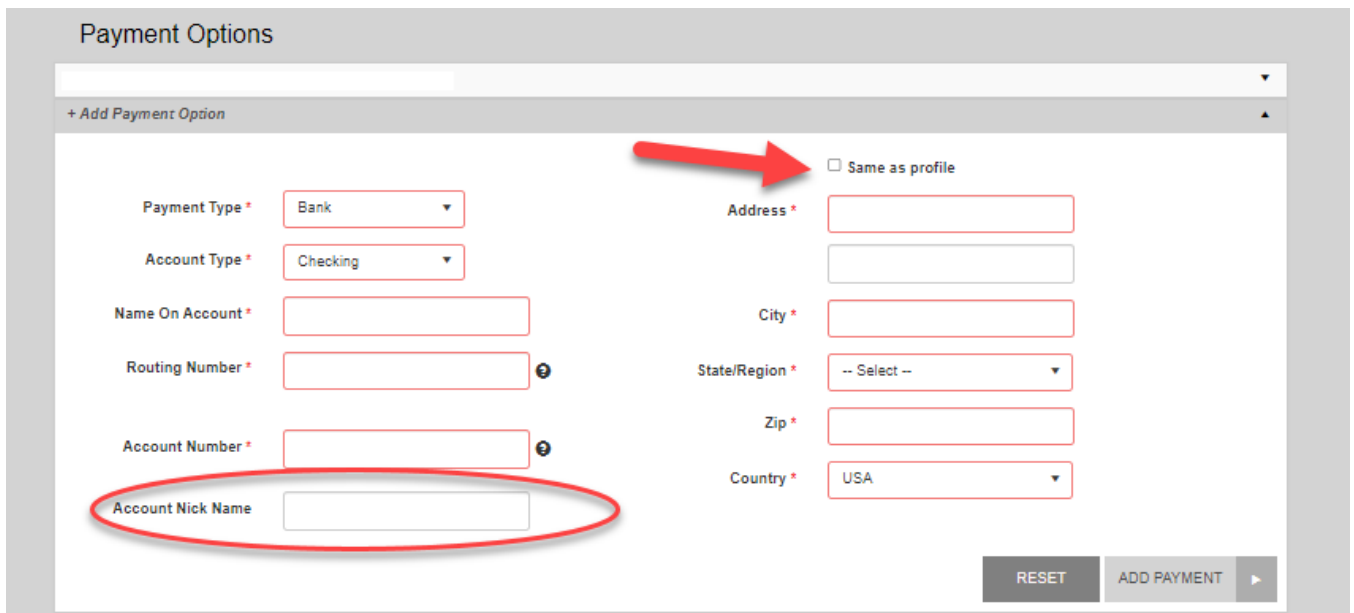
The system takes you to the *Payment Options* section of your profile:

Select **Add Payment Option** banner.



Once the section expands, enter new payment information for all required (outlined in red) fields. You may enter Account Nickname which will show when you make future payments (such as WTB Checking).

If the address for the account is the same as your profile address, you may check the box to the left of **Same as profile** and it will populate the information for you.

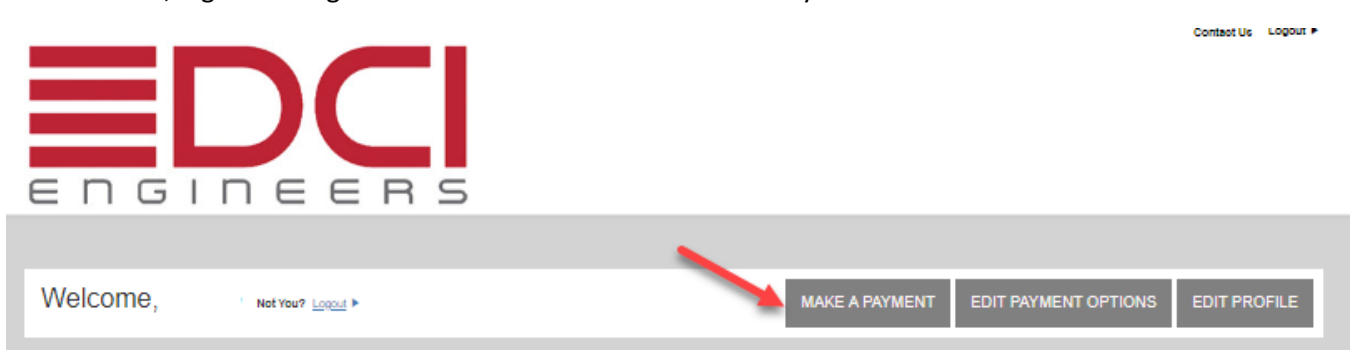


Once all required fields (outlined in red) have been completed, click **Add Payment** at bottom of page.

You may modify your payment options as needed by returning to this area. The system will show an **Update** icon which may be clicked to save changes.

Making a Payment: Payments may be created individually.

Visit the above URL, login as a Registered User and then select Make a Payment:



The *Make Payment* page appears.

The screenshot shows a 'Make Payment' form with the following fields and annotations:

- Pay This Amount \***: A text box containing 'Required' with a red box and the number '1' next to it.
- To Location \***: A dropdown menu showing 'DCI ENGINEERS INC' with a red box.
- Remember this selection
- Pay From Account \***: A dropdown menu showing '-- Select --' with a red box.
- ADD PAYMENT OPTION**: A button next to the 'Pay From Account' dropdown.
- Invoice # \***: A text box with a red box and the number '2' next to it.
- Project # \***: A text box with a red box and the number '3' next to it.
- Payment Date**: A text box containing '8/2/2024'.

Below the form, there is a note: 'Payments submitted after 5 p.m. Pacific Time will be processed the next business day.' and two buttons: 'CANCEL' and 'CONTINUE'.

Utilizing your Invoice (example follows), enter the appropriate information in required fields (above outlined in red):

## Example Invoice

**DCI ENGINEERS**  
818 Stewart Street, Ste 1000  
Seattle, WA 98101  
(P) 206-332-1900; (F) 206-332-1600

Client Name  
1234 Main Street  
Anywhere, USA 12345

June 01, 2024  
Invoice No: 123456

Project-12345-6789.10  
Professional Services through May 31, 2024

DCI Project Name: XXXXXXXX

Billing Phase	Contract Amount	Percent Complete	Billed to Date	Previously Billed	Current Billed
3100 - Construction Documents	XXX.XX	XX%	XXX.XX	XXX.XX	XXX.XX
Total Fee					

Fee Total \$XXX.XX  
Invoice Total       \$XXX.XX      

Pay this amount: **1** shown on Example Invoice [Invoice Total]

Location: Defaults to DCI Engineers Inc (Default)

Pay from Account: Choose appropriate account from drop-down-you may select by account nick name if you utilized this field in Payment Options.



Invoice #: **2** shown on Example Invoice [numeric information only]

Project #: **3** shown on Example Invoice [numeric information only]

Payment Date: Today's date is default. If you wish to enter a different date, please note that date includes 4-digit year.

The *Confirm Payment* page appears, with an opportunity to verify the data and authorize payment. Read the *Authorization Agreement*, and, if acceptable, select **Agree and Submit**.

The *Transaction Receipt* appears. You may select **Print Receipt** to print a copy for your records or select **Save Receipt** to save a PDF version of the receipt.

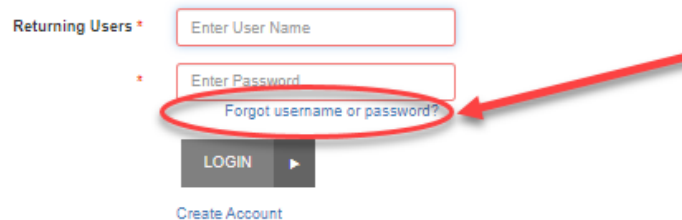
Maintaining Scheduled Payments:

You may modify what you have set up in the system.

1. To edit a scheduled transaction, select Edit (click on pencil) next to payment (from *Scheduled Transaction* section of home page).
2. Modify the details of the payment as necessary, such as the date or amount. Click **Submit** to save changes for the payment.

View Payment History: You may view past payments/transactions that you have made. Select **Full Transaction History** option for a custom report of payment history. If you wish to export, select a file type (Excel or PDF) and click Export. Open document to see transaction details for the selected date range.

Resetting Password: Select Forgot username or password:



Returning Users \*

Enter User Name

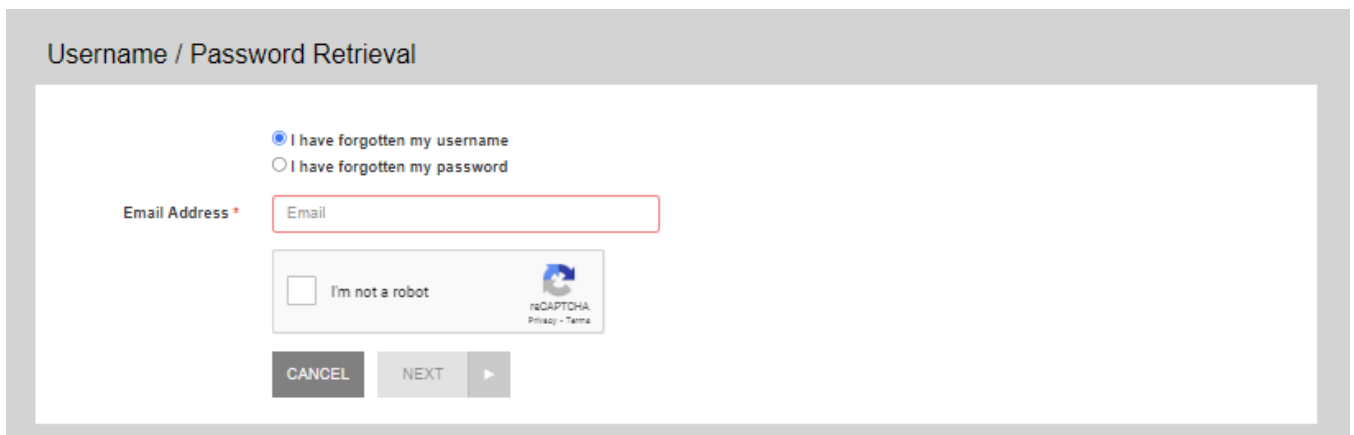
Enter Password

**Forgot username or password?**

LOGIN ▶

[Create Account](#)


Choose I have forgotten my username, enter eMail address, check “I’m not a robot” box and click **Next**:



Username / Password Retrieval

I have forgotten my username  
 I have forgotten my password

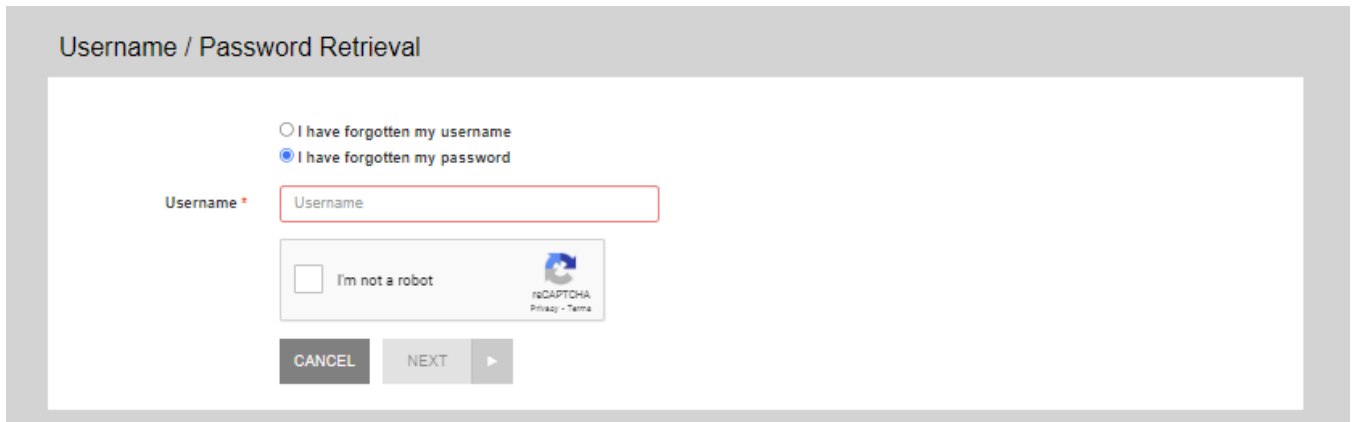
Email Address \*

I'm not a robot 

CANCEL NEXT ▶

If address is correct, you will receive an eMail with username.

Choose I have forgotten my password, enter Username, check "I'm not a robot" box and click **Next**.



The screenshot shows a web form titled "Username / Password Retrieval". At the top, there are two radio button options: "I have forgotten my username" (unselected) and "I have forgotten my password" (selected). Below these is a text input field labeled "Username \*" with the placeholder text "Username". Underneath the input field is a reCAPTCHA widget with the text "I'm not a robot" and a checkbox. To the right of the checkbox is the reCAPTCHA logo and the text "reCAPTCHA Privacy - Terms". At the bottom of the form are three buttons: "CANCEL", "NEXT", and a right-pointing arrow button.

If the username matches one that was originally created, it will send you a link to change your password.

For further assistance, please contact us at 206-332-1900.