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.

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

≡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
2 Invoice No: 123456

3 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 Total Fee	XXX.XX	XX%	XXX.XX	XXX.XX	XXX.XX

|		
Fee Total	$XXX.XX	**1**
Invoice Total	$XXX.XX	

Bank: **Bank** (Default)

Account Type: Select **Checking** or **Savings** in drop-down
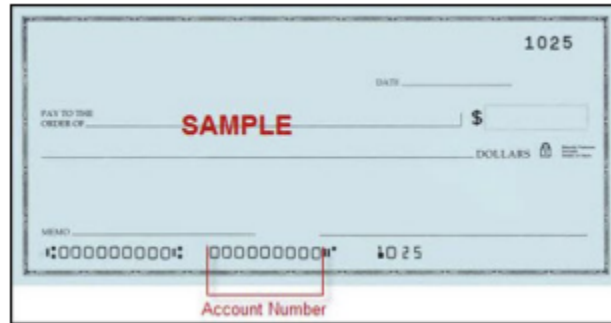
Name on Account: Enter the name on the account to be debited.

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.

1025

PAY TO THE
ORDER OF **SAMPLE**

$

DOLLARS

MEMO

⑆000000000⑆ 000000000⑈ 1025

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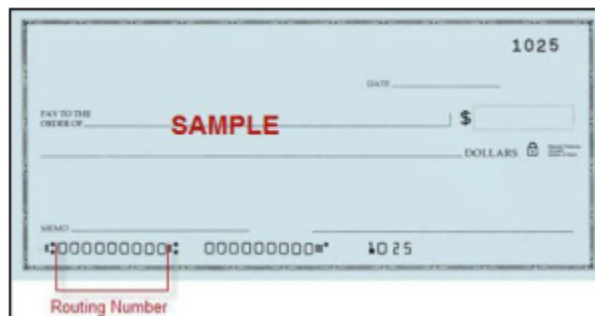
Account Number: Enter the Account Number from which the funds are being debited.

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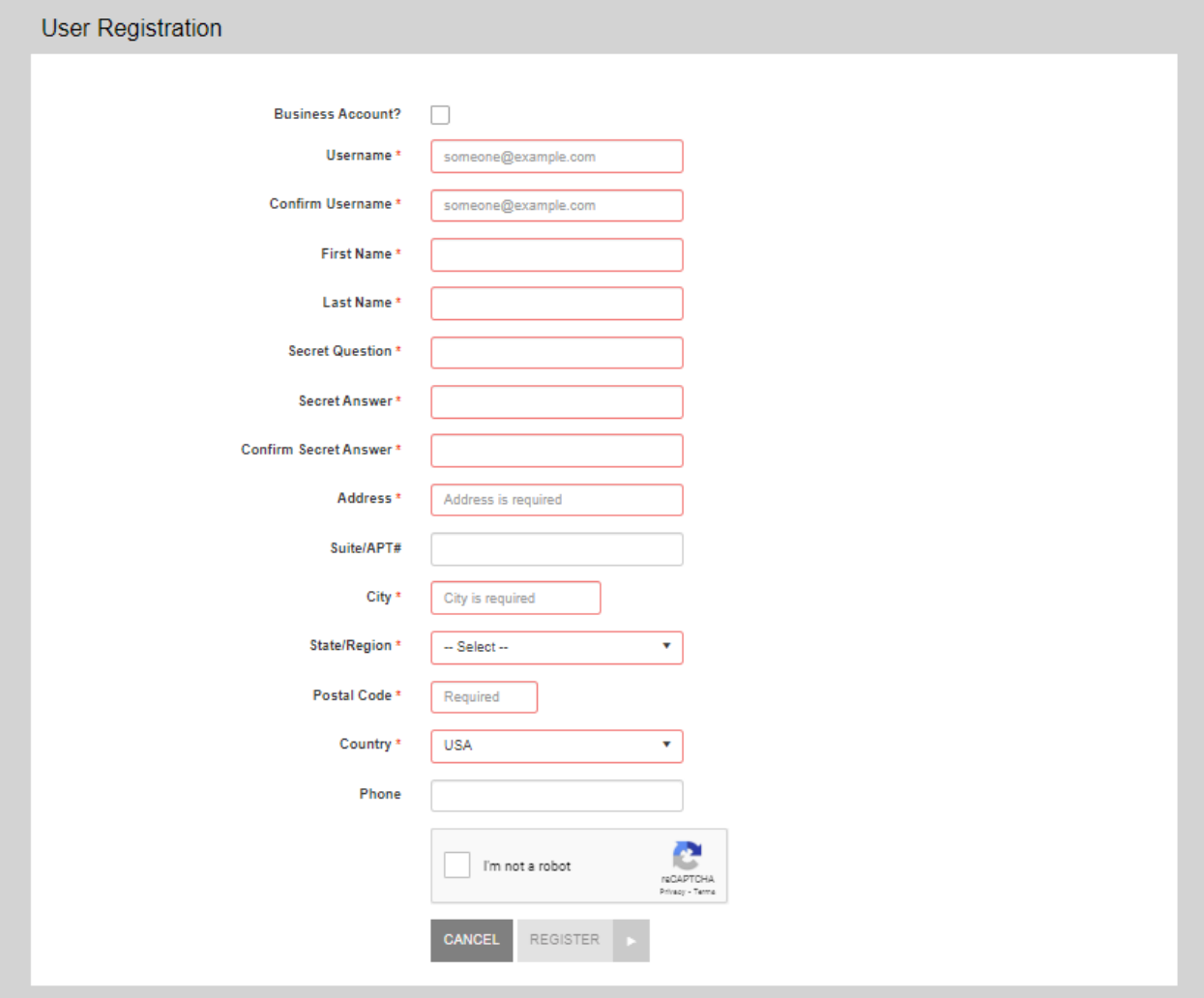
Once all required boxes (outlined in red) have been completed, click **Continue**.

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.

User Registration

Field	
Business Account?	☐
Username *	someone@example.com
Confirm Username *	someone@example.com
First Name *	
Last Name *	
Secret Question *	
Secret Answer *	
Confirm Secret Answer *	
Address *	Address is required
Suite/APT#	
City *	City is required
State/Region *	-- Select -- ▼
Postal Code *	Required
Country *	USA ▼
Phone	

☐ I'm not a robot — reCAPTCHA Privacy - Terms

CANCEL   REGISTER ►

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.

EMail Address, Confirm eMail 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.
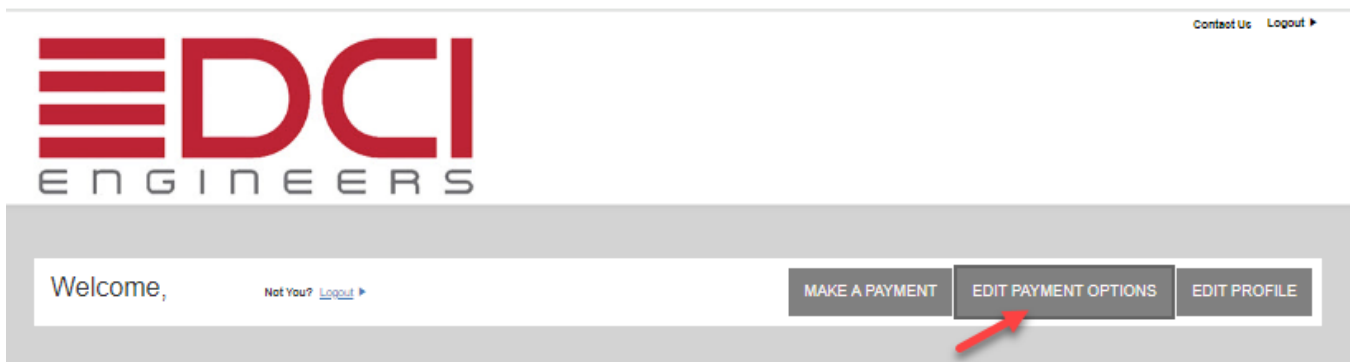
Click **Register**.

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

Select Edit Payment Options.

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

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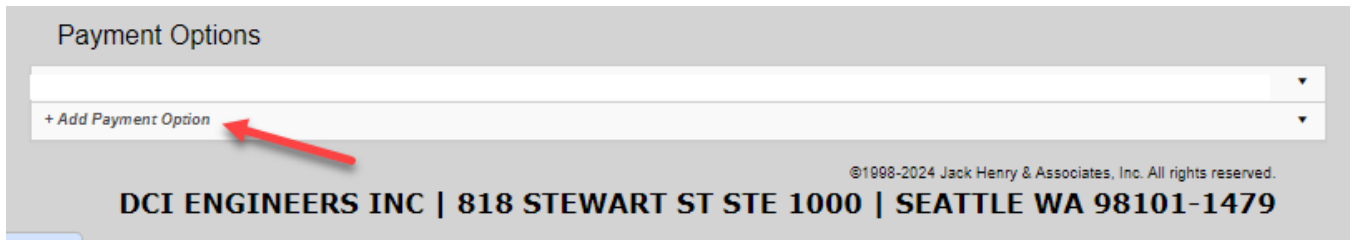
Once the section expands, enter new payment information for all required (outlined in red) fields. You may enter Account Nickname which will show when you make future payments (such as WTB Checking).

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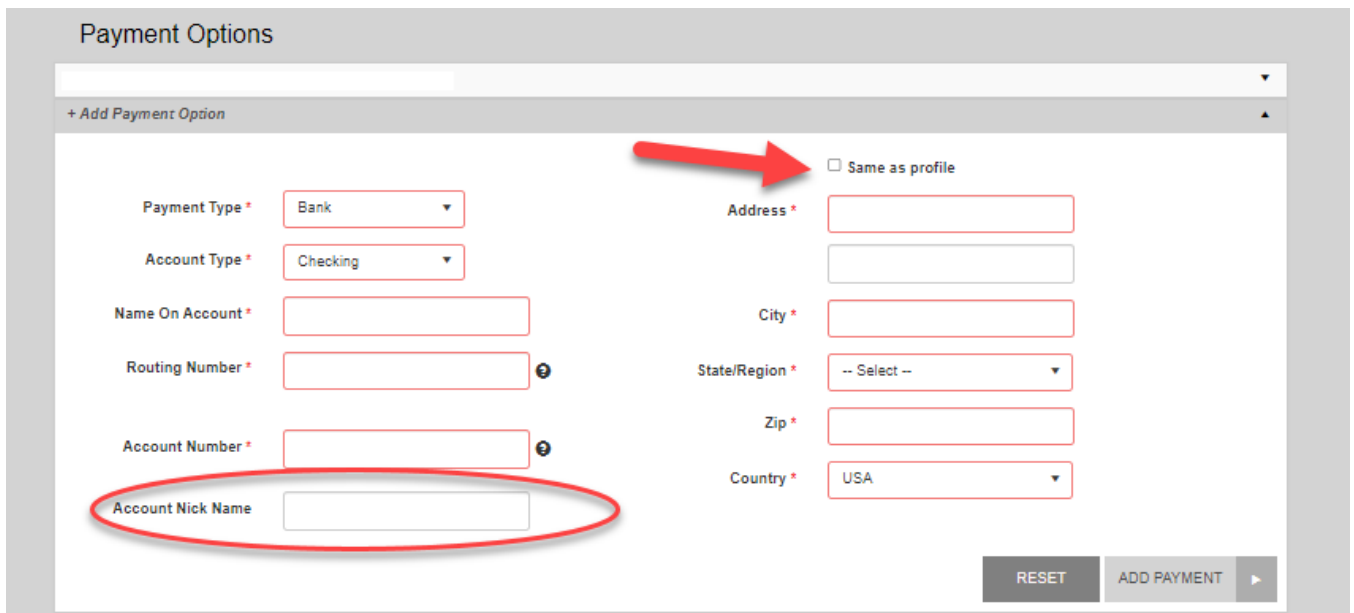
Once all required fields (outlined in red) have been completed, click **Add Payment** at bottom of page.

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:
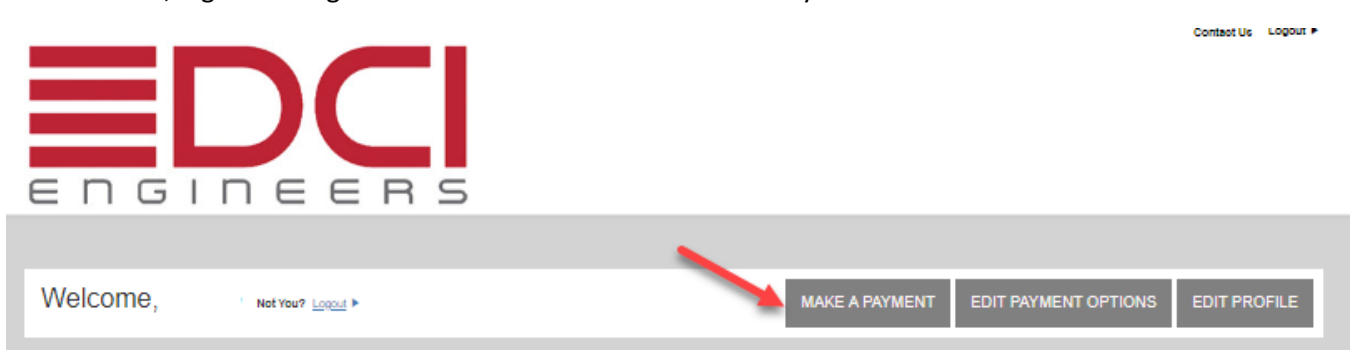
The *Make Payment* page appears.

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

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.
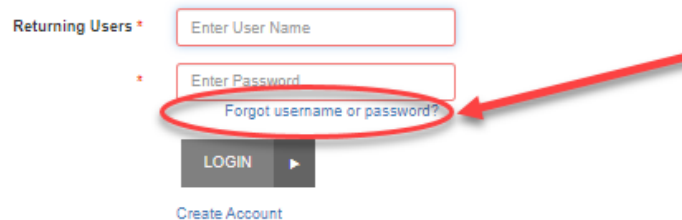
Maintaining Scheduled Payments:

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:

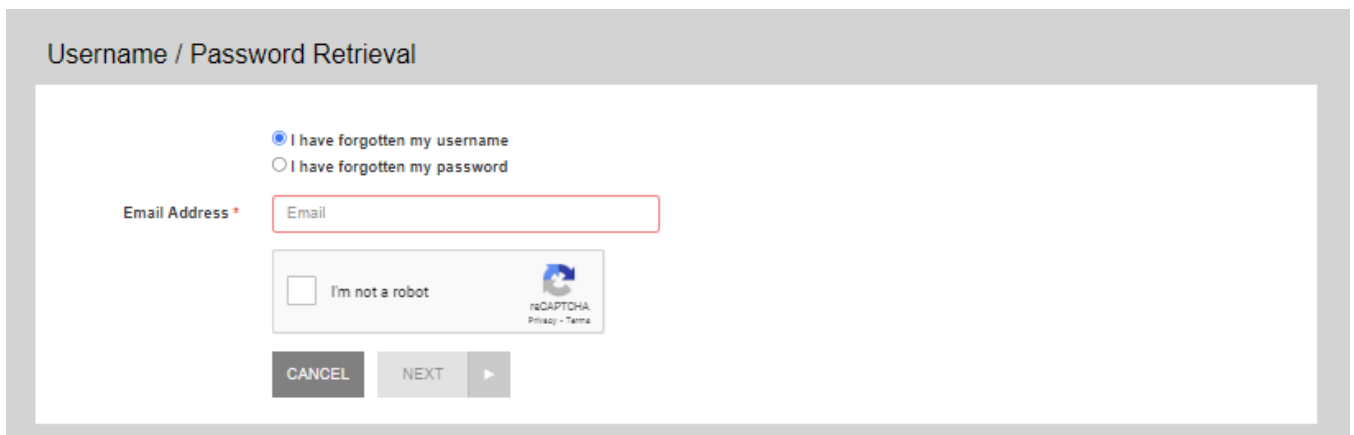Choose I have forgotten my username, enter eMail address, check "I'm not a robot" box and click **Next**:

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**.

Username / Password Retrieval

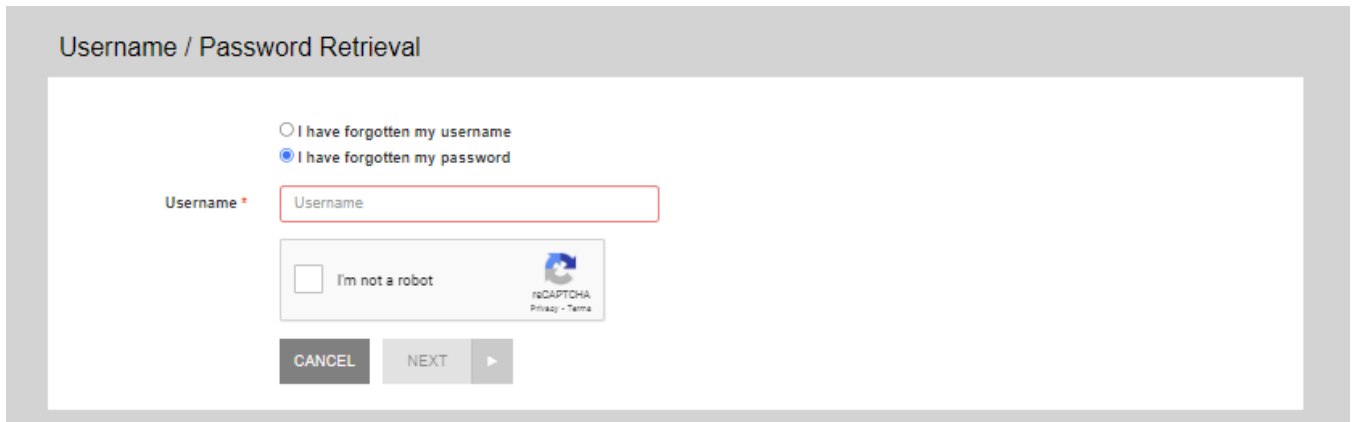○ I have forgotten my username
◉ I have forgotten my password

Username * | Username |

[ ] I'm not a robot
reCAPTCHA
Privacy - Terms

CANCEL   NEXT ▶

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.