



View Bill

USER GUIDE

FEBRUARY 26, 2026

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INTRODUCTION

View Bill is a self-service application that enables you to access current and historical invoices.

Using the View Bill application, you can do the following:

- Download and view your firm's invoices for most DTCC services
- Download and view Tax Report List
- Download and view Revenue Recap Report List

Note

The availability of the **Tax Report** and **Revenue Recap Report** lists varies by account and product.

Invoices will continue to be distributed by email, and from View Bill you can download your current and previous invoices.

This guide provides information on how to gain access and use the View Bill application.

ACCESS TO VIEW BILL

Existing MyDTCC (portal) Users

1. Log into MyDTCC.

DTCC

Welcome

Please enter your credentials to sign in

Username
Enter Username

Password
Enter Password

[Forgot Password?](#)

LOGIN

Your organization must be enabled for single sign-on (SSO) to use this option. If you are unsure if your organization is enabled, please contact your Administrator.

If your organization is interested in being enabled for single sign-on, please visit the [MyDTCC Federated Access page](#) on the DTCC Learning Center.

LOGIN WITH COMPANY SINGLE SIGN-ON

2. From the displayed Products list, select **View Bill(vbil)** to open the application.

<p>View Bill (vbil)</p> <p>Internal View of Bills/Invoices and Reports</p>

New MyDTCC Users

If you do not already have access to View Bill, request access from the Super Access Coordinator within your organization.

Existing MyDTCC Users:

Login credentials will not change, use the same User ID and Password as used today.

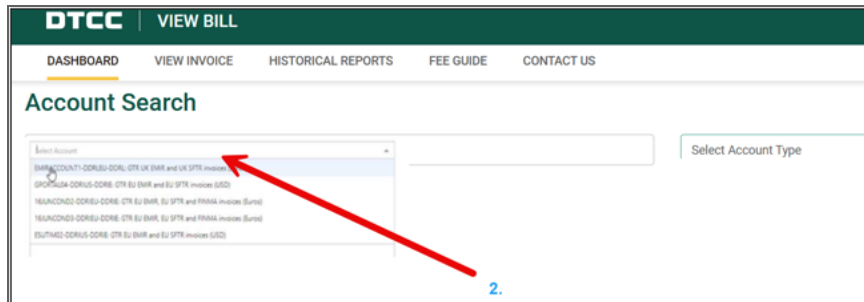
New MyDTCC Users:

Your organization's Super Access Coordinator (SAC) can provision you with access to MyDTCC and View Bill.

ACCESSING AN ACCOUNT

The View Bill Dashboard displays after you log in. To access an account:

1. View your DTCC services and available accounts from the **Select Account Type** drop-down.
2. Click the account in which information is required.



Note

This list represents only your organization's billing account numbers and the DTCC product the invoice is related to.

3. Click **Search** to display the information.

DASHBOARD

After selecting an account, the first page displayed is the **Dashboard**. The following information is displayed for the specific account chosen:

- General Account Information - includes information such as name and address
- Payment Information - includes information about recent activity such as payment and usage

Click **View Invoice** button to view the most recent and previous invoice information.

The screenshot displays the DTCC 'VIEW BILL' dashboard. At the top, there is a navigation bar with 'DTCC' and 'VIEW BILL' on the left, and 'DASHBOARD', 'VIEW INVOICE', 'HISTORICAL REPORTS', 'FEE GUIDE', and 'CONTACT US' on the right. Below the navigation bar is an 'Account Search' section with a search input field containing '12345678' and a 'SEARCH' button. To the right of the search field, it says 'DTCC/DTCC Participant'. The main content area is divided into three sections: 'Account Information', 'Payment Information', and 'Invoice Details'. 'Account Information' shows 'Account Name: Test Company' and 'Account Number: 12345678 -DTCC/DTCCMEM'. 'Billing Address' is '123 Main Street, New York, NY 10041, USA' and 'Shipping Address' is '123 Main Street, New York, NY 10041, USA'. 'Payment Information' shows 'Total Due Amount: \$0' and 'Total Due: Current Invoice + Outstanding Balance'. 'Invoice Details' shows 'Invoice Date: 2026-01-08', 'Payment Method: SETTLEMENT', 'Billing Period: 2025-12-01-2025-12-31', 'Invoice Amount: \$100.00', and 'Invoice #: 1234'. A red box highlights the 'VIEW INVOICE' button.

Account Information		Payment Information		
Account Name	Account Number	Total Due Amount		
Test Company	12345678 -DTCC/DTCCMEM	\$0		
		Total Due: Current Invoice + Outstanding Balance		
Billing Address	Shipping Address	Invoice Date	Payment Method	Billing Period
123 Main Street New York, NY 10041 USA	123 Main Street New York, NY 10041 USA	2026-01-08	SETTLEMENT	2025-12-01-2025-12-31
		Invoice Amount	Invoice #	
		\$100.00	1234	

VIEWING INVOICES

The **View Invoice** tab displays the following information:

- The top of the page displays account information
- The lower part displays summary information for the most recent invoice (by default)

Past Invoices

To view past invoices, select the past billing period from the **Select Billing Period** drop-down list .

The screenshot shows the DTCC 'VIEW BILL' interface. At the top, there is a navigation bar with 'VIEW INVOICE' highlighted. Below this, the 'Account Information' section displays: Parent Account No. & Name (Test Account DTCPRT-DTC #00000001), Due Amount (\$0.00), Payment Method (Settlement), Billing Address (123 Main Street, New York, NY 10041 USA), and Shipping Address (123 Main Street, New York, NY 10041 USA). The 'Select Billing Period' section shows a dropdown menu currently set to '2025-12-01-2025-12-31' and a note: '** Can't find the billing period you're looking for? Older invoices are available to download under Historical Invoices. **'. The 'Payments, Credits, & Adjustments' section shows an 'Invoice Amount' of '\$100.00'. On the right, the 'Downloads' section lists: Invoice List, Tax Report List, Revenue Recap Report List, and Settlement Report List. Red arrows point to the 'VIEW INVOICE' tab, the 'Select Billing Period' dropdown, and the 'Downloads' section.

Note

Invoices older than 18 months may not be available.

Downloads

Use this section to download reports related to an invoice. Reports vary by product. **Note:** Not all Reports displayed are available for all invoices.

Download Type	Format/Notes
Invoice List	Two download formats are available: <ul style="list-style-type: none">• PDF• CSV (often helpful to reconcile invoices in an external tool)
Tax Report List	When applicable, this CSV file contains tax amounts and rates at the fee level for an invoice.
Revenue Recap Report List	When applicable, this list displays previous monthly billing amounts at the fee level.

DOWNLOADING HISTORICAL REPORTS

Historical reports enable downloads of invoices and related reports for up to 18 months. To download a historical report:

1. Select the service period. The account number and account type are auto-populated.
2. Click **Search**.

The related invoice appears in PDF or CSV format. Depending on the product, reports for the selected period are also available.

The screenshot shows the DTCC 'VIEW BILL' interface. At the top, there is a navigation bar with 'DTCC | VIEW BILL' and a menu with 'DASHBOARD', 'VIEW INVOICE', 'HISTORICAL REPORTS', 'FEE GUIDE', and 'CONTACT US'. The main heading is 'Enter Account Number And Select Account Type & Billing Period'. Below this, there is a search form with three fields: '0000000' (account number), 'DTCPRFOTC Participant' (account type), and 'MARCH 2022' (billing period). A green 'SEARCH' button is located below the first field. Two blue arrows point to the account type and billing period dropdown menus. Below the search form, there is a section titled 'Historical Reports' with 'Collapse All' and 'Expand All' links. Underneath, there are three sections: 'Invoice List', 'Tax Report List', and 'Revenue Recap Report List'. The 'Invoice List' section contains two items: 'DTC_Invoice 7779_Participant_DTC0000000_2022-03-01_2022-03-31.csv' and 'DTC_Invoice 7779_Participant_DTC0000000_2022-03-01_2022-03-31.pdf'.

VIEWING FEE GUIDES

Click the **Fee Guide** tab to open the **DTCC Electronic Document Library** which contains fee schedules for most products and services.

The screenshot shows the DTCC website interface. At the top, a dark green navigation bar contains the DTCC logo and a 'VIEW BILL' link. Below this, a secondary navigation bar lists 'DASHBOARD', 'VIEW INVOICE', 'HISTORICAL REPORTS', 'FEE GUIDE' (highlighted with a blue arrow), and 'CONTACT US'. The main content area has a light beige background with a yellow diagonal accent. It features the DTCC logo, a search bar, and a navigation menu with 'PRODUCTS & SERVICES', 'NEWS & EVENTS', 'ABOUT', and 'RESOURCES'. The breadcrumb trail reads 'HOME > ELECTRONIC DOCUMENT LIBRARY - FEE AND BILLING GUIDES'. The main heading is 'Electronic Document Library - Fee and Billing Guides'. A sidebar on the left lists 'FEE AND BILLING GUIDES', 'USER GUIDES', and 'PTS/PBS FUNCTION GUIDES'. The main content area is divided into three sections: 'Electronic Document Library - Fee and Billing Guides', 'DTC, FICC and NSCC - Fee Guides', and 'Repository & Derivatives Services - Fee Guides'. Each section includes a brief description of the fee guides available.

SUPPORT

Click **Contact Us** to open the **DTCC Client Center**, which lists support contacts by business.



dtcc.com/client-center

Managed bookmarks

All Bookmarks

Contact Us By Business Line:

Business Line	Products & Services	Contact Information	Business Hours
Institutional Trade Processing	CTM, ALERT, TradeSuite ID, Settlement Instruction Manager (SIM) and ITP Data Analytics	SELECT AN OPTION TO CALL	Sunday 7:00AM to Saturday 4:00PM ET
Equity Clearing & Settlement	ACATS, CMU, RTTM, CNS, Cost Basis Reporting Service (CBRS), Obligation Warehouse, DTC Settlement	1-212-855-8633 (Main Number) 1-212-855-5800 (Settlement)	Equity Clearing: Monday to Friday 8:30AM to 12:30AM ET Settlement: Monday to Friday 8:00AM to 6:30PM ET Password or Access Related Issues: Sunday 12:00PM – Saturday 4:00PM ET Data Transmission or Connectivity: Monday 12:00AM – Saturday 4:30PM ET FICC GSD or MBSD:

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For More Information

DTCC Client Center: www.dtcc.com/client-center

DTCC Learning Center: www.dtccllearning.com

