

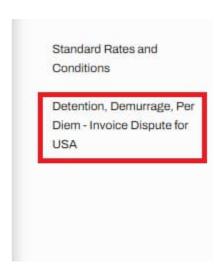
# MyMSC Invoice Dispute Portal

• The Invoice Dispute Portal on myMSC can be accessed through the drop-down menu found in the top left corner of the myMSC Dashboard.



• Then, click Free Time, Detention & Demurrage followed by clicking Invoice Dispute for USA option in the submenu as shown below:

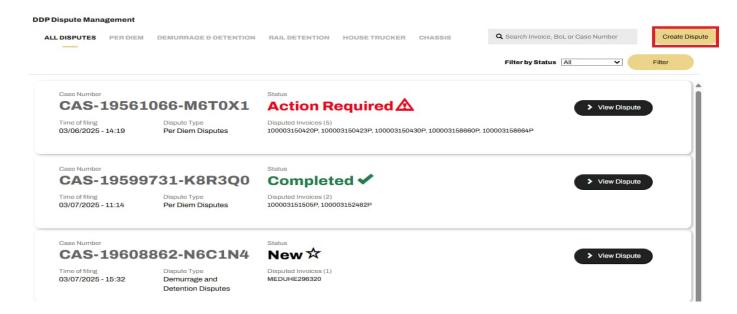




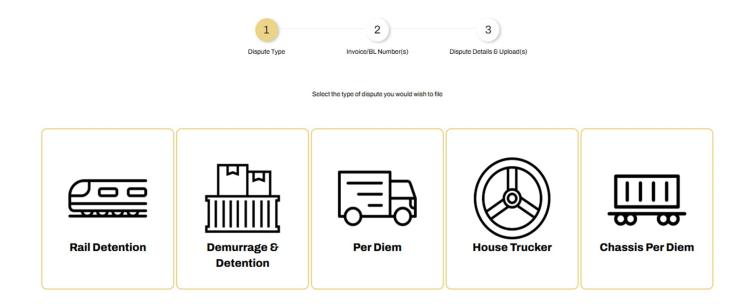


### MyMSC SI Submission

- Once opened you'll be brought to a management screen where you can monitor all current cases with our agency.
- Click Create Dispute on the top right corner in order to begin a new dispute for an invoice



- To start the dispute, choose the type of dispute you want to file.
- You can select Rail Detention, Demurrage & Detention, Per Diem, House Trucker or Chassis Per Diem. Selecting one of these will prompt you to choose a subcategory later.





# MyMSC SI Submission

- Next, specify the invoice or bill of lading number you are creating a dispute under as well as select a reason
- Click Create Dispute on the top right corner in order to begin a new dispute for an invoice

### Add any invoice/BL numbers related to your Chassis Per Diem dispute



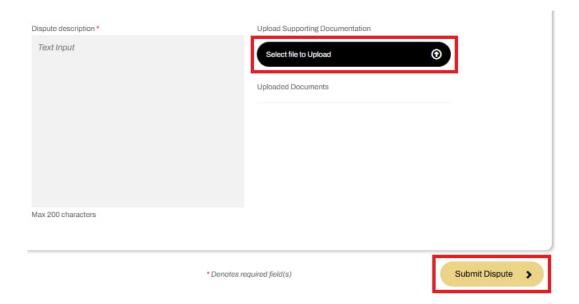
#### Add an Invoice/BL number and dispute reason to get started.

- Once you add one invoice or bill of lading and select a reason, you may click Add to add in multiple invoices if desired
- Once all invoices you'd like to dispute are entered, click Next to proceed



### MyMSC SI Submission

- Lastly, you may type about your case as well as uploaded any supporting documentation
- Once ready, click Submit Dispute. This will generate a case number automatically to be monitored from the dashboard



• You may monitor cases from the Dispute Management Screen. Click View Dispute to see the latest status, view action items, upload documentation, monitor email correspondence about the case as view rationales for approval & denials.

