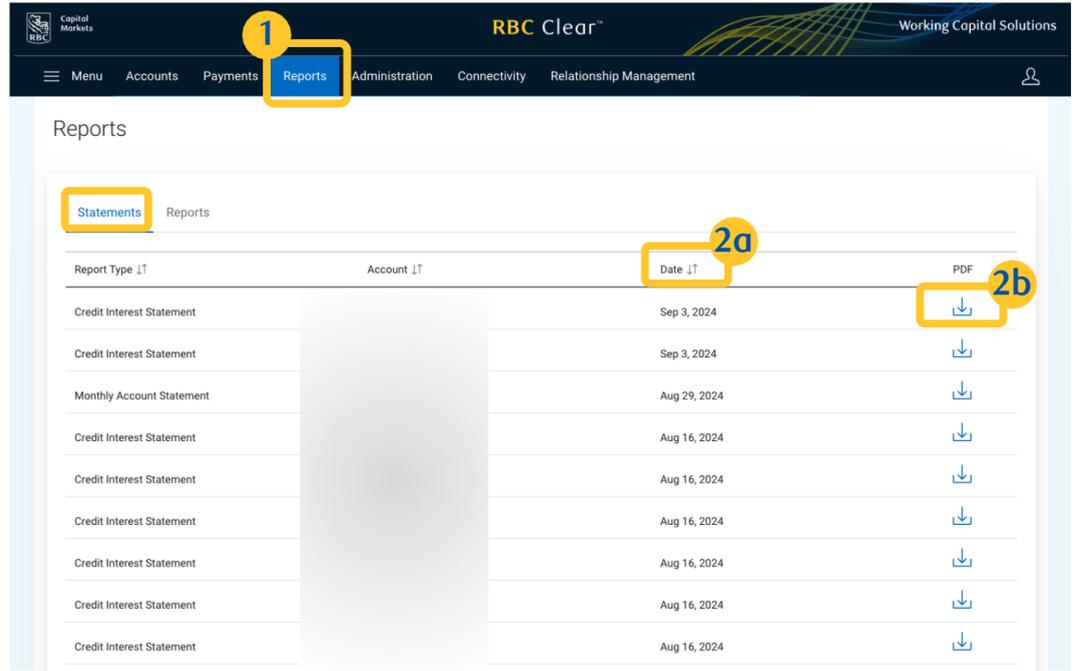


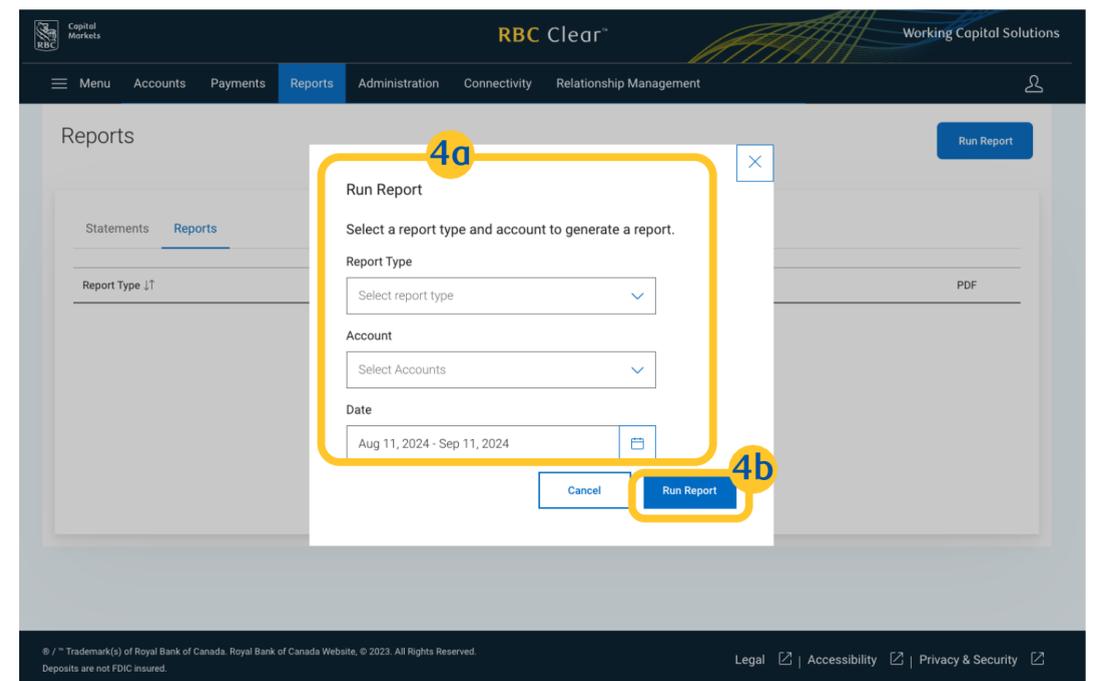
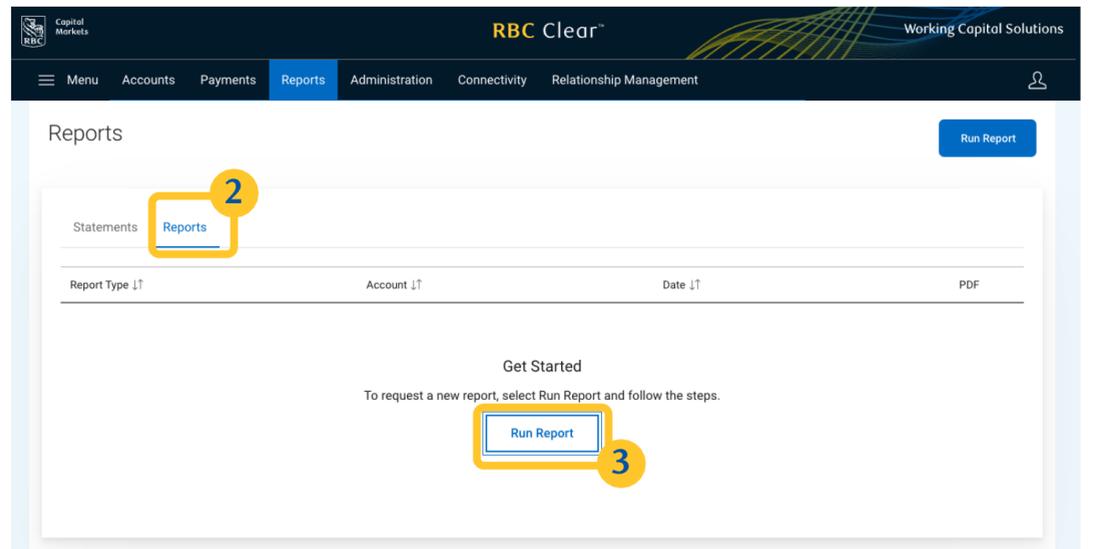
How to Generate Statements

- 1 In the top blue bar, click **Reports**.
- 2 Then, on the “Statements” page, users with the proper entitlements can access and download a copy of the statement.
 - a. Statements can be sorted by date, type, and account.
 - b. Once the desired accounts and statements are located, click the **Download** icon to start the download.



How to Generate Reports

- 1 In the top blue bar, click **Reports**.
- 2 On the “Reports” page, click **Reports**. Users with the proper entitlements can access and download a copy of the report.
- 3 Then, click the **Run Report** button, located either in the top-right corner or the center of the page – both buttons perform the same function.
 - a. Choose the “Report Type” and the desired accounts and dates.
 - b. Then, click **Run Report**.



- 5 Once the reports are run, the available reports will appear. Next, click the **Download** icon to start the download.

