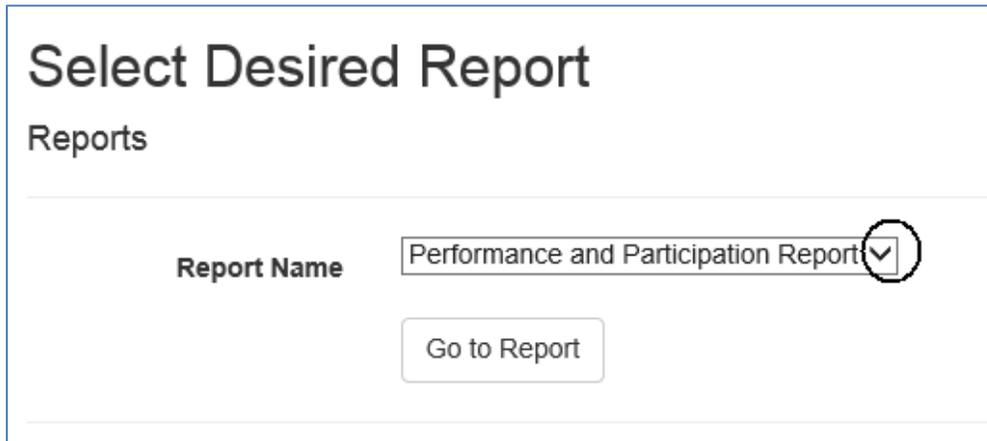


- To run your monthly reports, select Reports.



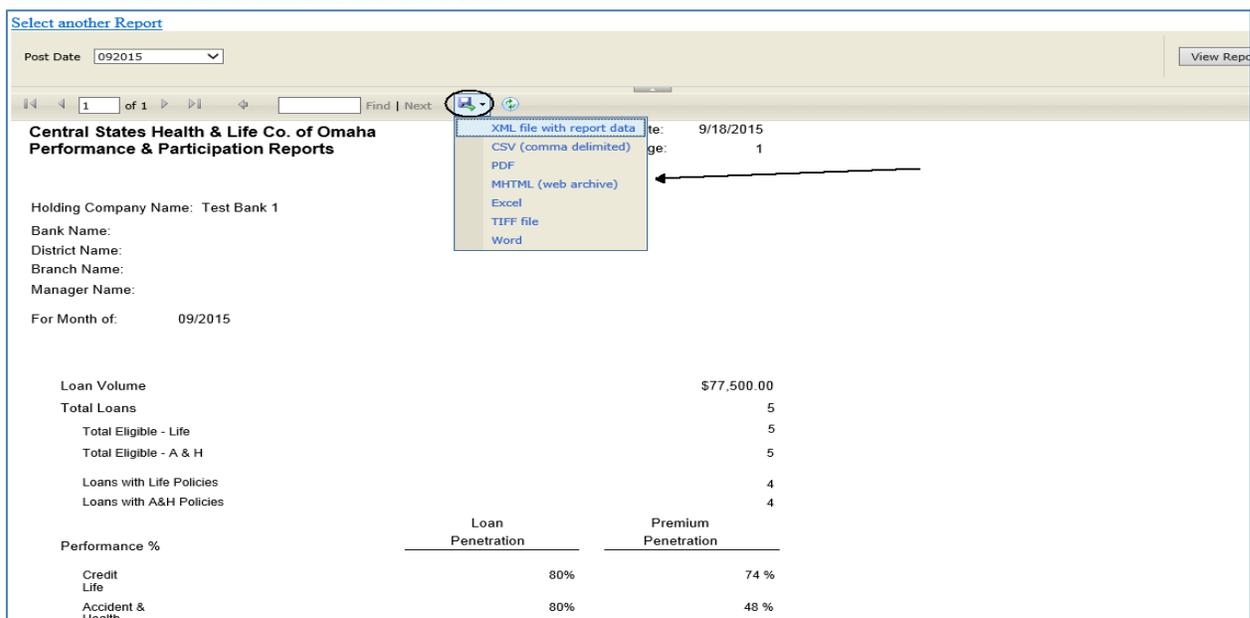
- To view the list of reports available to your bank, select the down arrow following the report name initially displayed.
 - Select the Report Name.
 - Select Go to Report.



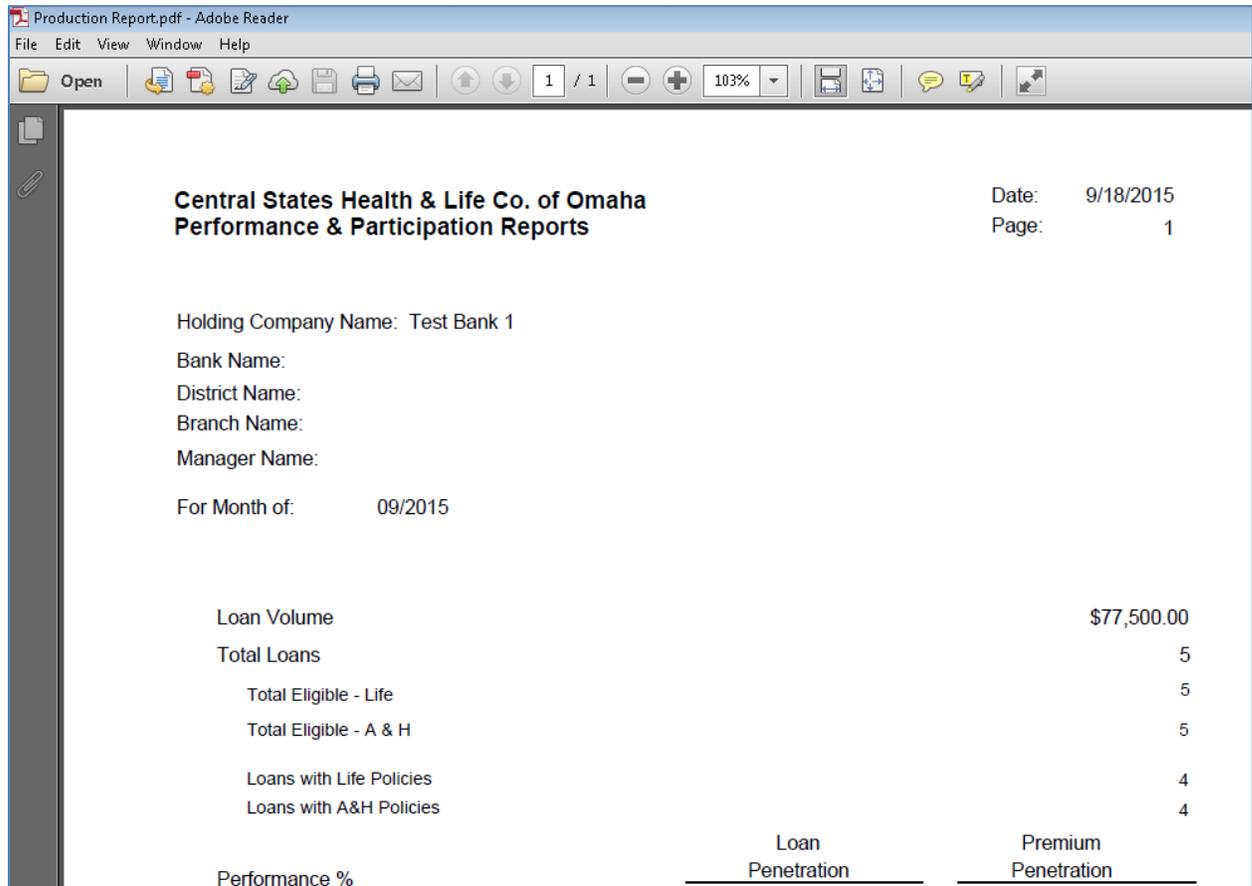
- For the Performance and Participation Report, select the Post Date (mmyyyy) by clicking on the down arrow. Other reports may have additional selections, i.e., period, and roll up.
- Select View Report.



- The report will be displayed in your browser window. From this screen, you can open/save the report in any of the formats listed. These same options are available for any of the reports. The most common format will be PDF.



- If you select PDF, Adobe Reader will open and you will have all of the Adobe options available to you that will allow you to save, print, etc., the report.



- To return to the list of reports available, click on Select another Report.

