

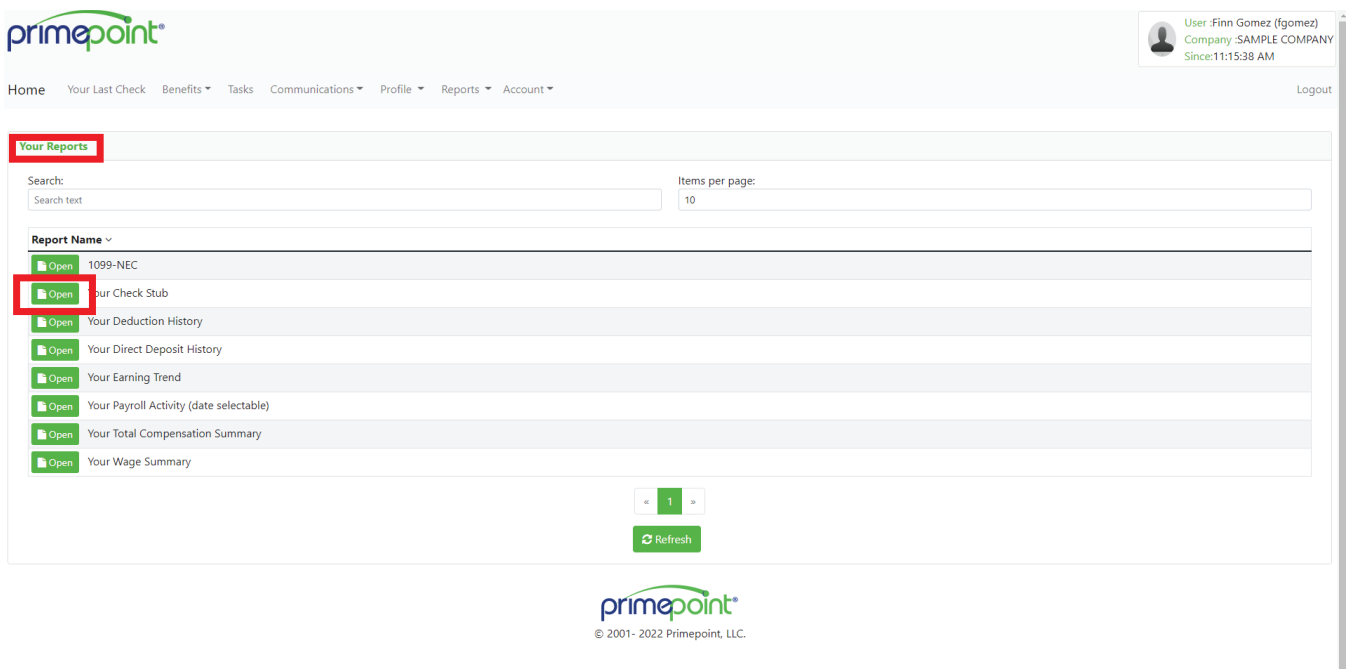
HELP CENTER

To view and run your reports:

1. Select the tab labeled "Reports" on the navigation bar at the top of the screen and select "Your Reports" from the options.



2. You will see a list of available reports. To run a report, select "Open." You may need to provide a date or date range to run the report.



3. A file will download. Open the file to view the report. You can print reports after they are downloaded. Contact your employer with any questions regarding your reports.