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How to Run the Payment Register Report

This helpful report reflects payments made to participants within a specific date range.

1. Once you have logged into your account, select **"Administer Benefits."**

2. Click **"Access Now"** next to any of the benefits listed and a new window will open. Then click the **"Reports"** tab in the top navigation bar.

3. Under the **Payments** section, choose **"Payment Register."**

4. Choose your preferred **Report Output Format,** either as a **PDF** file or an Excel compatible **CSV** file.

5. Enter the desired **Payment Created From** date and the **Payment Created To** date, then click **"Submit."**

6. Under **Payment Mode**, the default option is **Check.** For all payment types, change the selection to **All** and click **"Submit."**

7. You will receive a message indicating that your report has been submitted successfully. Click on the **"Return to Reports Page"** button.

8. Once report has generated, it will appear in your **Recent Report** display box. Depending on size, your report may take a few minutes to display. You can click on the **Reports** tab on top of the page to refresh. Click **"Download"** to open and view your report.