

**Purpose:** The purpose of this function is to print a work report in PDF format to keep for your records.

**Step 1:** From the main menu, select the Account tab.

Home	Employer Info	Account	Roster	Seminars	Admin	FAQs	
Account							

**Step 2:** On the Account page in the transactions list, select the row with the report you want to print and click on it until it turns blue.

Home	Employer I	nfo Account	Roster	Seminars Admin FAQs							
Account											
Nickname: 20922-1 D Trans Type: All Payment Status: Open		20922-1 DREW COUNTY - Bi-weekly			~	Upload File 👻	File History	e			
		All	~			Manual Report -					
		Open 🗸				Make Payment	Payment History				
Report St	aport Status:										
Tools	Activity Dat	te Trans#	Trans Type	Trans Identifier	Report Status	Due Date	Balance	Payment Status		Original Amount	Reporting Group Name
Tools Actions	Activity Dat	te Trans # 7 234629	Trans Type Work Report	Trans Identifier Work Report: 05/01/2017-05/14/2017	Report Status Pendin	Due Date	Balance \$0.00	Payment Status Open		Original Amount \$0.00	Reporting Group Name 20922-1 DREW COU
Tools Actions Actions	Activity Dat 05/09/201 05/17/201	te Trans# 7 234629 7 236159	Trans Type Work Report Work Report	Trans Identifier Work Report: 05/01/2017-05/14/2017 Work Report: 03/06/2017-03/19/2017	Report Status Pendin Releas	Due Date	Balance \$0.00 \$22,306.68	Payment Status Open Open	-	Original Amount \$0.00 \$22,306.68	Reporting Group Name 20922-1 DREW COU 20922-1 DREW COU
Tools Actions Actions Actions	Activity Dat 05/09/2011 05/17/2011 05/10/2011	te Trans # 7 234629 7 236159 7 232750	Trans Type Work Report Work Report Work Report	Trans Identifier Work Report. 05/01/2017-05/14/2017 Work Report. 03/00/2017-03/19/2017 Work Report. 02/20/2017-03/05/2017	Report Status Pendin Releas Pendin	bue Date Due Date 00 03/30/2017 03/17/2017	Balance \$0.00 \$22,306.68 \$16,337.58	Payment Status Open Open Open		Original Amount \$0.00 \$22,306.68 \$16,337.58	Reporting Group Name 20922-1 DREW COU 20922-1 DREW COU 20922-1 DREW COU
Tools Actions Actions Actions Actions	Activity Dat 05/09/201 05/17/201 05/10/201 05/03/201	te Trans # 7 234629 7 236159 7 232750 7 233863	Trans Type Work Report Work Report Work Report Work Report	Trans Identifier Work Report: 05/01/2017-05/14/2017 Work Report: 03/06/2017-03/19/2017 Work Report: 02/20/2017-03/05/2017 Work Report: 04/03/2017-04/15/2017	Report Status Pendin Releas Pendin Pendin	Due Date 19 19 19 19 10 10 10 10 10 10 10 10 10 10	Balance \$0.00 \$22,306.68 \$16,337.58 \$0.00	Payment Status Open Open Open Open		Original Amount \$0.00 \$22,306.68 \$16,337.58 \$0.00	Reporting Group Name 20922-1 DREW COU 20922-1 DREW COU 20922-1 DREW COU 20922-1 DREW COU

**Step 3:** Click on the Tools link, click Reports, and then select Print Work Report from the dropdown menu. This action will print the report in a PDF version. All done.

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	Activity Date	Trans #	Trans Type	Trans Identifier		R
Reve	Revert Settings		292708 Work Report Work Report: 06/16/2018-			s
a: Adva	anced Sort	292671	Work Report	05/04/2018		
P Rep	orts	Enrollment Billing Premium Report for Employer Print Work Report			06/2018	S
Ø Refr	esh				13/2018	S
Actions	07/18/2018	Employer P	ayment Subm	18/2018	S	
Actions	07/18/2018	Contribution	ns Detail Repo	29/2018	S	
Actions	07/18/2018	Work Histor	y Exceptions I	11/2018	S	
Actions	07/18/2018	Employer C	ontributions S	25/2018	S	
Actions	07/18/2018	292675	Work Report	Work Report: 05/26/2018-0	06/01/2018	S