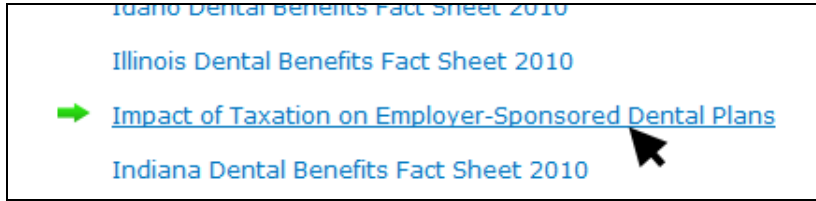
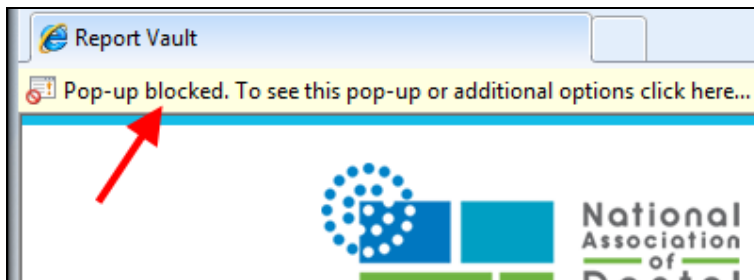


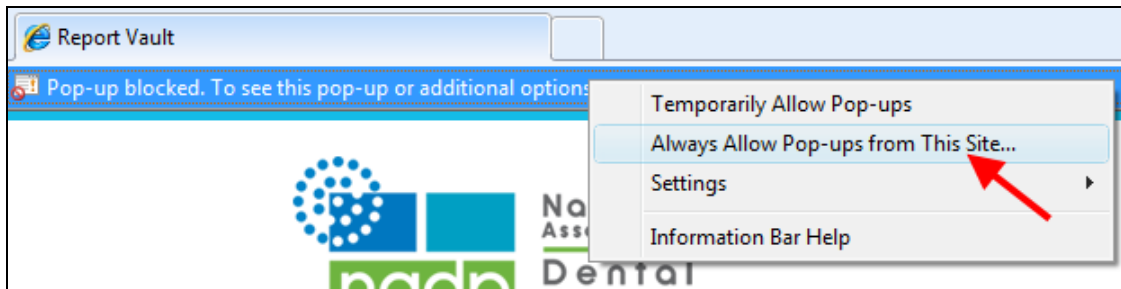
- 1) Click on the report you wish to access



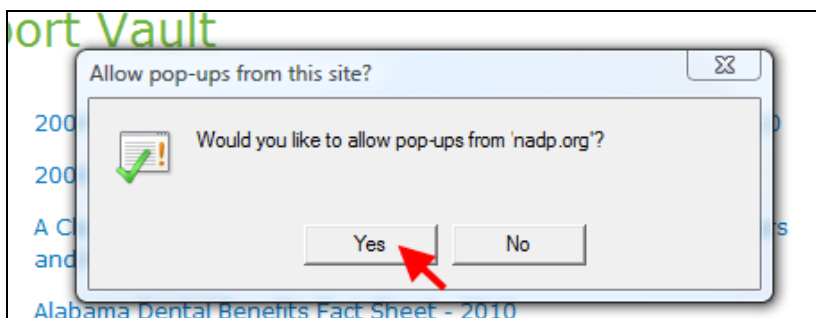
- 2) You will get a warning near the top of your screen saying "Pop-up blocked. To see this pop-up or additional options click here"



- 3) Click on the warning and select "Always Allow Pop-ups from This Site".
  - a. Note – you can select "Temporarily Allow Pop-ups", but you will have to go through this process every time you wish to access a report.



- 4) Select "Yes" when a box appears asking if you wish to allow Pop-ups



- 5) The Report will appear! If it does not, you may simply have to click the report again.