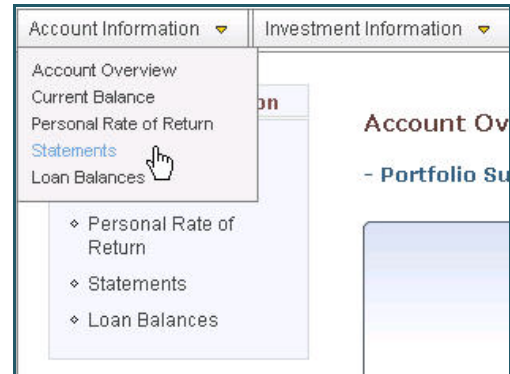
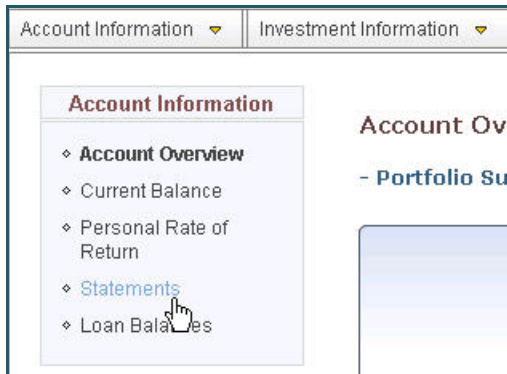


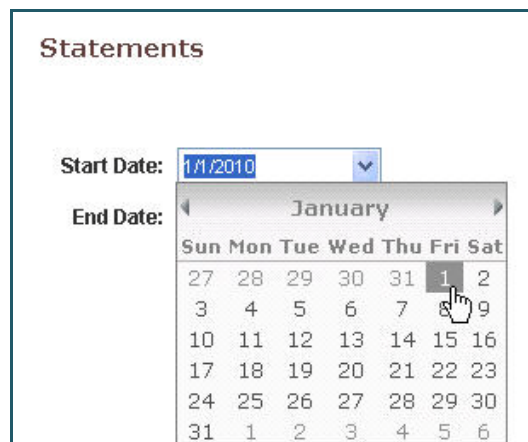
How To ...

Produce a Statement

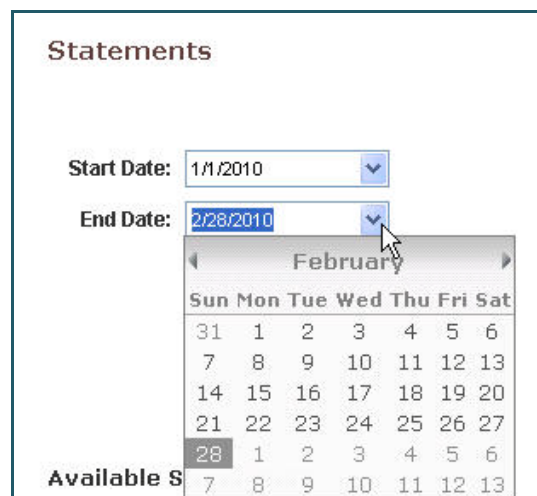
- Once you have logged into the Employee website -
 - ✓ Select **Statements** from the menu in the upper left section of the Homepage
 - OR
 - ✓ From the **Menu Tabs** across the top select **Account Information** and then **Statements**



- Select the **Start Date** by either clicking in the date field and typing in the date OR by clicking on the drop down arrow and selecting from the calendar.



- Select the **End Date** by either clicking in the date field and typing in the date OR clicking on the drop down arrow and selecting from the calendar.



- Click the *Get Statement* button.

Statements

Start Date: 1/1/2010

End Date: 2/28/2010

Get Statement

- Website will show a *"request is being processed"* message and will update status once job is complete.

Your last statement request is being processed. Please wait....

Your statement was successfully generated. Please see the list of statements below and click on the report icon to view it.

- The statement you just requested will be listed in the **Available Statements** section at the bottom of the screen. Click on the icon to view the selected statement.

Available Statements

View	Run Date	Start Date	End Date	Status	Generated By	Delete
	3/16/2010	1/1/2010	2/28/2010	Completed	Me	<input type="checkbox"/>
	2/25/2010	10/1/2009	12/31/2009	Completed	Me	<input type="checkbox"/>

Delete

- The statement will open up in a separate window and will look like the statement you receive from your employer on a quarterly or annual basis.
- If after viewing your statements you would like to delete any of the listed statements, just Check the Delete box next to those statements.
- Click the *Delete* button.

Available Statements

View	Run Date	Start Date	End Date	Status	Generated By	Delete
	3/16/2010	1/1/2010	2/28/2010	Completed	Me	<input type="checkbox"/>
	2/25/2010	10/1/2009	12/31/2009	Completed	Me	<input checked="" type="checkbox"/>

Delete

- A Message Box will come up verifying that *"you want to delete the selected statement(s)"*, Click the *OK* button.

