Welcome to training on how to generate a report.

How Do I Generate a Report?

To generate a report, navigate to the reports screen by clicking on **Services**, **Reports**.

This is the **Report** screen. Choose the report you would like to view by clicking on the **Report Name** drop-down menu.

A list of available reports displays. Select the report you would like to view.

Next, enter the parameters for the report. It is important to note that each report includes different parameters. In this case, select the **Employer Code** box.

From the format drop-down menu, select the format to use when viewing the report.

As an extra layer of security, enter your **RSA PIN** in the field.

Click **Generate**.

The report downloads. Click **Open** to view the report.

The report opens in a new window. Closing out of the report window returns you to the **Report** screen.

There are several different reports, and the description of each is provided. Feel free to press pause to view the descriptions of each.

For additional information or assistance, please contact an Employer Services Representative (ESR) at 334-517-7005, or employer.services@RSA-al.gov.