Using the Reports Feature
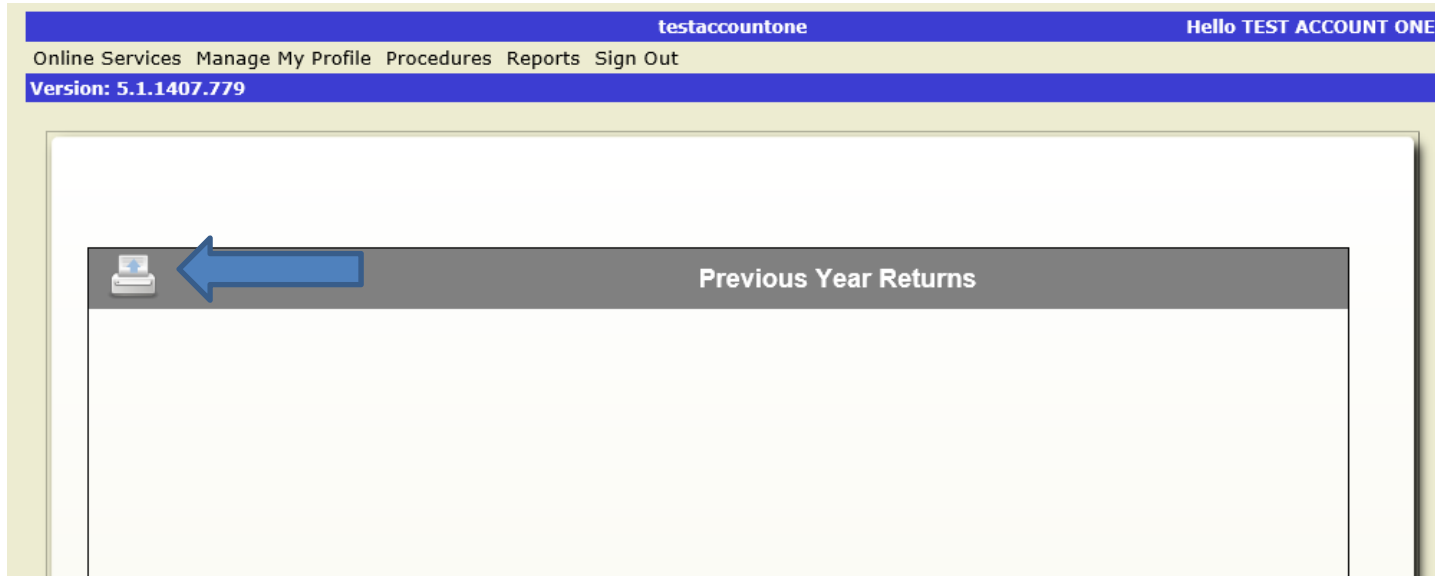
1. After logging into your profile:
    o   Go to "Reports" on the menu bar
    o   Select "Current Year" or "Previous Year" to see all the periods filed for that year.
        ▪   If you have multiple accounts attached to your profile, this report will show all the periods filed for every account.

    NOTE: This report can take up to a minute to process.
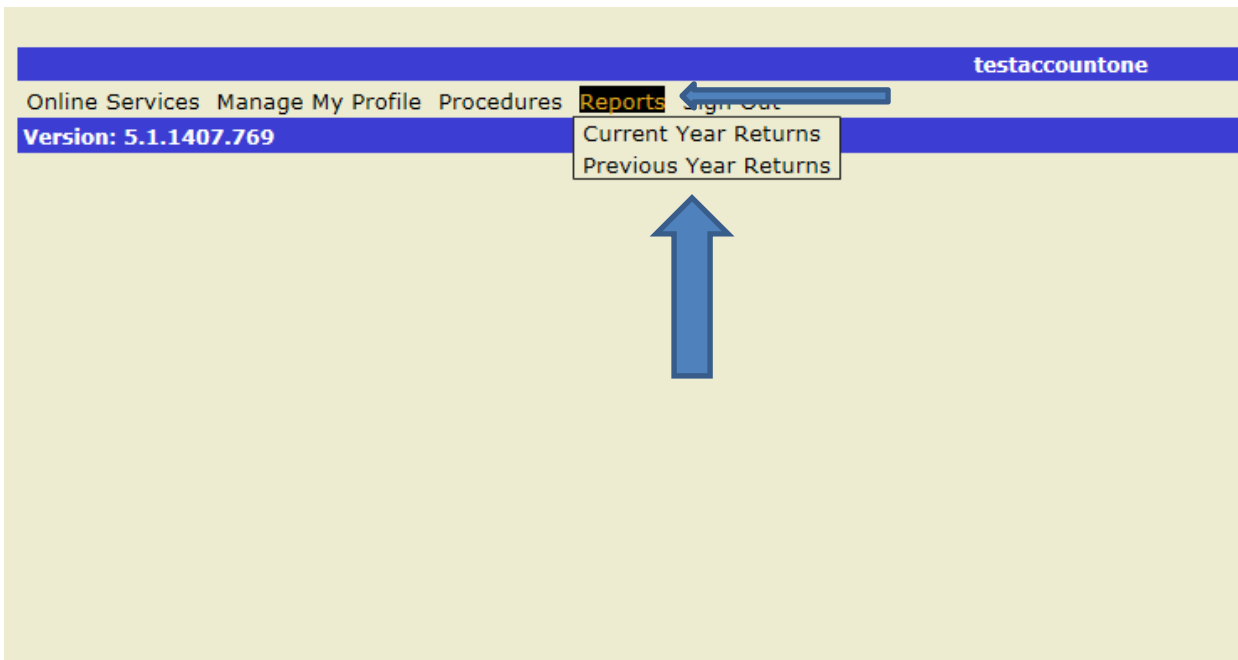
2. When the report finishes running, you will only get a blank screen. You will have to click on the ![printer icon] to download or open a PDF of the report.

![Screenshot of the application showing a blank "Previous Year Returns" screen with a blue arrow pointing to the printer icon in the top left of the report header. The top navigation bar shows "testaccountone", "Hello TEST ACCOUNT ONE", menu items "Online Services Manage My Profile Procedures Reports Sign Out", and "Version: 5.1.1407.779".]

3. Saving and Printing Reports.
   o Click on the icon ![printer icon] to open of download a PDF file of all the reports for the year you selected
   o Save the PDF file to your computer
   o Print hard copies from the PDF as needed.

![Screenshot of a browser download bar reading "Do you want to open or save ExportedReport.pdf (107 KB) from paycbj.ci.juneau.ak.us?" with buttons "Open", "Save" (with dropdown arrow), "Cancel", and an X. Two blue arrows point up toward the Save button.]