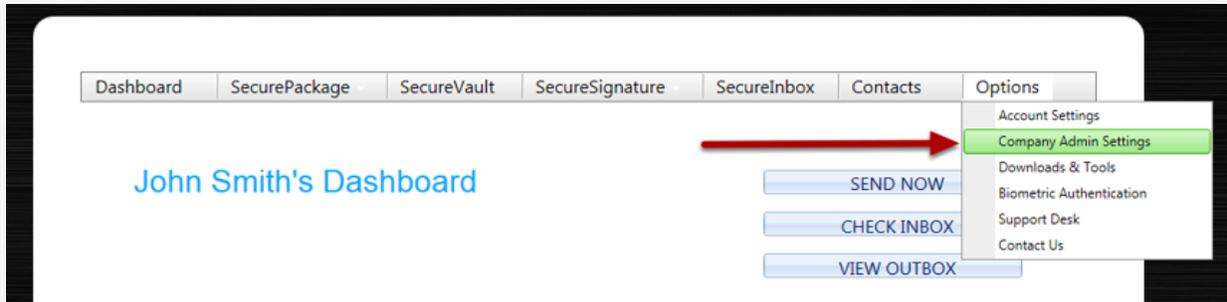
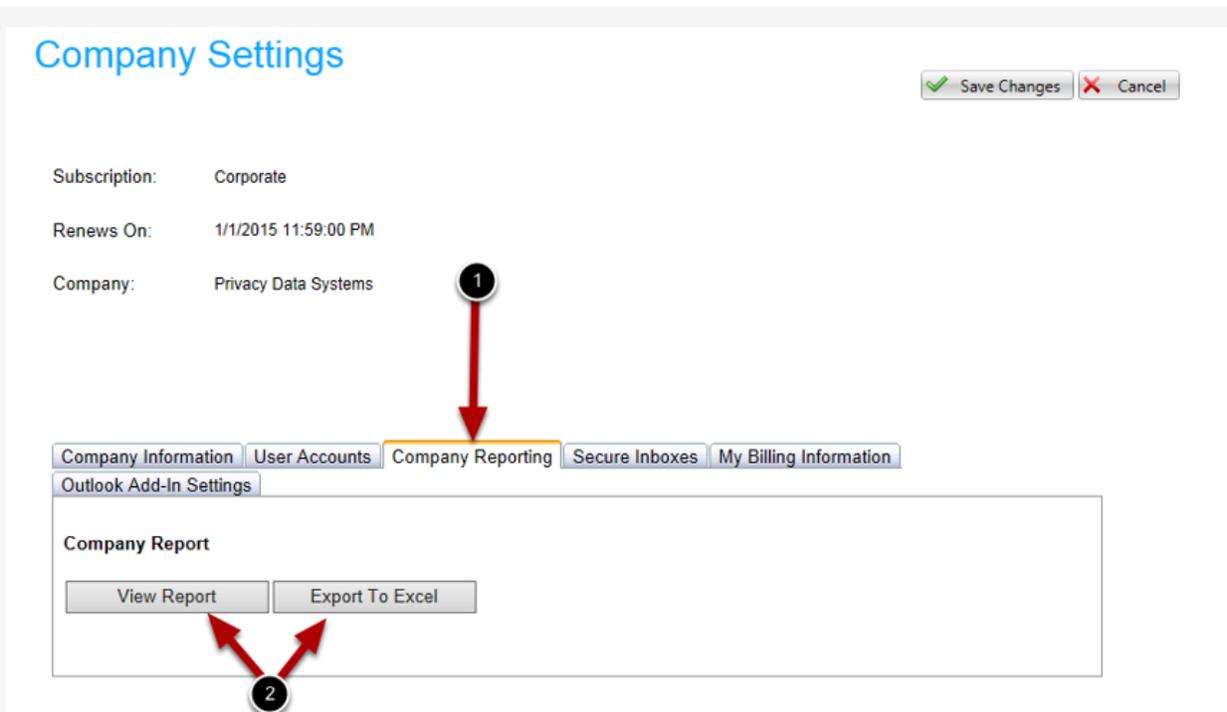


How to Access the Company Report



From the Account Main Menu, mouse over "**Options**" and select "**Company Admin Settings**" from the drop down options.



On the "**Company Settings**" page, click on the "**Company Reporting**" tab. Next, select the type of report you would like to access. A "View" is available that will open the company report in a browser window. In addition, the company report can be exported to Microsoft Excel.

Company Information | User Accounts | **Company Reporting** | Secure Inbox | My Billing Information

Company Report

View Report | Export To Excel

https://www.privacydatasystems.net/admin_company_settings_helper_2.aspx - Windows Internet Explorer
https://www.privacydatasystems.net/admin_company_settings_helper_2.aspx

File Edit View Favorites Tools Help

Company - ABC Cardiology Report - 04/18/2013 8:37:25 PM

| User Name | Last Name | First Name | Is Active? | Rate Plan | Account Type | Last Login | Last SecurePackage | Sec Ser |
|------------------------------------|----------------|-------------|------------|-----------|--------------|------------------------|-----------------------|---------|
| Unreg_LIVE2_11-7-2012@pdsteam.com | Test_Blackburn | Test_Unreg2 | False | Yearly | Corporate | 11/07/2012 10:04:11 PM | 11/07/2012 9:51:54 PM | 1 |
| UnRegisteredUserTest23@pdsteam.com | Smith | John | False | Yearly | Corporate | 11/08/2012 9:17:05 PM | 11/08/2012 9:08:30 PM | 1 |

The company report will provide information for all users including the current account status and usage.