How to Access the Company Report
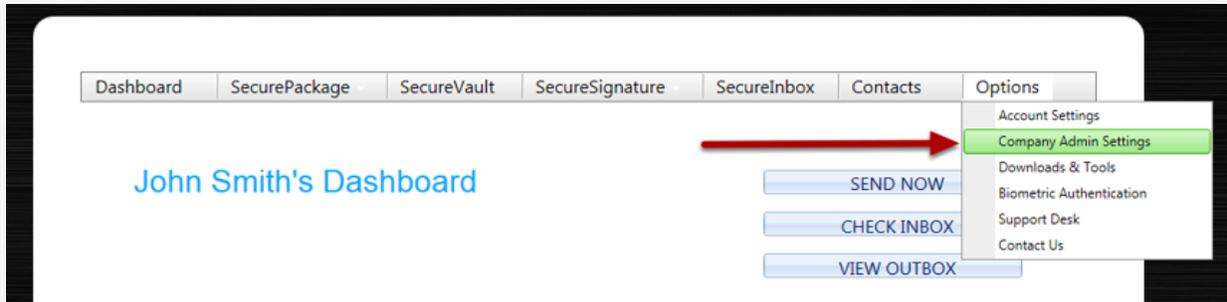
From the Account Main Menu, mouse over "**Options**" and select "**Company Admin Settings**" from the drop down options.
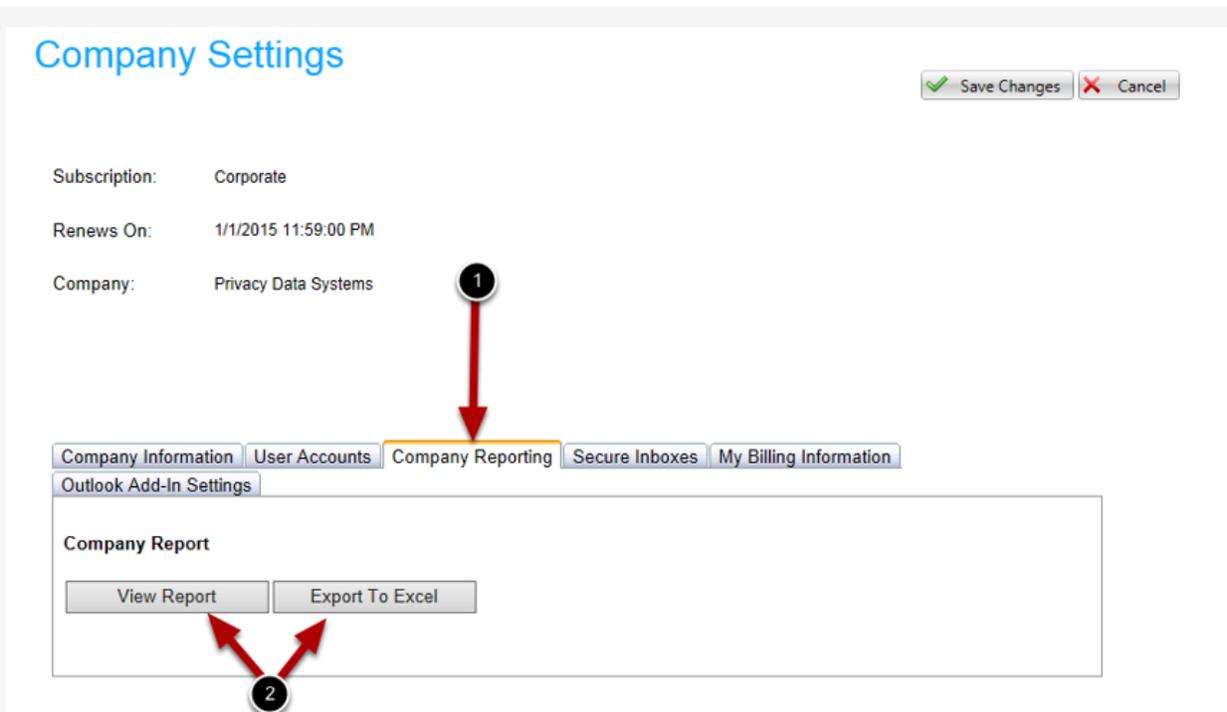
On the "**Company Settings**" page, click on the "**Company Reporting**" tab. Next, select the type of report you would like to access. A "View" is available that will open the company report in a browser window. In addition, the company report can be exported to Microsoft Excel.

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