

How To Print Child Enrollment Form:

Click on **"Reports"** tab found on the left side of your screen on the home page

When **"Select Category"** pops up click on it and click on **"Child"**. **"Select Report"** comes up and click on it and select **"Child Enrollment"** **"Select a Child"** pops up and click on it to find the child you are looking for and when you find the name click on it. A blue **"Run"** box pops up, click on it. At the bottom of the screen a golden banner appears and click on the **"Save"** button and another button appears **"Open"** click on that and the enrollment generates and comes up on the screen. Ready to print.

How To Print Enrollment Renewal Worksheet:

Click on **"Reports"** located at the left of the screen. When **"Select Category"** pops up click on it and click on **"Worksheet"**. **"Select Report"** comes up, click on it and select **"Enrollment Renewal Worksheet"**. Select the month in the box that popped up. A blue **"Run"** box pops up, click on it. On the bottom of the screen a **"Save"** button pops up, click on it. The **"Open"** button pops up on the bottom, click on that too. The Enrollment Renewal Worksheet will generate and pop up. Ready to Print.

How To Submit Claim To Sponsor:

Find the **"Food Program"** tab that is located at the left side of the screen, click on it. Click on **"Send to Sponsor"**, follow the step by step prompts. After the claim has been sent to the sponsor and processed you can also do these steps to find the **"View Claims"** tab and click on the tab to see your processed claim.

How To Find "Claimed Summary And Error Letter" report:

Click on **"Reports"** found at the left side of your screen. **"Select Category"** comes up click on it. Select **"Claim Statements"**. **"Select a report"** comes up and click on that. Select **"Claimed Summary and Error"**. **"Select a month"** pops up and click on it to select the claim month you want. A blue **"Run"** box comes up, click on it. A **"Save"** button on the bottom pops up, click on it, another button on the bottom pops up **"Open"** click on it and your report will generate and you can print.

How to Print "Tax Report":

Click on **"Reports"** found at the left side of your screen. **"Select Category"** comes up, click on it. Select **"Claim Statements"**. **"Select a report"** comes up, click on that. Select **"Tax Report"**, click on the year box and select the year. A blue **"Run"** box pops up, click on it. On the bottom the **"Save"** button pops up, click on it. The **"Open"** box pops up on the bottom, click on it. Your Tax Report generates and comes up. Print.

Foods Served Report:

Click on **"Reports"** found at the left side of your screen. **"Select Category"** comes up, click on Meals and Attendance. Select Report and click on **"Food Served"** **Select a month"** pops up and click on it to select the claim month you want. A blue **"Run"** box comes up, click on it. A **"Save"** button on the bottom pops up, click on it, another button on the bottom pops up **"Open"** click on it and your report will generate and you can print.

How to Print Direct Deposit Statement:

Click on **"Reports"** found at the left side of your screen. **"Select Category"** comes up, click on it. Select **"Claim Statements"**. Click on **"Payment Details"** **Select a month"** pops up and click on it to select the claim month you want. A blue **"Run"** box comes up, click on it. A **"Save"** button on the bottom pops up, click on it, another button on the bottom pops up **"Open"** click on it and your report will generate and you can print.

