

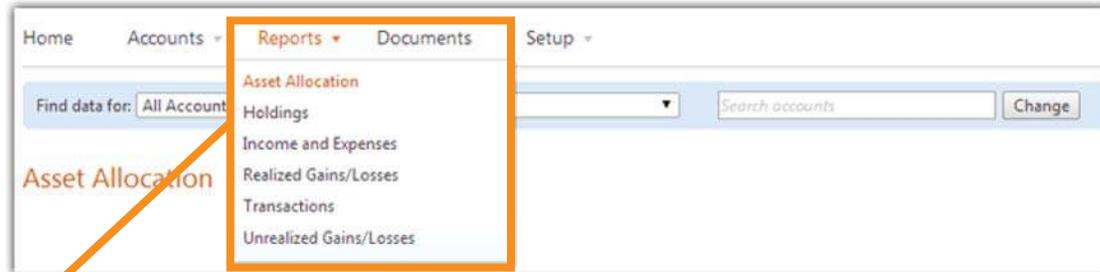
# Viewing Reports

The Reports view enables you to view the full reports shared with you by your adviser. Reports are point-in-time snapshots of your portfolio as of the last upload day, which typically occurs each weekday morning.

## 1. Viewing a Report

The Reports menu enables you to select from the reports that have been shared with you by your adviser. By default, the report displays data for all your accounts. You can sort the data in the report or view the report for any single account.

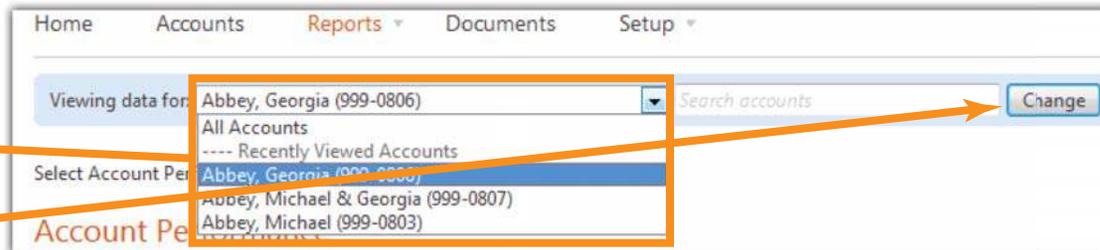
- On the Reports menu, click the report you want to view.
- The report displays on screen



## 2. View Report for a Specific Account

You have the option to view the report for a specific account in your household.

- In the Viewing data for list, select the account for which you want to view the report
- Click Change.

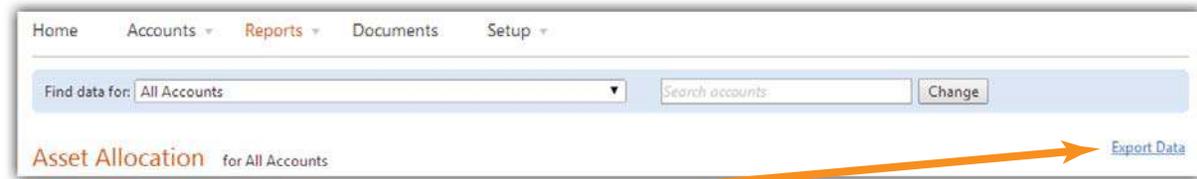


The report changes to display only data for the selected account.

# Viewing Reports

## 3. Exporting a Report

You can export reports as an Excel Comma Separated Values (CSV) file. This can be opened using Excel, or imported in to programs such as QuickBooks.



- Click the Export Data link located in the upper right under the blue bar. A prompt will appear.
- If desired, change the file name for your download.
- Pick the location where you want your download to save.
- Click the Save button.