



eServices fact sheet

Submitting a saved Exempt Distribution report

Questions answered in this fact sheet

1. How can I submit a saved report?
2. How long does the saved report stay on eServices?

How can I submit a saved report?

Please follow the steps below in order submit the saved report:

1. You must sign onto eServices
2. Go to Manage Your Reports
3. Find saved report under In progress reports
4. Click on Edit button, which is to the far right
5. It will take you to Item 2 of your saved report. From here you can amend your information, if needed, and continue to submit your report of exempt distribution.
6. Once you submit your saved report, it will be removed from In Progress reports and will be listed under Submitted reports.

How long does a saved report stay on eServices?

The saved report will remain on eServices for 60 days.