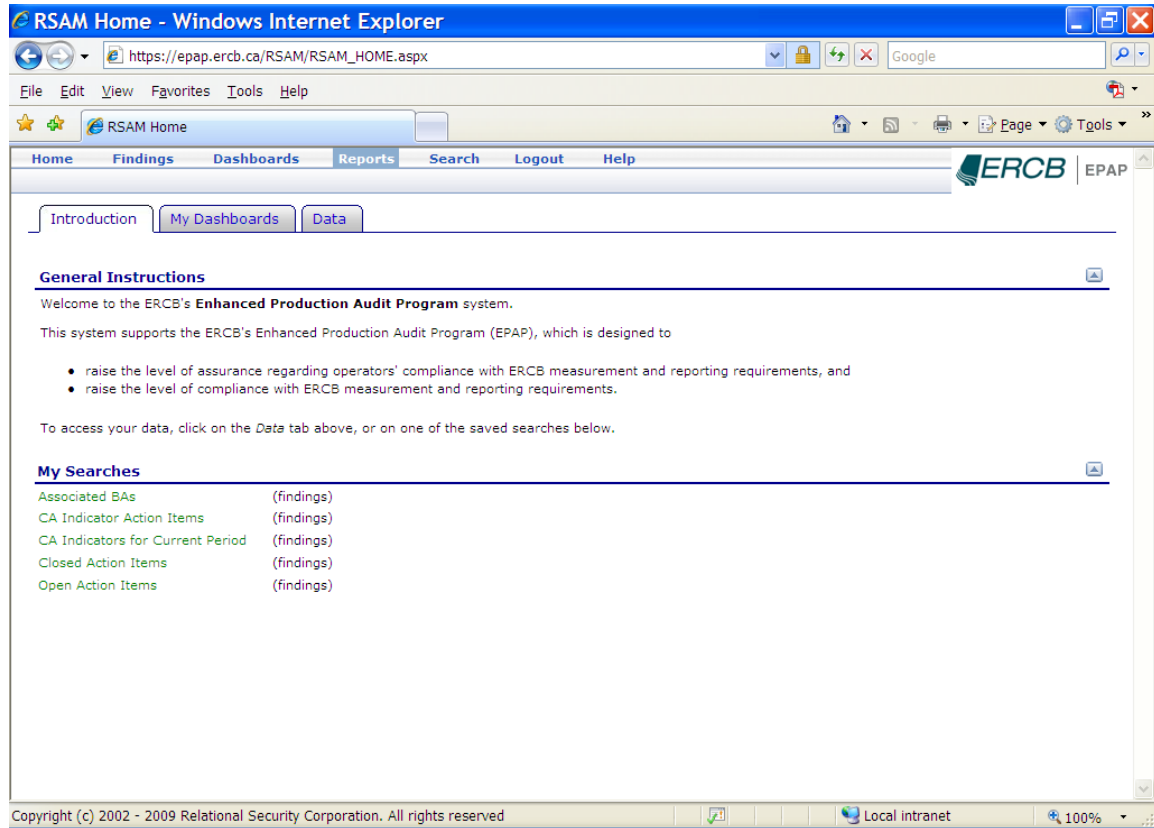
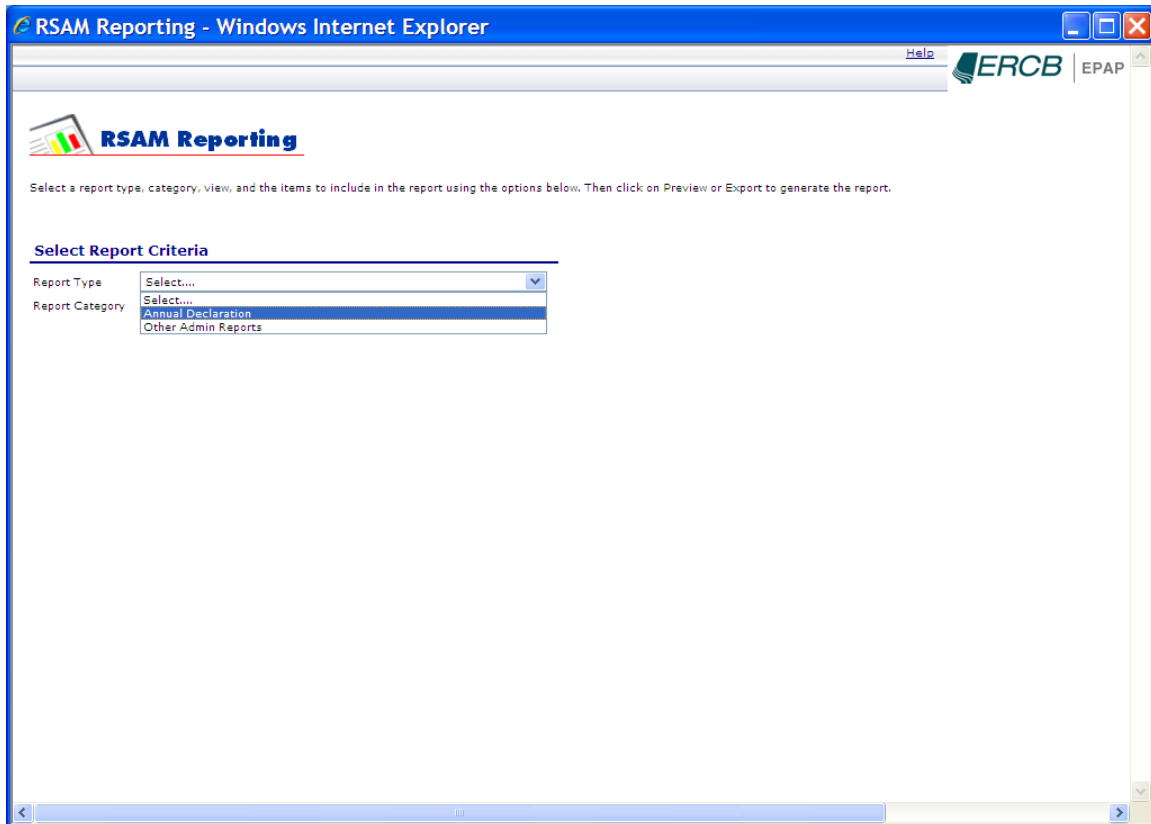


STEPS TO BE TAKEN BY AN OPERATOR TO ACCESS AND PRINT THEIR DECLARATION

1. Open "Reports" on the Toolbar Menu



The following screen will appear.



2. For Report Type, select “Annual Declaration” from the drop-down menu.
3. For Report Category, select “Declaration” from the drop-down menu.

Once these steps are completed, the screen will now appear as below.

RSAM Reporting - Windows Internet Explorer

Help ERCB EPAP

RSAM Reporting Preview Export

Select a report type, category, view, and the items to include in the report using the options below. Then click on Preview or Export to generate the report.

Select Report Criteria

Report Type: Annual Declaration

Report Category: Declaration

Report Scope: Run report for all objects in this Sub Group

Select Evaluator: Run report for specific object

Select one or more Report Elements

Report Description

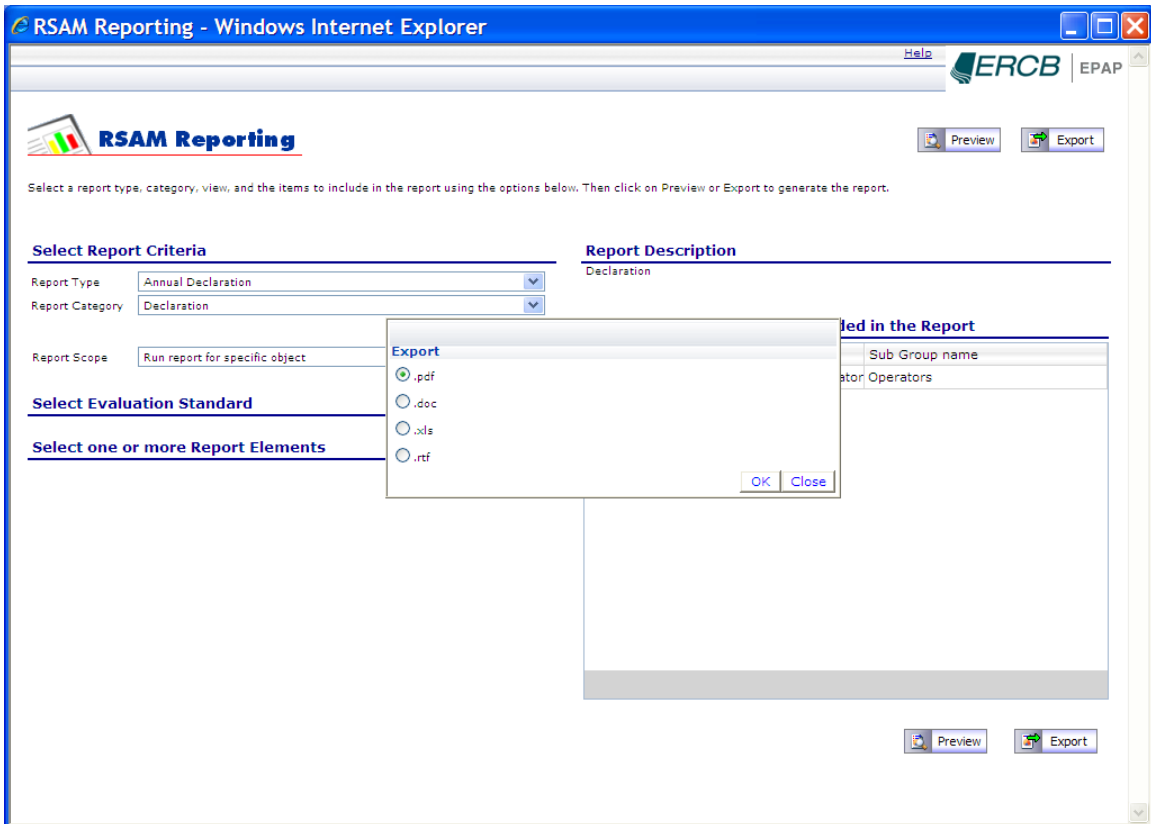
Declaration

Choose the item(s) to be included in the Report

Sub Group name	Group name

Preview Export

4. For Report Scope, select “Run report for specific object” from the drop-down menu. Doing this will populate the Company name into the Text Box titled “Choose the items(s) to be included in the Report”.
5. Click on the box to the left of the company name to make a “check mark” appear.
6. Click on either the “Preview” or “Export” button. If “Export” chosen, a preferred format must be selected and the “OK” button clicked.



7. Wait for report to configure and indicate whether choosing to Open or Save the file.

