

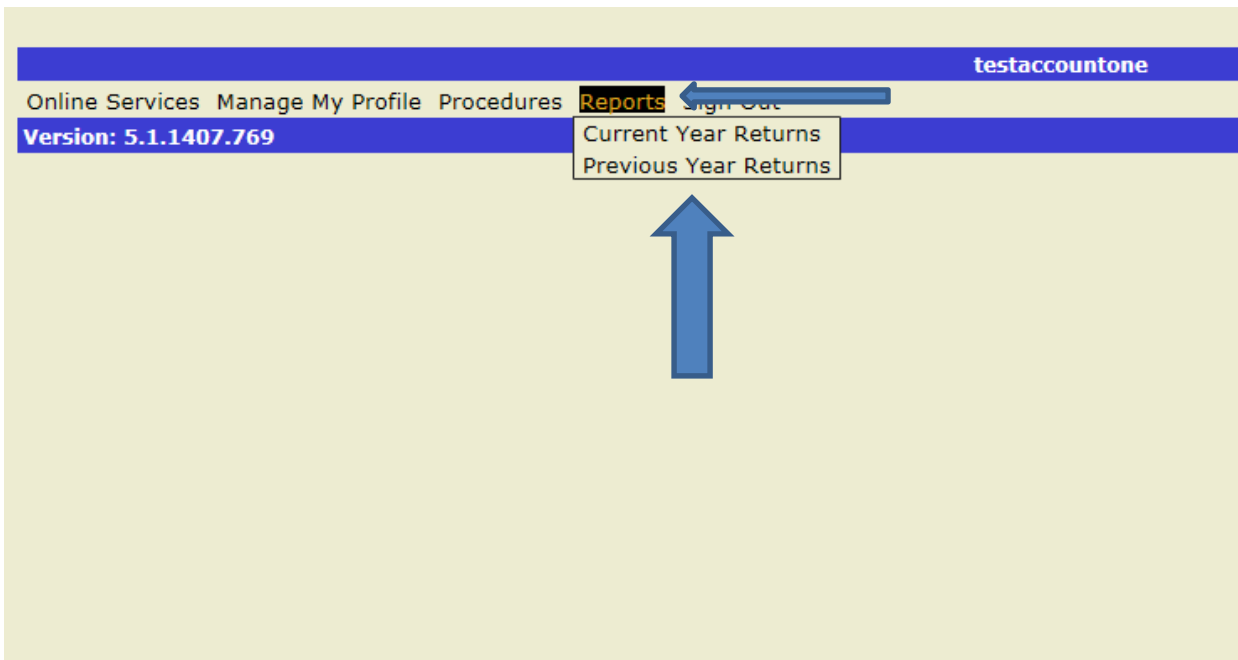


CITY AND BOROUGH OF JUNEAU, ALASKA
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Using the Reports Feature

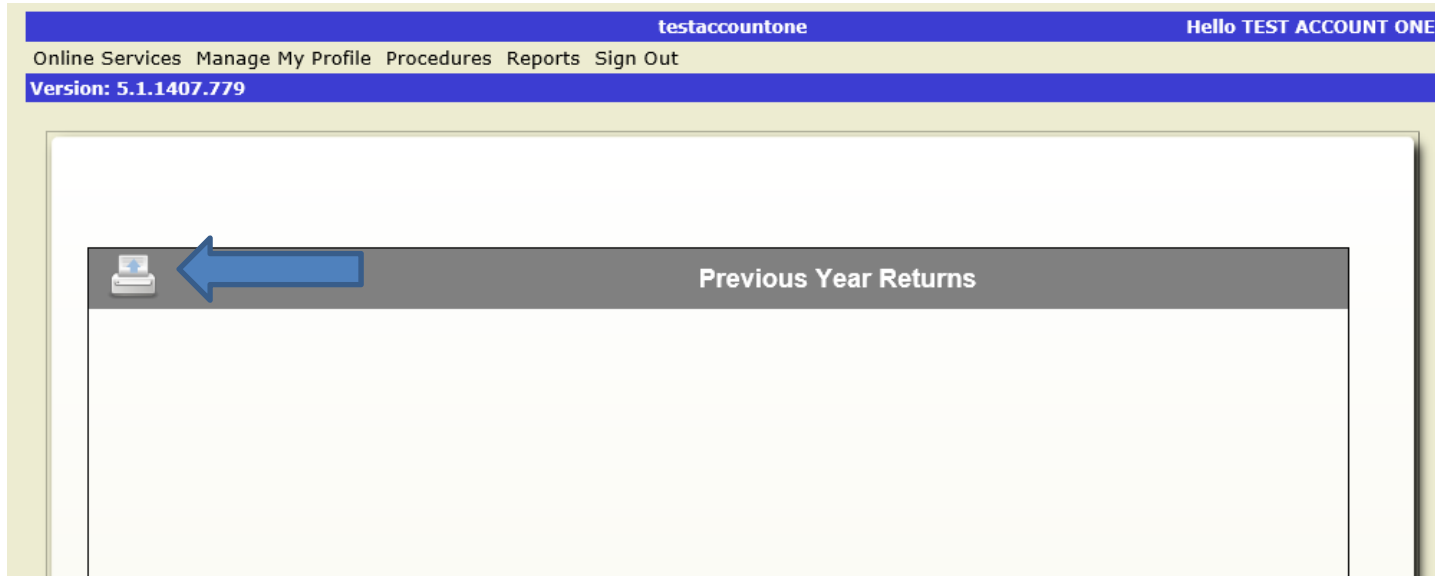
1. After logging into your profile:
 - Go to “Reports” on the menu bar
 - Select “Current Year” or “Previous Year” to see all the periods filed for that year.
 - If you have multiple accounts attached to your profile, this report will show all the periods filed for every account.

NOTE: This report can take up to a minute to process.






2. When the report finishes running, you will only get a blank screen. You will have to click on the  to download or open a PDF of the report.



3. Saving and Printing Reports.

- Click on the icon  to open or download a PDF file of all the reports for the year you selected
- Save the PDF file to your computer
- Print hard copies from the PDF as needed.

