

PAYMENT HISTORY FOR RECONCILIATION

1. Select **Maintain E-Submitter** from the E-Submission home page.
2. Select **Payment History** from the menu items by clicking on the magnifying glass icon.
3. On the **View Payment History** page, enter the date range for which you would like to generate a report. It is common for customers to generate a report for a month-long date range, but reports can be generated for any given period of time.
4. Add any other important criteria, then click **Search**, and a table of charges for that time period will display.
5. Click the **Export** button above the search results table to export a report of the transactions.
6. Click **Open** to view the report, or click **Save** to save the report on your computer.