

Finding Electronic Distributions by Primary Recipient

	<p>As of July 17, 2021, the Electronic Distribution Form is available in view-only mode. No updates can be made to this form. Primary and secondary recipients will no longer automatically receive month-end reports as of this date.</p>																																																																	
<p>1. Select the name of the desired primary recipient by either entering their name (last name first), or by performing a search through the List of Values (LOV) button in the Primary Recipient field.</p> <p>If you are the primary recipient, leave the field as is.</p>																																																																		
<p>2. Click on the LOV button in the Report Group field to select the desired report group, and then click the FIND button.</p>																																																																		
<p>3. Check the Include End-Dated Records box to include both current and previous secondary recipients.</p>																																																																		
<p>4. Click on Find to retrieve the results. Click on each recipient's name to view the list of accounts that they were receiving reports for.</p>	<table border="1"> <thead> <tr> <th>Secondary Recipient</th> <th>Criteria</th> <th>Setup</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>Bloorwell, Chms</td> <td>329171.01.01.2021914.XX</td> <td>ALL</td> <td>15-NOV-2018</td> <td></td> </tr> <tr> <td>Grant, Suzanne Marie</td> <td>329171.01.01.2014432.XX</td> <td>ALL</td> <td>15-NOV-2018</td> <td></td> </tr> <tr> <td>Hill, April Nicole</td> <td>327144.01.01.2014634.XX</td> <td>ALL</td> <td>15-NOV-2018</td> <td></td> </tr> <tr> <td>Knighton-Alkins, Emily Ruth</td> <td>329171.01.05.2021914.XX</td> <td>ALL</td> <td>25-FEB-2020</td> <td></td> </tr> <tr> <td>Lane, Renada B</td> <td>329171.01.06.2021914.XX</td> <td>ALL</td> <td>16-JUN-2020</td> <td></td> </tr> <tr> <td>Thompson, Susan Brooke</td> <td>329171.01.06.2022338.XX</td> <td>J-L</td> <td>10-JUN-2020</td> <td></td> </tr> <tr> <td></td> <td>329171.01.07.2023641.XX</td> <td>ALL</td> <td>17-MAR-2021</td> <td></td> </tr> <tr> <td></td> <td>329171.03.11.2021914.XX</td> <td>ALL</td> <td>12-MAY-2020</td> <td></td> </tr> <tr> <td></td> <td>329171.03.12.2021914.XX</td> <td>ALL</td> <td>12-MAY-2020</td> <td></td> </tr> <tr> <td></td> <td>329171.03.13.2021914.XX</td> <td>ALL</td> <td>12-MAY-2020</td> <td></td> </tr> <tr> <td></td> <td>329171.03.14.2022338.XX</td> <td>ALL</td> <td>13-JUN-2020</td> <td></td> </tr> <tr> <td></td> <td>329171.03.15.2022338.XX</td> <td>ALL</td> <td>13-JUN-2020</td> <td></td> </tr> </tbody> </table>	Secondary Recipient	Criteria	Setup	Start Date	End Date	Bloorwell, Chms	329171.01.01.2021914.XX	ALL	15-NOV-2018		Grant, Suzanne Marie	329171.01.01.2014432.XX	ALL	15-NOV-2018		Hill, April Nicole	327144.01.01.2014634.XX	ALL	15-NOV-2018		Knighton-Alkins, Emily Ruth	329171.01.05.2021914.XX	ALL	25-FEB-2020		Lane, Renada B	329171.01.06.2021914.XX	ALL	16-JUN-2020		Thompson, Susan Brooke	329171.01.06.2022338.XX	J-L	10-JUN-2020			329171.01.07.2023641.XX	ALL	17-MAR-2021			329171.03.11.2021914.XX	ALL	12-MAY-2020			329171.03.12.2021914.XX	ALL	12-MAY-2020			329171.03.13.2021914.XX	ALL	12-MAY-2020			329171.03.14.2022338.XX	ALL	13-JUN-2020			329171.03.15.2022338.XX	ALL	13-JUN-2020	
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