



View Security Reports: User Information

To view a user information report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Security Reports**, click **User Information**. The *User Information* page appears.
4. Enter the **User ID** or **E-mail Address** of the user you would like to view

Or

Enter both the **First Name** and **Last Name** of the user you would like to view.

5. Select a **Report Format**.



Application Tip

You can view reports in HTML, PDF, Excel or PowerPoint format.

6. Click **Submit** to initiate the report. The report appears in a new window.



Application Tip

Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.