View Business Reports: Organization Hierarchy Report

To view an Organization Hierarchy report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Check Processing Reports**. The *View Check Processing Reports* page appears.
3. Under **Business Reports**, click **Organization Hierarchy Report**. The *Organization Hierarchy Report* page appears.
4. Select a **Report Format**

Application Tip

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

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