View Security Reports: Access Groups by User

To view an access groups by user 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 **Access Groups by User**. The *Access Groups by User* 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**
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> 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**
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> 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.