



## 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 Reports* page appears.
3. Under **Business Reports**, click **Organization Hierarchy Report**. The *Organization Hierarchy Report* parameters page appears.
4. Click an OTC Endpoint to initiate the report. The *Organization Hierarchy* report preview page appears.
5. Under **Export as**,
  - Select a **PDF**, **Excel** or **Word**
  - Click **Download**

Or

Click **Print PDF Report**



### Application Tip

Additional button on the page that helps you perform other tasks:

- Click **Previous** to return to the previous page.