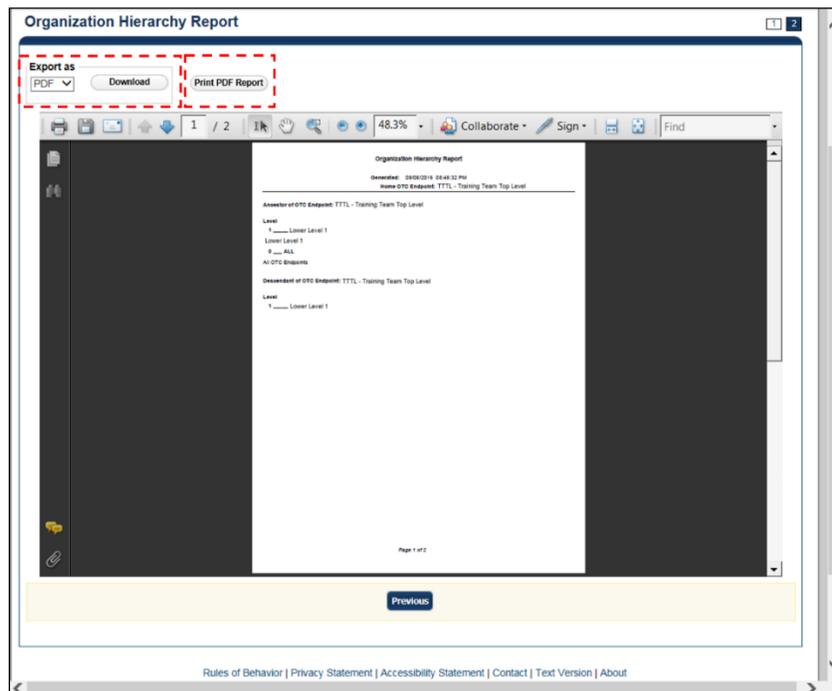


## Organization Hierarchy Report

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

1. From the **Reports** tab, click **Check Processing Reports**. The *View Reports* page appears.
2. Under **Business Reports**, click **Organization Hierarchy Report**. The *Organization Hierarchy Report* parameters page appears.
3. Click an OTC Endpoint to initiate the report. The *Organization Hierarchy* report preview page appears as shown in Figure 1.

**Figure 1: Organization Hierarchy Report Preview Page**



4. Under Export as,
  - Select a **PDF**, **Excel** or **Word**
  - Click **Download**

Or

  - Click Print PDF Report



## Additional Button

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