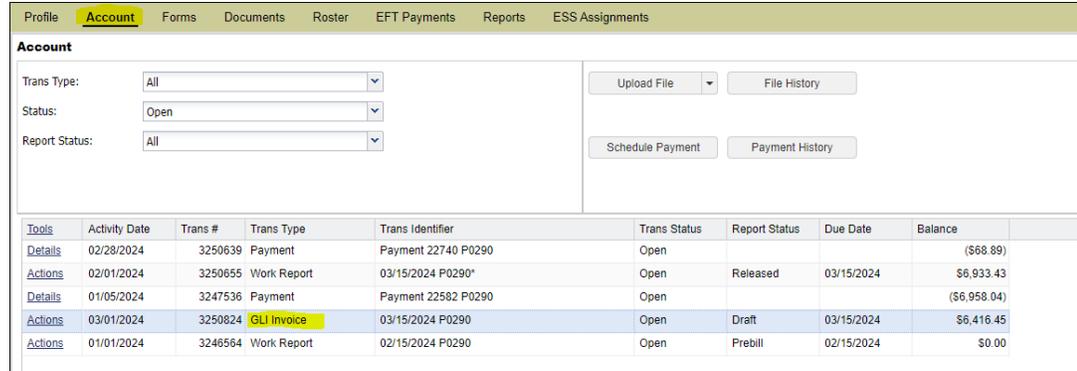


Log into ESS using your designated user name and password.

1. Navigate to the Account page

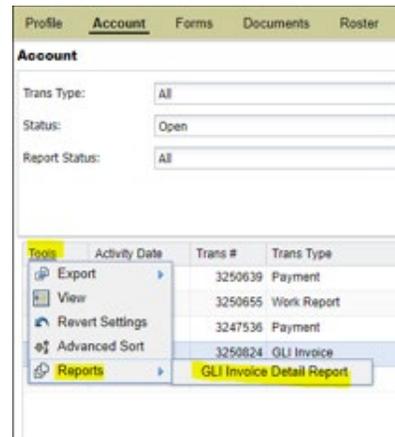
- Click on the GLI Invoice row. The row will highlight.



Tools	Activity Date	Trans #	Trans Type	Trans Identifier	Trans Status	Report Status	Due Date	Balance
<a href="#">Details</a>	02/28/2024	3250639	Payment	Payment 22740 P0290	Open			(\$68.89)
<a href="#">Actions</a>	02/01/2024	3250655	Work Report	03/15/2024 P0290*	Open	Released	03/15/2024	\$6,933.43
<a href="#">Details</a>	01/05/2024	3247536	Payment	Payment 22582 P0290	Open			(\$6,958.04)
<a href="#">Actions</a>	03/01/2024	3250824	GLI Invoice	03/15/2024 P0290	Open	Draft	03/15/2024	\$6,416.45
<a href="#">Actions</a>	01/01/2024	3246564	Work Report	02/15/2024 P0290	Open	Prebill	02/15/2024	\$0.00

2. Click on Tools

- Select Reports
- Select GLI Invoice Detail Report
- The report will open in a pop up window.



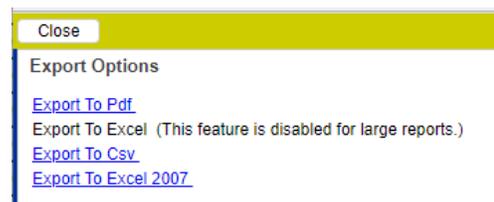
Tools	Activity Date	Trans #	Trans Type
Export		3250639	Payment
View		3250655	Work Report
Revert Settings		3247536	Payment
Advanced Sort		3250824	GLI Invoice
Reports			GLI Invoice Detail Report

3. Click Export in the upper right corner of the report.

- You have four options for exporting the report.
  - CSV – this works best as it will format numbers and text. You can easily save as a workbook when done.
  - Excel 2007 - this will work as well but if you want to sort or add formulas, you will have to reformat data first.



Level of Coverage	Basic	Supp	Dep	Total Premium	Member Type
\$37000.00	\$18.50	\$0.00	\$0.00	\$18.50	Active
\$189000.00	\$94.50	\$0.00	\$0.00	\$94.50	Active



Close

Export Options

[Export To Pdf](#)

[Export To Excel](#) (This feature is disabled for large reports.)

[Export To Csv](#)

[Export To Excel 2007](#)