

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.

ccount												
Trans Type	e:	All				•			Upload File 💌	File Histo	ry	
Status:		Open		~								
Report Sta	itus: All		Schedule Payment Payment History									
Tools	Activity Da	ite 1	Trans #	Trans Type		Trans Identifier			Trans Status	Report Status	Due Date	Balance
Tools Details	Activity Da	ite 1 4	Trans # 3250639	Trans Type Payment		Trans Identifier Payment 22740 P	0290		Trans Status Open	Report Status	Due Date	Balance (\$68.89)
Tools Details Actions	Activity Da 02/28/202	ite 7 4 4	Trans # 3250639 3250655	Trans Type Payment Work Report	t	Trans Identifier Payment 22740 Pi 03/15/2024 P0290	0290		Trans Status Open Open	Report Status Released	Due Date 03/15/2024	Balance (\$68.89) \$6,933.43
Tools Details Actions Details	Activity Da 02/28/202 02/01/202 01/05/202	ite 1 4 4 4	Trans # 3250639 3250655 3247536	Trans Type Payment Work Report Payment	t	Trans Identifier Payment 22740 Pt 03/15/2024 P0290 Payment 22582 Pt	0290)* 0290		Trans Status Open Open Open	Report Status Released	Due Date 03/15/2024	Balance (\$68.89) \$6,933.43 (\$6,958.04)
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- 2. Click on Tools
 - Select Reports
 - Select GLI Invoice Detail Report
 - The report will open in a pop up window.

Account						
Trans Type:	All	All				
Status:	Ope	Open				
Report Status:	AB	All				
	C-12					
Tools Activity	Date	Trans #	Trans Type			
Tools Activity	Date	Trans # 3250639	Trans Type Payment			
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- 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.

					Ex
	Reale	8		Total	Member
Level of Coverage	Basic	Supp	Dep	Premium	Type
\$37000.00	\$18.50	\$0.00	50.00	Premium \$18.50	Type Active
\$37000.00 \$189000.00	\$18.50 \$94.50	\$0.00 \$0.00	\$0.00 \$0.00	Premium \$18.50 \$94.50	Type Active Active

Close	
Export Options	
Export To Pdf Export To Excel Export To Csv Export To Excel 2	This feature is disabled for large reports.)