



## INSTRUCTIONS FOR ACCESSING AGENCY ACKNOWLEDGMENT REPORTS (Single Program or Agency)

### If you want your report in a “PDF” format:

1. Go to the website [doyouliveunited.org](http://doyouliveunited.org).
2. Log in using the User ID and password provided to you.
3. Click on “Acknowledge” on the grey menu bar.
4. The “Acknowledgement to Agency Report” screen opens
5. Select the correct campaign year
6. When the screen with the name of the agency appears, click on the “submit” button. The screen will take a minute to refresh.
7. The next screen will display the following message:  
“The report has been submitted successfully and will now be listed on the 'My Outputs' page. When the Status is 'Ready' you will be able to view this report. Please be patient as the report could take some time to be processed”.
8. Click on “My Output” on the grey menu bar, a table will appear with the report included; reports displaying “Ready” in the status column can be accessed; If not click the Refresh button.
9. Once reports are ready, click on report name of the report to open it.

**(Please check your campaign account drop down box, if you have more than one option you must run both reports)**

### If you want your report as an Excel spreadsheet:

1. Go to the website [doyouliveunited.org](http://doyouliveunited.org).
2. Log in using the User ID and password provided to you.
3. Click on “Acknowledge” on the grey menu bar.
4. The “Acknowledgement to Agency Report” screen opens
5. When the screen with the name of the program appears, go to the box labeled Acrobat (PDF) Format, change the report to “Spreadsheet (CSV) format, and click the “submit” button.
6. The screen will take a minute to refresh.
7. The next screen will display the following message:  
“The Report has been submitted successfully and will now be listed on the My Outputs page. When the Status is Ready you will be able to view this report. Please be patient as the report could take some time to be processed”
8. Click on “My Output” in the grey menu bar, a table will appear with the report included, reports displaying “Ready” in the status column can be accessed. If not ready click the Refresh button.
9. The reports that are in Excel will display “csv” in the Type column.
10. Once reports are ready, click on report name of the report to open it.
11. An Excel spreadsheet will open.

**You may access your payout reports using the same format; however you must select Payee on the grey menu bar.**