INSTRUCTIONS FOR ACCESSING AGENCY ACKNOWLEDGMENT REPORTS (More than one Program or Agency)

If you have *multiple programs or agencies*, and want your report in a ".pdf" format:

1. Go to the website: doyouliveunited.org.
2. Log in using the User ID and password provided to you.
3. Scroll down to the bottom of the page.
4. On the gray bar, click on the word "Organization".
   - a list of all of your programs/agencies will open except the default agency that's displayed
   - Select the program/agency you want to check by clicking on the radio button beside the report, click on the 'Change Organization' button.
5. Click the Acknowledge tab on the gray menu bar then the "submit" button.
6. 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".
7. Click on "My Output" on the gray 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
8. Once reports are ready, click on the name of the report in blue to open it. (You must repeat this process for each program)
   (Please check your campaign account drop down box, if you have more than one option you must run both reports)

You may access your payout reports using the same format; however you must select DCPayee on the blue menu bar.

If you have *multiple programs or agencies*, and want your report in an Excel spreadsheet:

1. Go to the website doyouliveunited.org
2. Log in using the User ID and password provided to you.
3. Scroll down to the bottom of the page.
4. On the gray bar, click on the word "Organization".
   - A list of all of your programs/agencies will open except the default agency that's displayed
   - Select the program/agency you want to check.
   - Click the radio button beside the report you want to access.
   - Click on the 'Change Organization' button
5. Click the Acknowledge tab on the gray menu bar, go to the Acrobat (PDF) Format drop box and change the report to "Spreadsheet (CSV) format, and click the"submit" button. The screen will take a minute to refresh.
6. The next screen will have 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".
7. Click on "My Outputs" in the menu.
   - A table will appear with the report included, reports displaying "Ready" in the status column can be accessed. The reports that are in Excel will display "csv" in the Type column. Click on the name of the report in blue, an Excel spreadsheet report will open.