United Way of Southwestern Pennsylvania

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: https://doyouliveunited.org .
2. Log in using the User ID and password provided to you.
3. Scroll down to the bottom of the page.
4. Click the word "Organization" on the grey menu bar
   - A list of all of your programs/agencies will open except the default agency that you're already on.
   - Select the program/agency you want by clicking on the radio button beside the report you want to access, click on the 'Change Organization' button.
5. Click the Acknowledge tab on the top menu bar.
   - Select the correct campaign year, campaign account and select PDF format under the show report type dropdown arrow, then submit report
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 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
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 Payee on the grey 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. Click the word "Organization" on the grey menu bar
   - A list of all of your programs/agencies will open except the default agency that you're already on.
   - Select the program/agency you want by clicking on the radio button beside the report you want to access, click on the 'Change Organization' button.
5. Click the Acknowledge tab on the top menu bar.
   - Select the correct campaign year and campaign account. The show report type should display Spreadsheet (CSV) Format, then submit report.
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 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.