

## HOW TO DOWNLOAD THE REPORT STEP BY STEP:



1 Log in to <u>e-Member</u>

2 Go to "Reports" tab





Go to report #5 Occupational Medicine Certificates
Expiring Soon, or report
#7 Valid Occupational
Medicine Certificates
- and click "Go to report"

Choose the dates you need and click "Download in .xls format".

