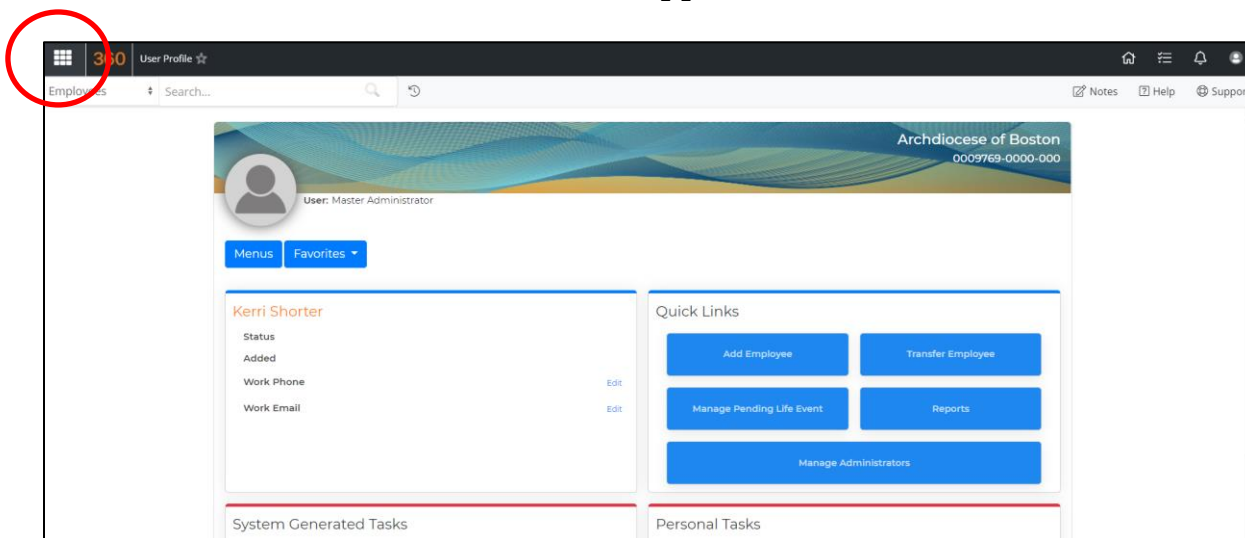


Generating Reports in BAS

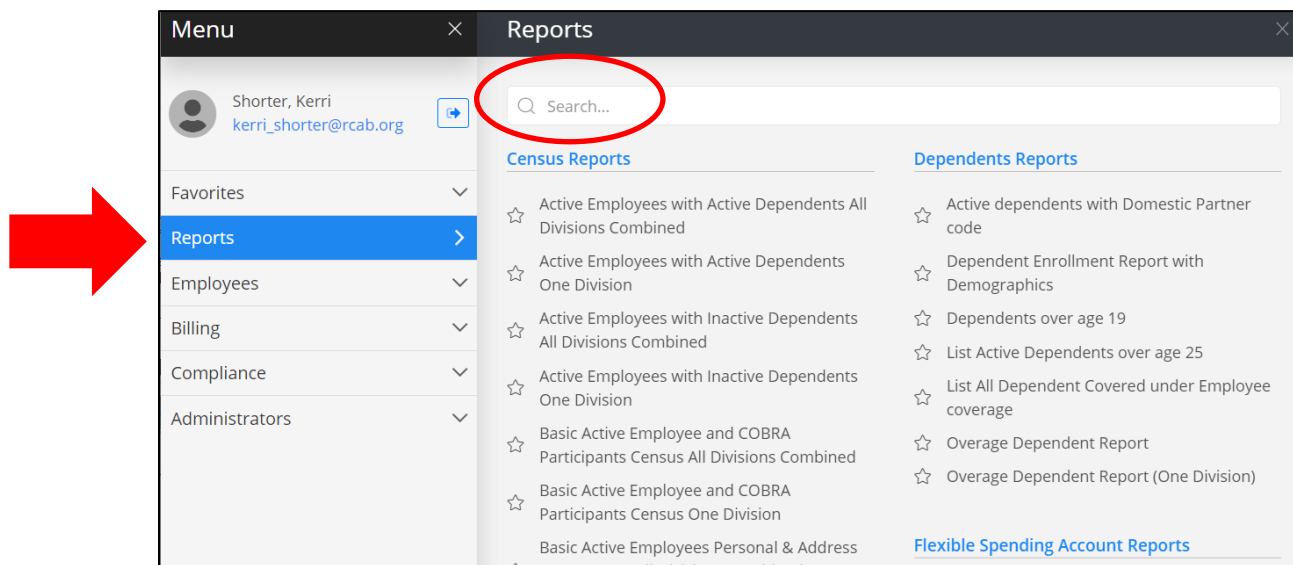
MyEnroll allows you to generate reports on your location, including Census, Coverage, Dependent, New Hire and Change Reports.

1. Click on the “Waffle” Icon in the upper left-hand corner of the screen.

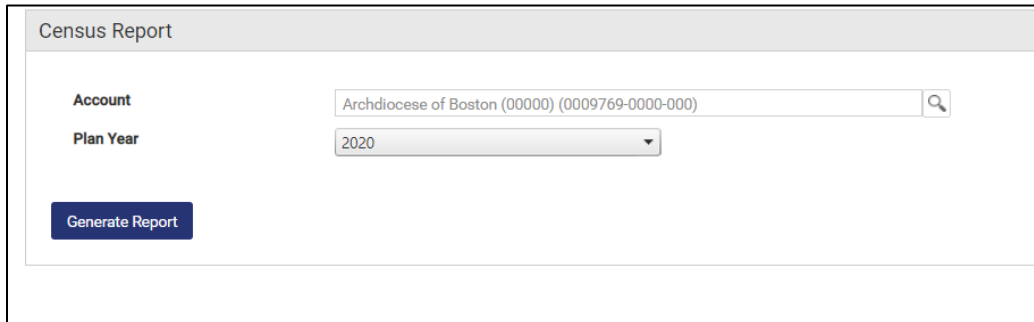


2. Click “Reports”

- You can then review the available reports by category. You can also use the Search box at the top to locate a report.
- If you click the star next to a report, that report will then be available under your “Favorites.”

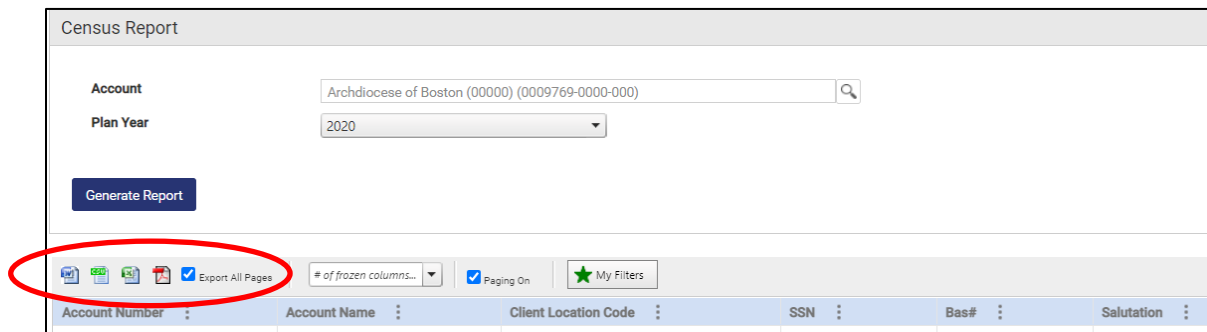


3. Select the report you would like to run by clicking on the report name.
4. For many reports, a pop-up will appear asking you to select the report criteria. Once you select the responses, click “Generate Report.”
Note – Plan Year 2020 is 7/1/2020 to 6/30/2021
Below is an example from the Census Report:



The screenshot shows a web form titled "Census Report". It contains two input fields: "Account" with the value "Archdiocese of Boston (00000) (0009769-0000-000)" and "Plan Year" with the value "2020". Below these fields is a blue button labeled "Generate Report".

5. The report will appear once complete. You can then click the application icons to export the report. Typically, this would be Excel or PDF.



This screenshot shows the same "Census Report" form as above, but with a toolbar below the "Generate Report" button. The toolbar includes icons for Excel, PDF, and Print, along with a checked "Export All Pages" option. A red circle highlights these export options. Below the toolbar is a table header with columns: "Account Number", "Account Name", "Client Location Code", "SSN", "Bas#", and "Salutation".

6. To return to the administrator homepage, click the “Home” icon on the top of the page.

