Employer Access Document Viewer Procedure

Summary

The *Document Viewer* procedure describes how to view the available documents in the Employer Access.

Procedure

1. From the Tool Bar, click the **Reports & Documents** icon, and select **Document Viewer**.

To Search for a General Document

1. Click the **General Document** tab.
2. Select the **Category**.
3. Click the **Search** button.
4. Sort the list by using the **Name** field.
   - All employers can view all the documents in the list.

To Search for a Specific Document

1. Click the **Specific Document** tab.
2. Select **Search By** on the right.
   - For **Event Type:**
     i. Select the desired event.
     ii. Click the **Search** button.
     iii. Sort the list by using any of the column headings.
     iv. Select the desired document to view.
     v. In the **Event Reports** section on the right, click the **Action** icon (circle with down arrow) to download the file.
   - For **Document Category:**
     i. Select the desired document type from the dropdown menu.
     ii. Click the **Search** button.
     iii. Click the **Action** icon for the desired document to open or download.

This procedure is complete.