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Finding Electronic Distributions by Primary Recipient

⚠️	As of July 17, 2021, the Electronic Distribution Form is available in **view-only** mode. No updates can be made to this form. Primary and secondary recipients will no longer automatically receive month-end reports as of this date.
1. Select the name of the desired primary recipient by either entering their name (last name first), or by performing a search through the List of Values (LOV) button in the **Primary Recipient** field. If you are the primary recipient, leave the field as is.	
2. Click on the **LOV** button in the **Report Group** field to select the desired report group, and then click the **FIND** button.	
3. Check the **Include End-Dated Records** box to include both current and previous secondary recipients.	
4. Click on **Find** to retrieve the results. Click on each recipient's name to view the list of accounts that they were receiving reports for.	