Export Enrollment Renewal Data

You can export enrollment renewal data to an Excel® spreadsheet (.XLSX). When you export enrollment data, you can either export all data or the current view. Exporting the current view means that your filters are applied to the export.

> **Required Permissions:** You must have the **eForms** permission enabled on your account to use the eForms feature.

1. From the menu to the left, click **eForms**.

2. Click **Approve & Renew**.

3. Filter to the records to export, if needed.

4. Click **Export All** or **Export View**. Click the **down arrow** next to the Export button to change between Export All and Export View.