

Print the Center Claim Totals Report

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CDT

1. From the menu to the left, click **Claims**.
2. Select **Submit Claims to State**. The Submit Claims to State page opens.
3. Ensure that the correct claim month is selected
4. In the **Reports** section, click the drop-down menu and select **Center Claim Totals**.

The screenshot shows a web interface for 'Submit Claims to State'. The breadcrumb trail is 'Home > Claims > Submit Claims To State'. The page is divided into two main sections: 'Submit Claims' and 'Reports'.
The 'Submit Claims' section contains five dropdown menus:

- State: CA
- Corporation: IGNORE
- Claim Month: May 2023
- Submission Batch: All Submissions
- Export Files: State Claim File

At the bottom of this section are two buttons: 'Mark as Submitted' (blue) and 'Generate' (green).
The 'Reports' section contains two dropdown menus:

- Center Claim Totals (selected)
- Center Name

A blue 'Run' button is located to the right of the 'Center Name' dropdown.

5. Click **Print**.