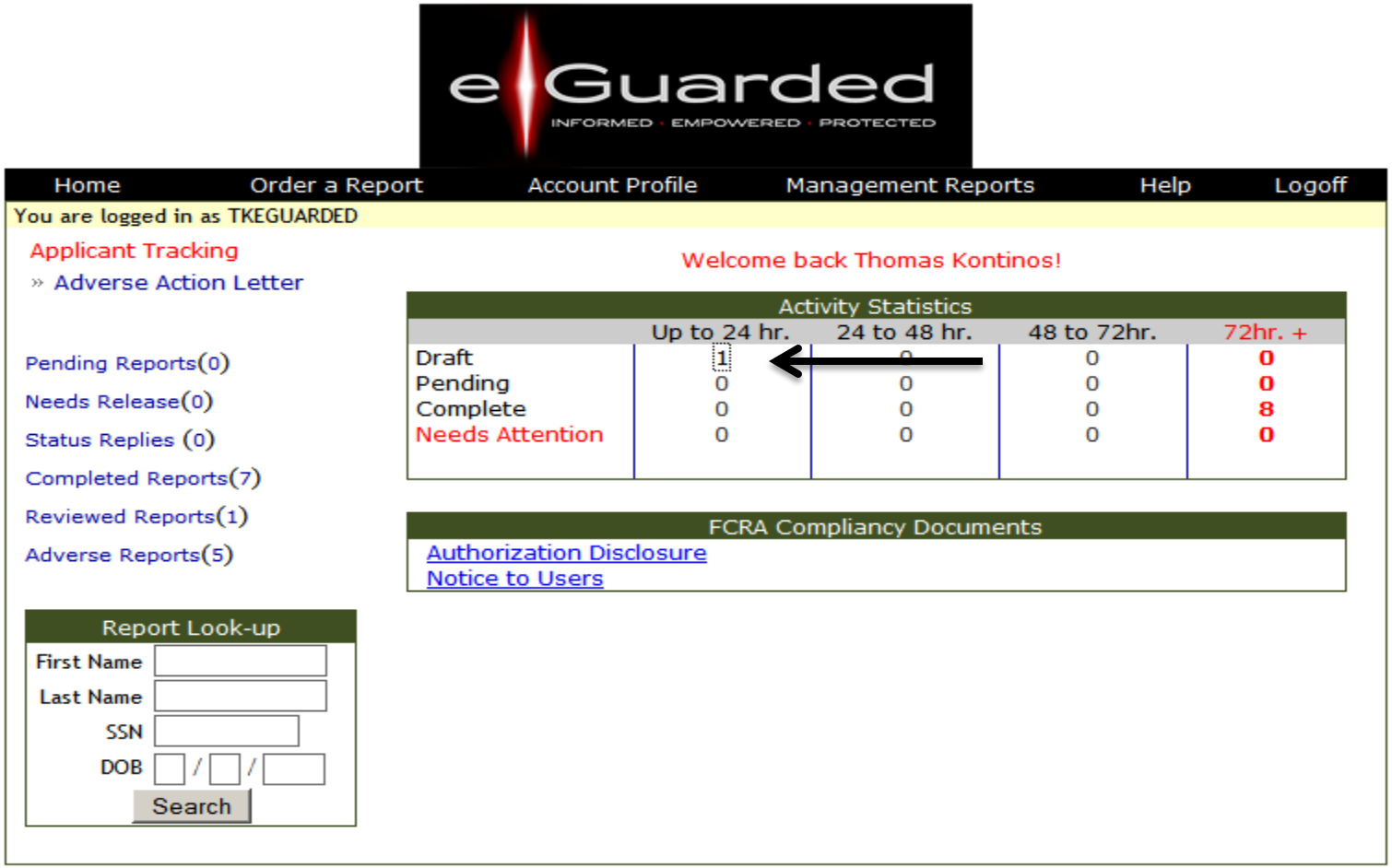
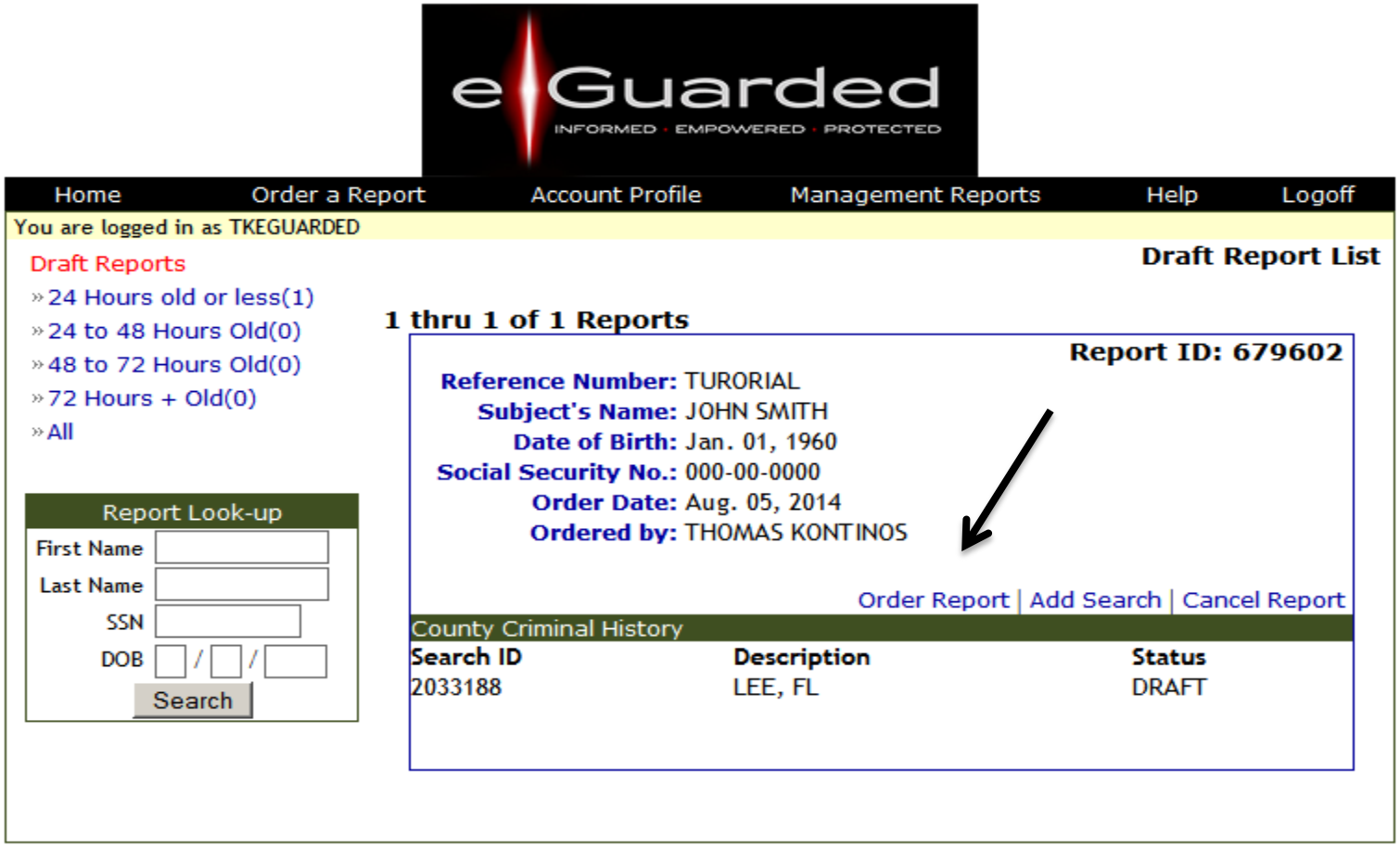
Draft Report Ordering Process



1. If a number appears in the “Draft” row, a background order has not been completed.
2. Click on the number to complete the order.



1. Click “Order Report”

1. Check the certification box

1. Click “ORDER REPORT” to complete the ordering process.

1. Report has been successfully ordered.