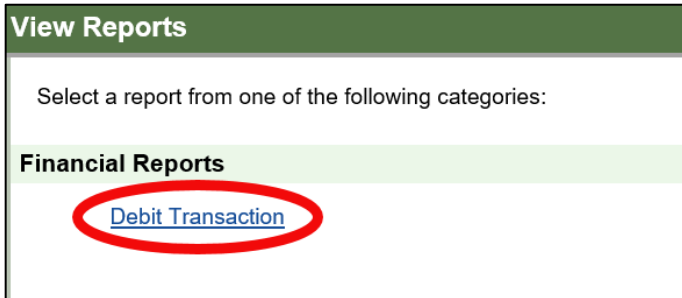


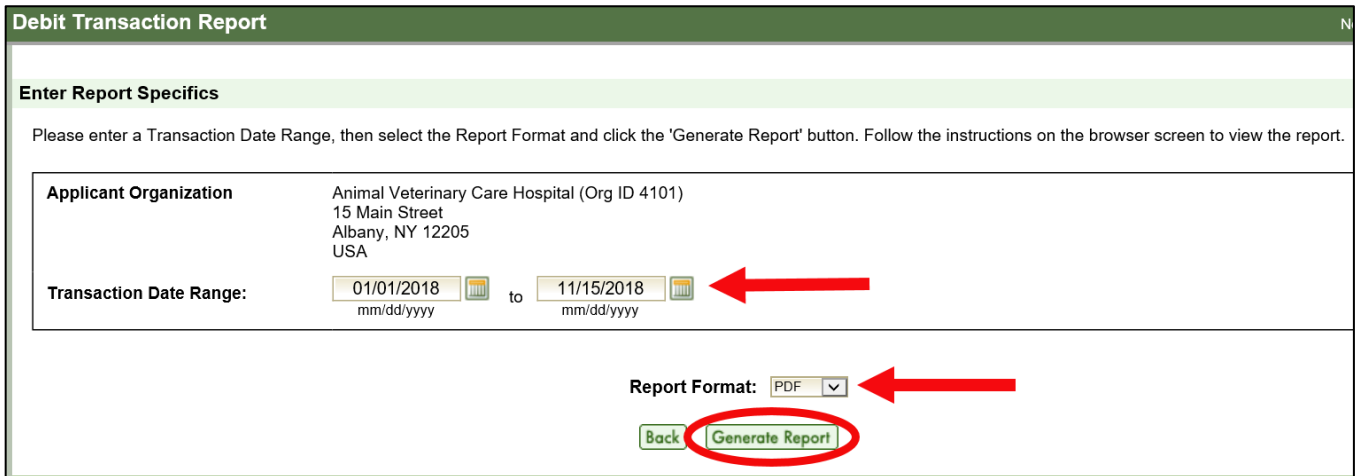
I. To obtain a debit transaction report, From the left navigation menu, click [View Reports](#).



II. On the View Reports screen, click [Debit Transaction](#).



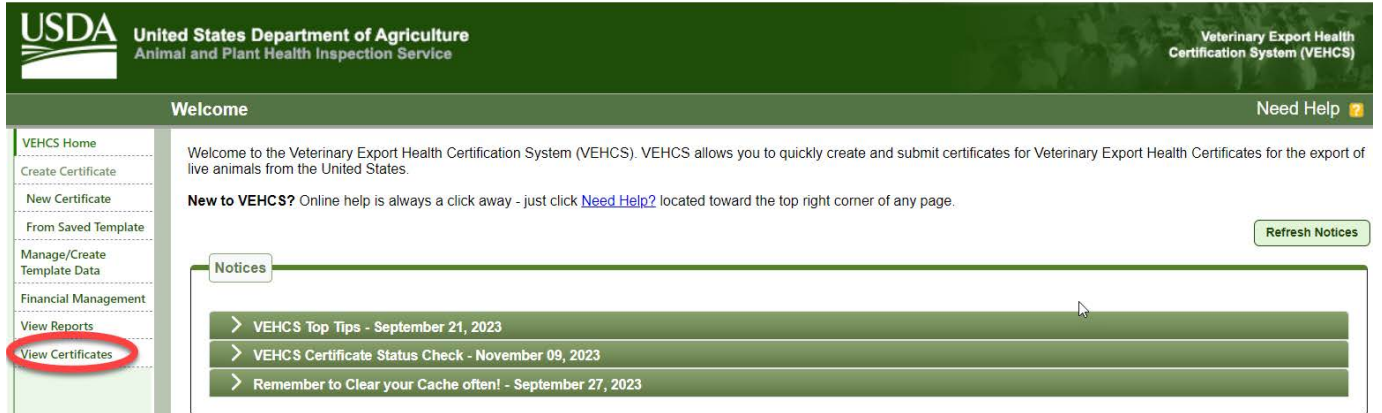
III. Enter the desired Transaction Date Range. In the Report Format drop-down box, select PDF or Excel format. Then click the **Generate Report** button.



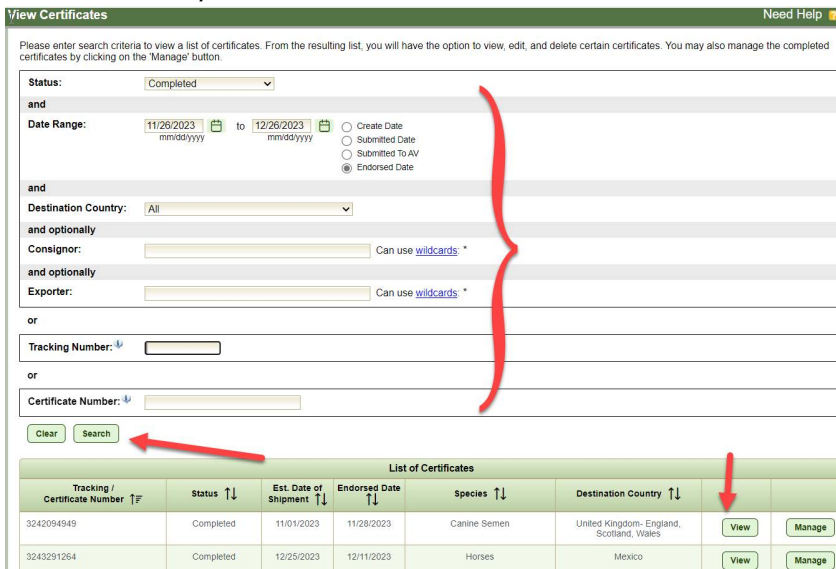
IV. Click **Open** to view the report, or click **Save** to save it to your computer.

To view endorsement fees for a completed certificate, you will need to view the certificate details.

I. From the left navigation menu, click View Certificates.



II. Enter the search criteria for your certificate and click "search". Then in the search results, click "View" on the certificate for which you wish to view the details.



III. On the certificate details page, scroll down to the "Fee Information" section.

