

Instructions for Manager Reports

Go to the PUD website at www.snopud.com

- Select *Your Account*.
- Select *For Apartment Managers*.
- On the *For Apartment Managers* page, you will find:
 - ✦ A link to the *Online Application for Service/Manager Reports*
 - ✦ Instructions for Submitting an Application for Service
 - ✦ Tenant Information Form – each responsible party **must** sign this form accepting responsibility for billings
 - ✦ Frequently Asked Questions (FAQ's)
 - ✦ Notice of Service Change form
 - ✦ Instructions for Accessing Manager Reports

To access Manager Reports, click on the link to the *On Line Application for Service/Manager Reports*

Required Info screen appears:

- ✦ Enter an account number and an owner agent agreement number.
- ✦ Options appear on the menu on the left side of the screen (Manager Reports/Log Out).
- ✦ Select *Manager Reports*. The *Manager Reports* screen appears.

There are two types of reports available in the drop-down menu (*Tenant Report* and *Application Status Report*). These reports can be printed for your convenience.

Select Report Type desired from the drop down (blue arrow) menu and click on *Generate Report*.

1. **Tenant Report (Owner Agent Address Listing)**

This report provides a listing of current responsibility status and start dates for all units on owner allocation. The status column indicates who is responsible for billings for that unit, according to PUD records.

2. **Application Status Report**

There are two reports available in the Application Status Report: *Unprocessed Applications* and *All Applications*.

Select the desired report button and click on *Generate Report*:

2.1 **Unprocessed Applications:**

Displays only applications that have been received but not yet processed.

2.2 **All Applications:**

This report displays all applications for service you have submitted through this website (all status types – received, accepted, rejected).

You may sort the data of either report (*Unprocessed* and *All*) by clicking on the column header you choose as your sort criteria (*Tenant Name, Address, Status, Start Date*).

The Application Status Reports do not include new applications submitted via phone or FAX.

To exit *Manager Reports*:

Select *Log Out* to exit completely.

Select *Begin* to start a new application for service.