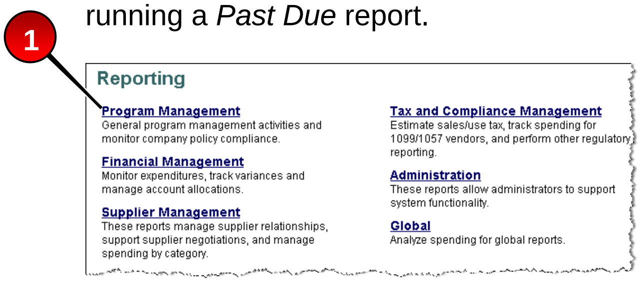
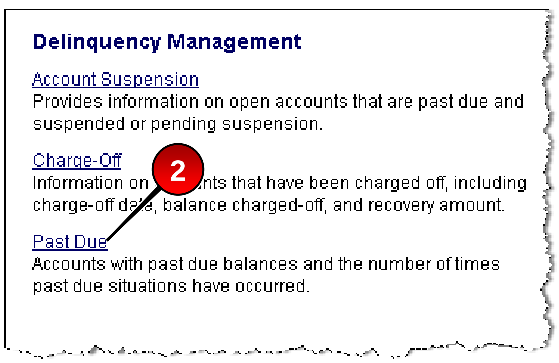
Run a Past Due Report

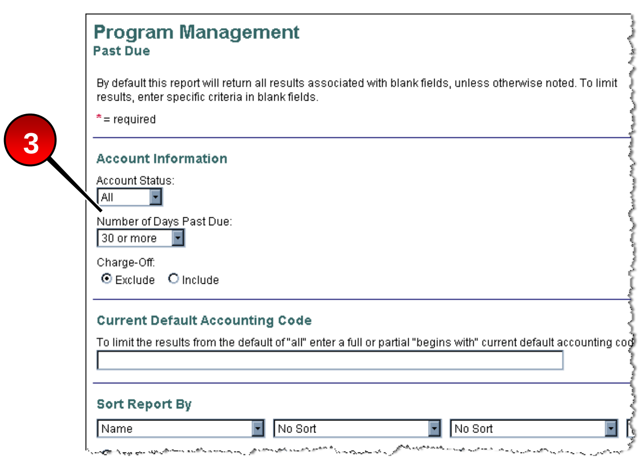
You can use this quick reference guide as a fast reminder of the basic steps for running a *Past Due* report.



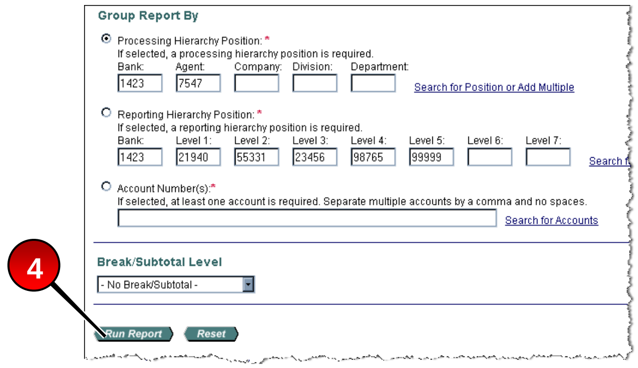
1. Select the **Reporting** high-level task and then click the **Program Management** link.



2. Click the **Past Due** link.



3. Specify the report parameters, including account status, past due number, sorting and grouping.



4. Click the **Run Report** button.

LEARN MORE

For more detailed information, refer to the *Reporting* web-based training lesson and user guide available at:

https://wbt.access.usbank.com

Contact your program administrator for the most current passwords.