

Directions to print Negative Balance/Low Balance Letters

Press on House Icon (Websmartt Home Page) on the Websmartt Quick Launch Toolbar  
Type in User ID  
Enter Password  
Press on Login  
Select Customers Tab  
Select Customer Reporting  
Select Report Name (Negative/Low Balance Letters)  
Use the Level:1/2/3 Section to Sort Reports  
Press View  
Press Print  
Press Red X to Close Report  
Select Logout and click on Red X to close the web page

Directions to print Negative/Low Balance List

Press on House Icon (Websmartt Home Page) on the Websmartt Quick Launch Toolbar  
Type in User ID  
Enter Password  
Press on Login  
Select Customers Tab  
Select Customer Reporting  
Select Report Name (Customer List with Account Balances)  
Under Group Select (Negative/Low Balance)  
Use the Level:1/2/3 Section to Sort Reports  
Press View  
Press Print  
Press Red X to Close Report  
Select Logout and click on Red X to close the web page