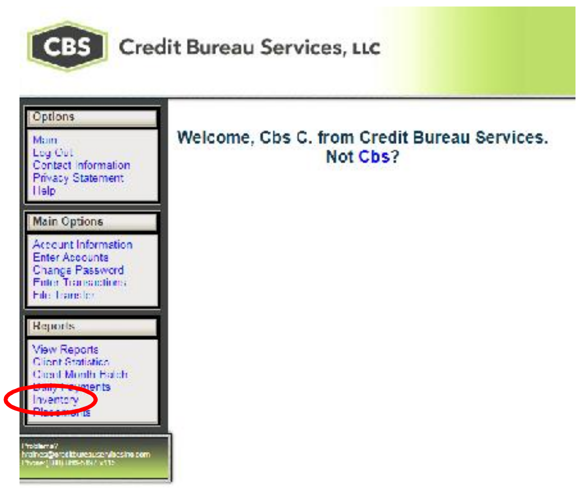
# Viewing your Inventory

There will come a time when you may want to review your inventory of accounts placed within our agency. This inventory report can be accessed at any time using the client portal portion of our website!

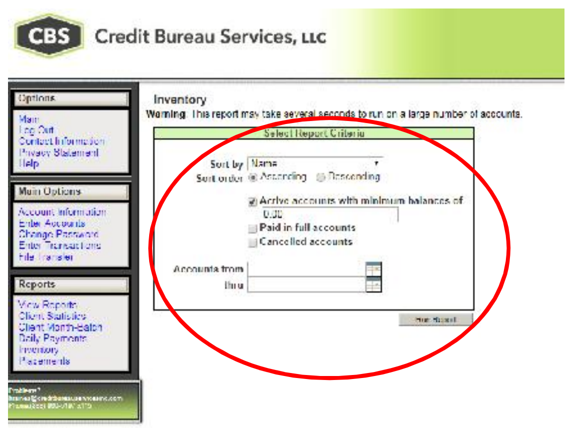


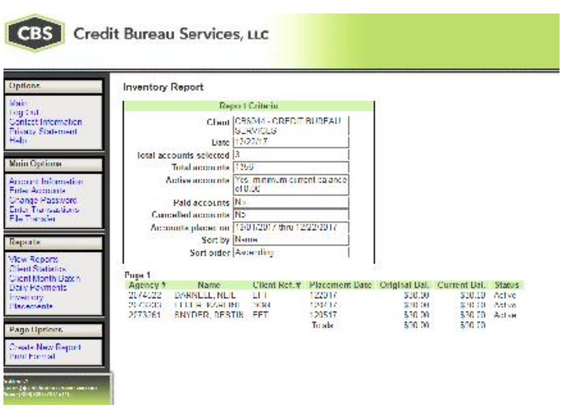

Log-in to your client portal and accept the HIPAA agreement by clicking “I agree” at the bottom of the screen.

Using the tool bar on the left hand side of your screen, click on “Inventory” under the **Reports** Header.

Enter the search criteria you would like to use and click “Run Report.”

*Note: You must enter a date range to run the report.*




Once your report has been created, it will display the Agency #, Consumer Name, Client Ref. #, Placement Date, Original Balance, Current Balance and Status.

In the Report Criteria Box, you will see the total number of accounts included in the report, your current total accounts, and the search criteria.