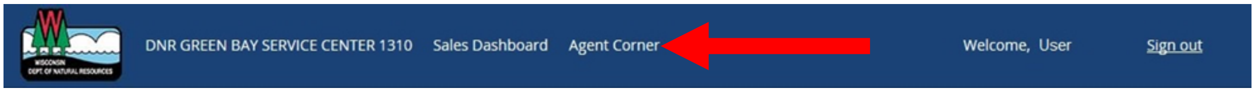
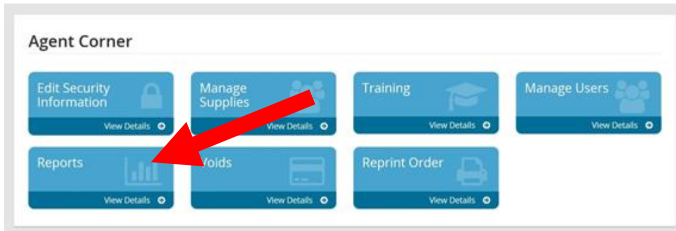
Weekly Sales Report

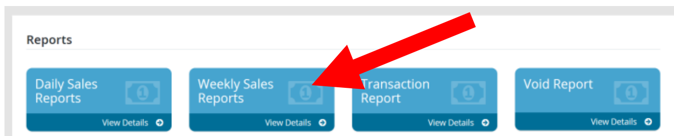
1. Log in and get to the Sales Dashboard. Select the Agent Corner link near the top of the screen.



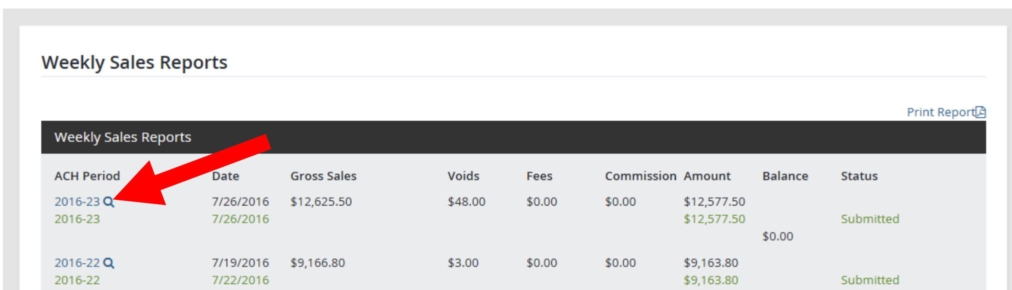
2. The Agent Corner page has several selections. Choose the Reports button.



3. On the Reports Page, select the Weekly Sales Reports.



The **Weekly Sales Report** will display all past weekly sales periods for the current license year. The most recent will be displayed on the top. Select the ACH period you wish to see by selecting the icon.



This will display the detailed information for the weekly sales report. It will show the Weekly Sales Summary, including the agent commissions and void information. You can also see all information on your weekly sweep from your bank account. Lastly, it will also show the days you made sales during the week. Touch the Transactions link to see individual transactions for that day.