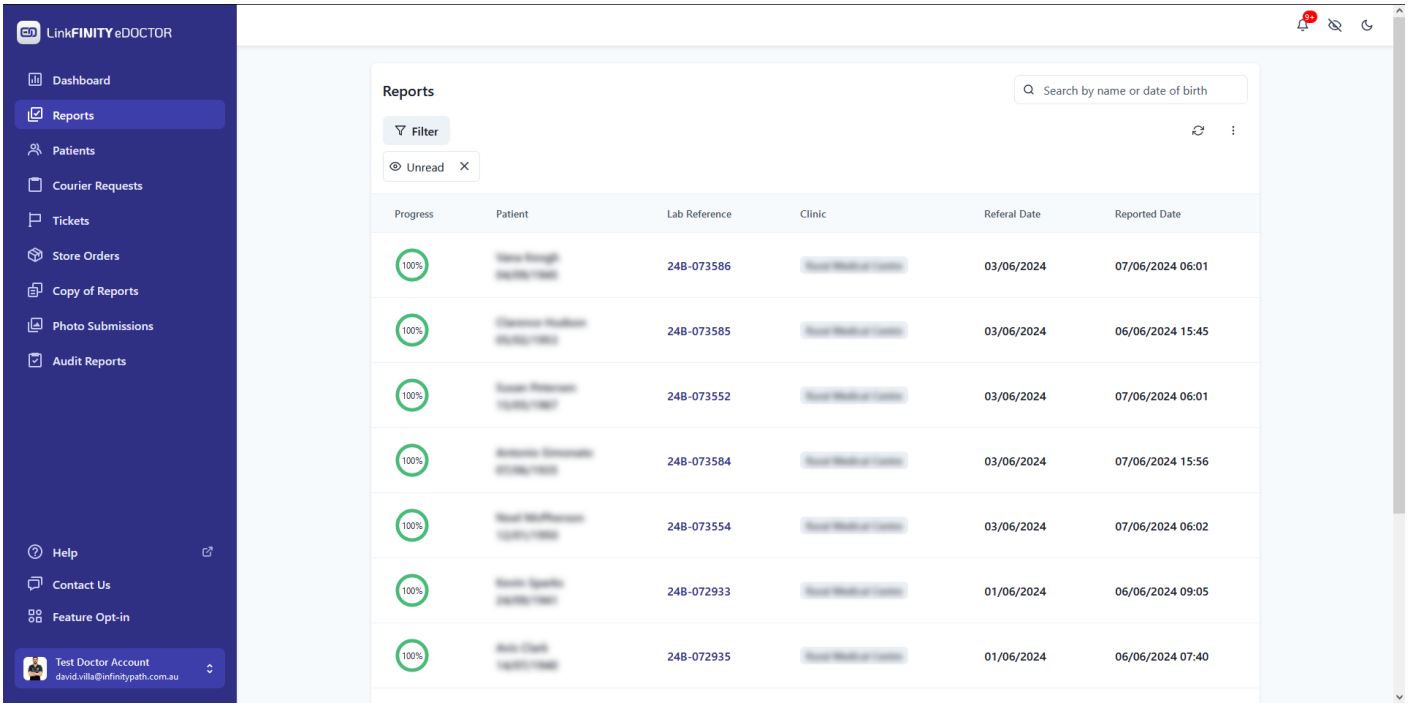
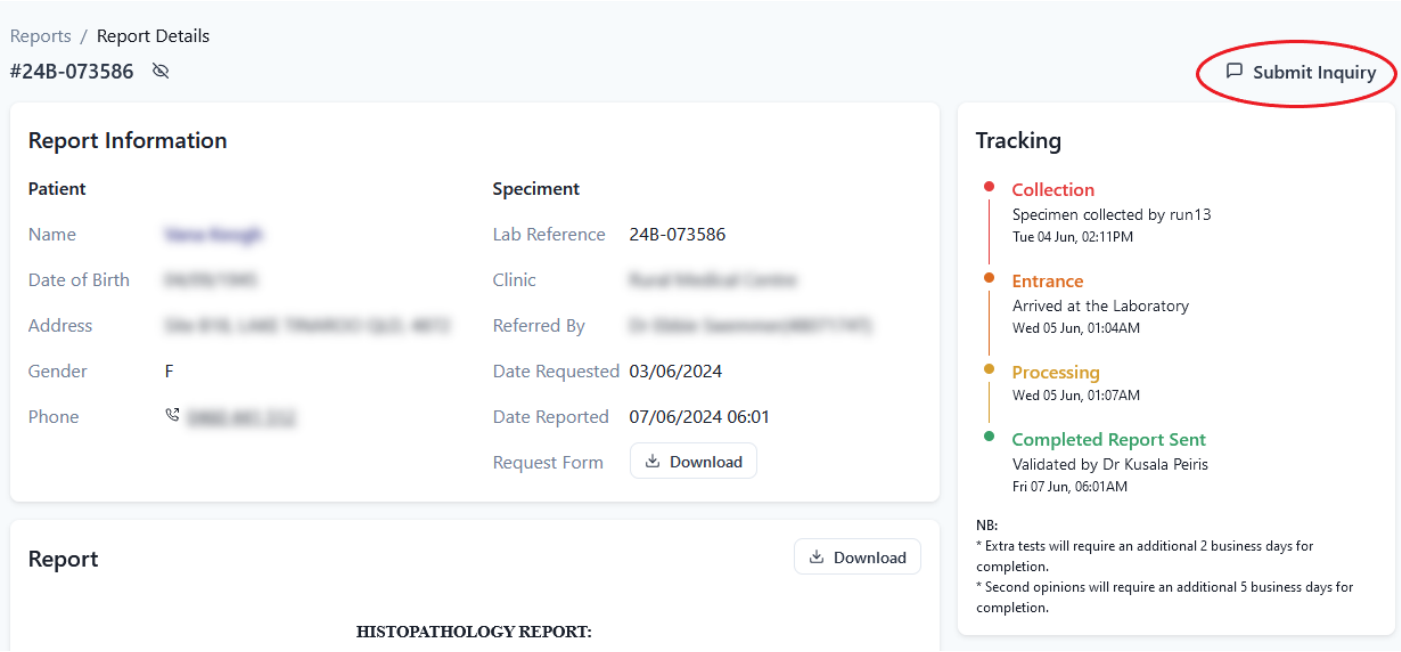
How to submit a report inquiry

1. Navigate to the **Reports** tab

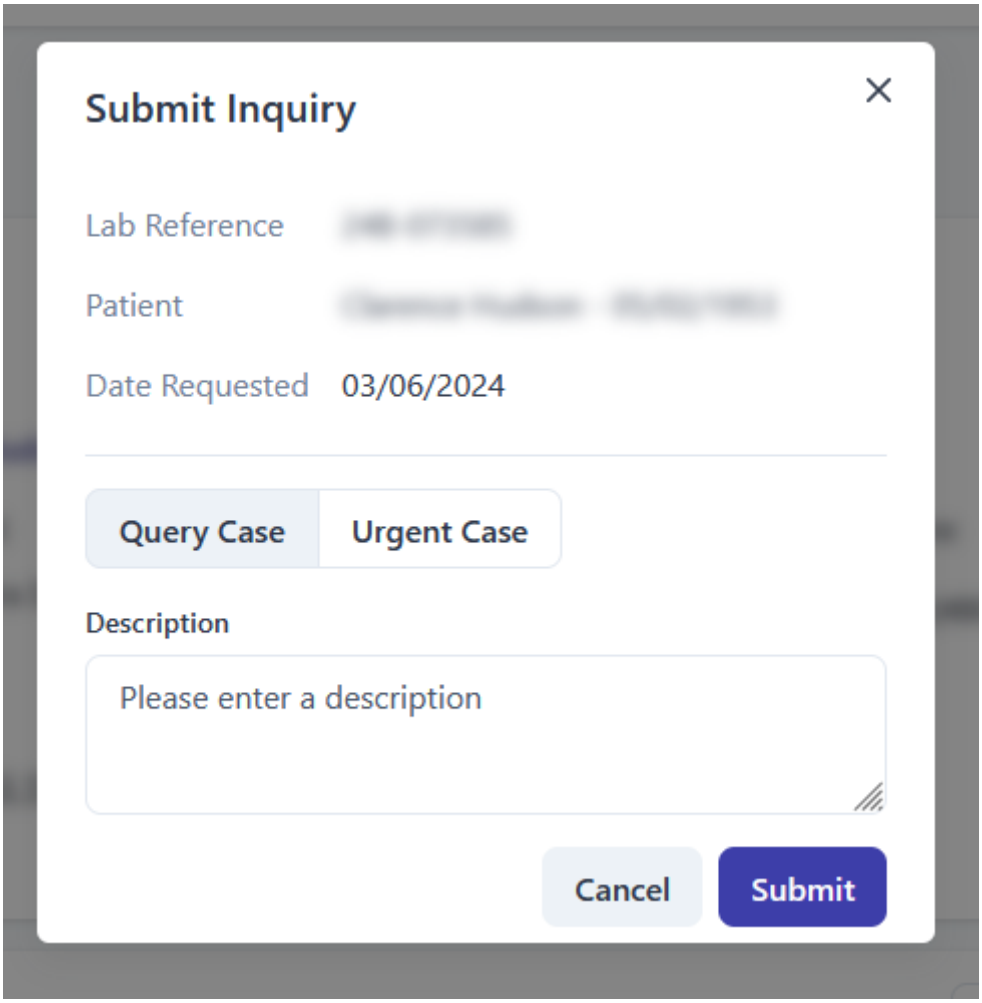


2. Click on the report that you would like to create a ticket

3. Click on **Submit Inquiry**

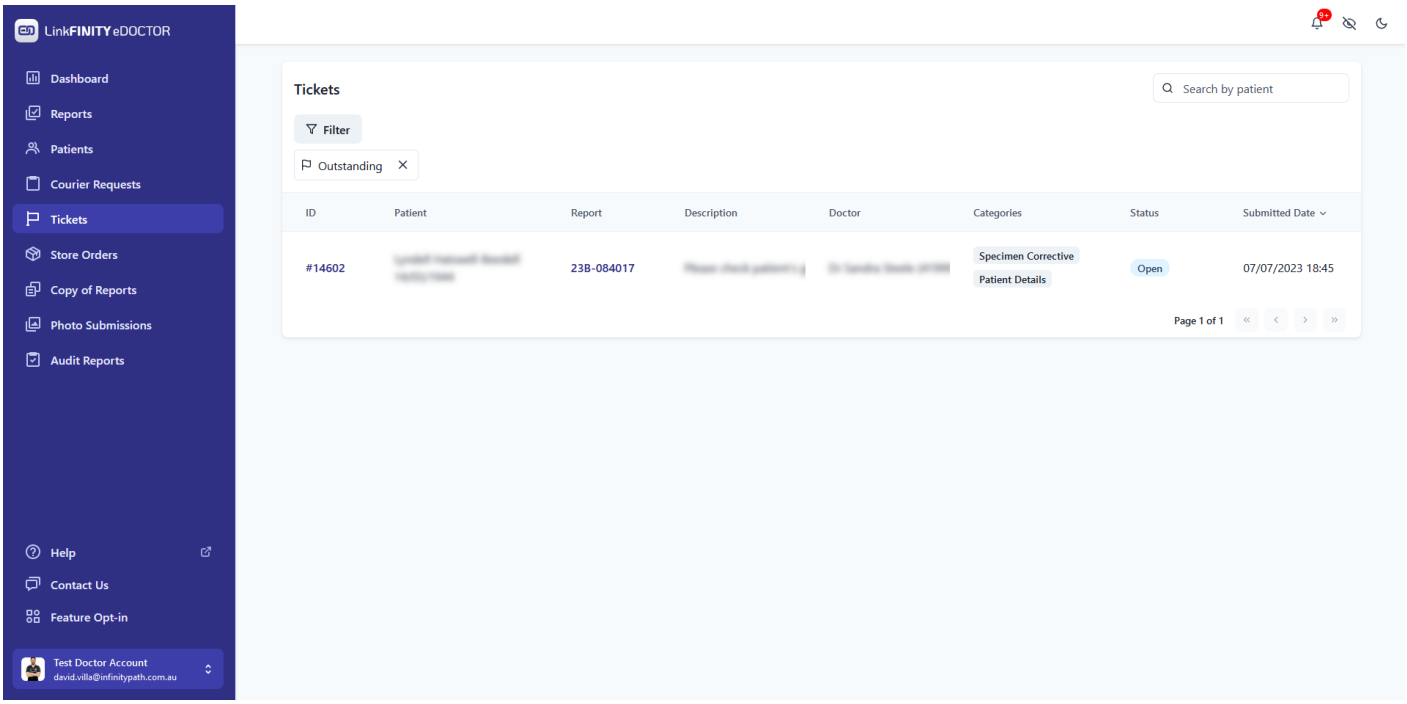


4. Choose a request type and add a descriptive description about the ticket.



5. Click **Submit**

Your can view and track your submitted in the Tickets tab



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