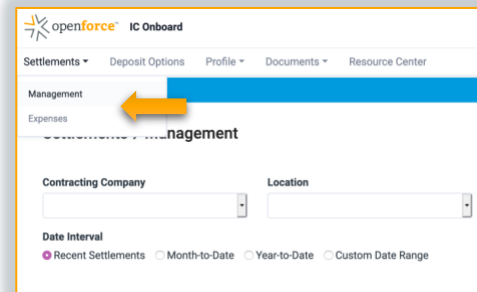# View and Download your Settlement Details into Excel

This process will show you how to view your settlement details in your ICM portal and be able to download the information into an easy to manage excel file.
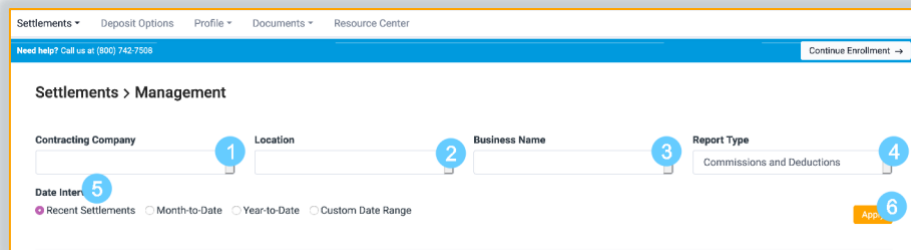
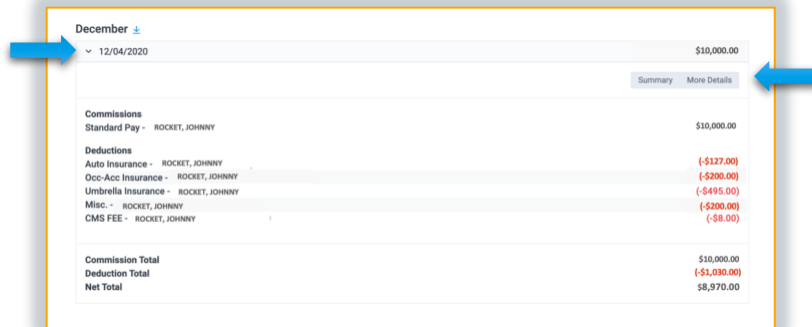1. Log into your ICM Portal on your computer. www.enrollic.com

2. Click Settlement>Management icon to open your tab

3. Set your Contracting Company, Location, Business Name, Report Type and Date Intervals, and click Apply
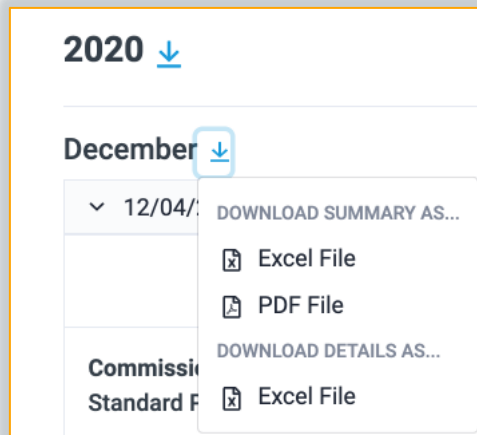
4. Click the expand icon next to the settlement date to view details, use the Summary and More Details buttons to choose your details.

Download Summary or Details to Excel or PDF

1. Click the Download icon next to the settlement and select either Summary or Details