How To Print Off An ADSAC Assessor Fee Report

- Log into Access Control
- Click on the ADSAC Online icon
- Hover over the Assessor/Facilitator tab in top left corner
- Click on Assessment Report
- Click on Assessor Fee Report
- Type in begin and end dates using forward slashes and not dashes and then press submit
- When the assessor fee report opens click on the blue floppy disc at the top and select PDF
- Then press open at the bottom of the page
- Then select the print button
- Then press print and you report is printed