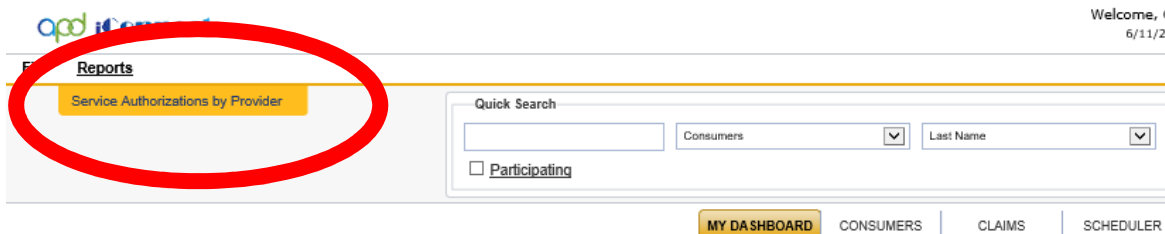Waiver Support Coordinators (WSCs) will need to print authorizations for Services Providers in batches in order to mail, e-mail, or hand deliver to Direct Service Providers

1. Open My Dashboard and Hover over the Reports menu
2. Select Service Authorizations by Providers

3. The Production Report screen will open
   a. Fill out the following information:
      i. Auth Start Date
      ii. Auth End Date
      iii. Provider Name
      iv. The User ID should be automatically populated (if visible)
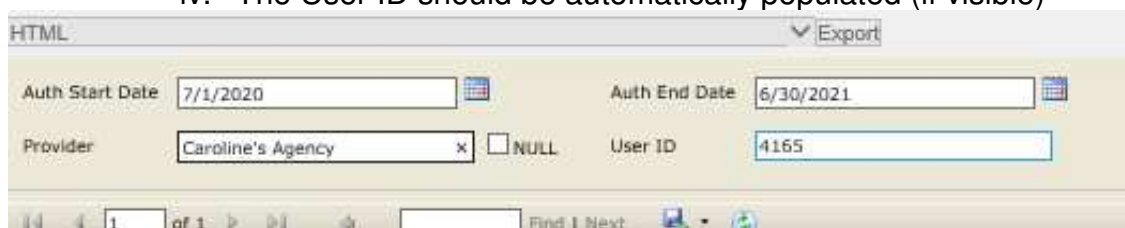
4. Click "View Report" (located on the right side of the screen). ![View Report button]

5. Click on the dropdown menu to select .pdf and follow the instructions on the screen to save the document to your computer.