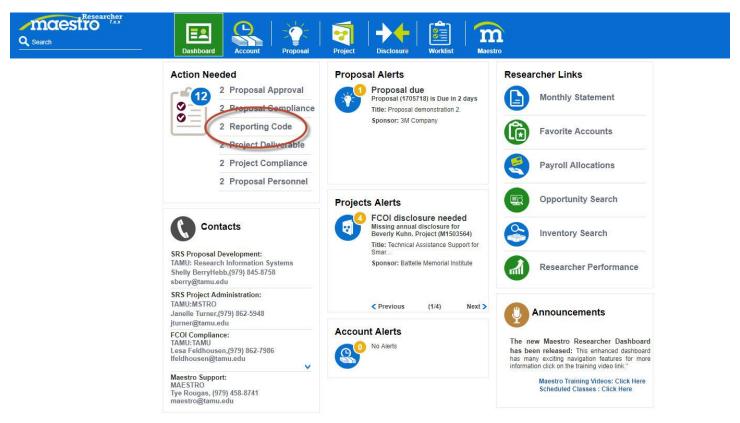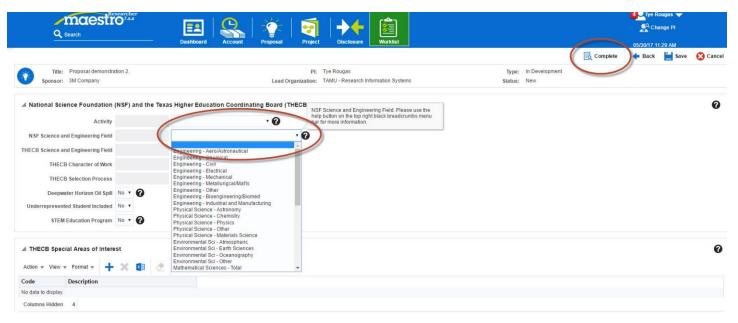**HOW TO COMPLETE REPORTING CODES**

➤ **For Video Instructions click HERE**

1) After logging in to Maestro, click on "Reporting Code" under the Action Needed tab:

2) Click the drop down arrows and select the correct value. When finished, click the Complete button:

If you have any questions or comments, please use the contact information provided on the lower left portion of the Portal screen.