



BerniePortal How To: *Download a Payroll Deduction Report*

Follow the steps below for instructions on how to download a payroll deduction report.

- Step 1:** Log in to your BerniePortal employer account.
- Step 2:** Select “Reports” from the black bar at the top of the home page.
- Step 3:** Select either *Election PDF OR Employee Deductions*.
- Step 4:** If selecting the *Election PDF report*:
- Under “Subgroups”, check the box labeled *All Subgroups*.
The report will be sent as a PDF, listing each employee’s deductions.
- If selecting the *Employee Deduction report*:
- Under “Subgroups”, check the box labeled *All Subgroups*.
- Under “Benefit Types”, check the box labeled *All Benefit Types*.
- Under “Dependent Info”, select *Include*.
The report will be sent as a CSV file.
- Step 5:** Enter your e-mail address in the field labeled “Send Report To.”
- Step 6:** Click “Generate & Send.” The report will be sent to the email entered in Step 5.
- Step 7:** Download the report from the inbox associated with the email entered in Step 5 and save to your computer.
The report will expire from your email one hour after being generated.