How to Pull a Credentialing Report

1. Log on and go to the Testing Center. Make sure you are in your Account Administrator role.
2. Once there click on Reports in the top gray bar.
3. Click on Credentialing Activity Report.
4. Select the date range for the report that you need. By default, the page will load with the previous 90-day date range.
   - Please note that you will need to click the specific date in the date picker that pops up to fully select a new date.
5. Click View to see the results on the page, or Download to download the Excel version of the report.
   - Reports with more than 1,000 results will automatically download.
   - You can also use the same steps to run the Account Code Report, Performance Affidavit Report, or Testing Report.