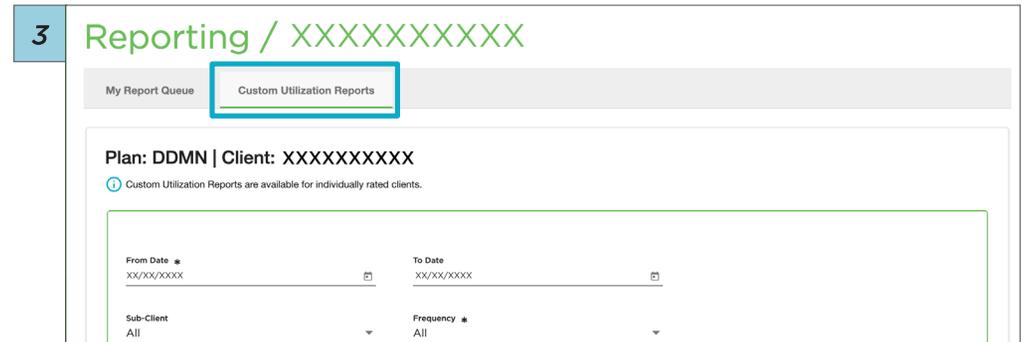
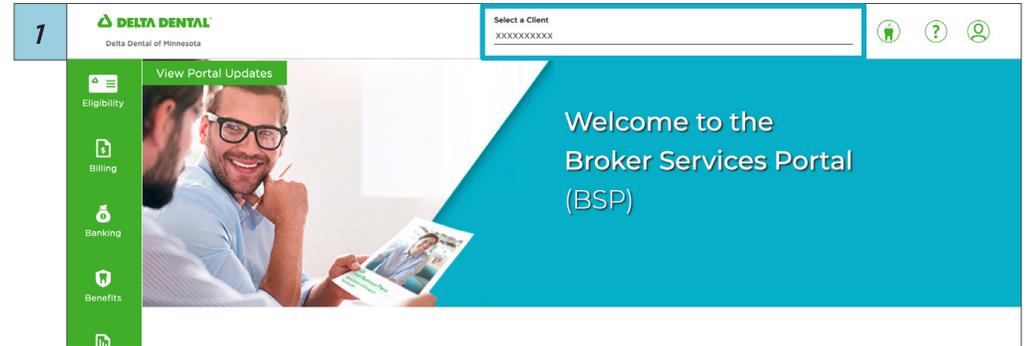


# Broker Services Portal (BSP) Quick Guide

## How to access Custom Utilization Reports

Custom Utilization Reports are available for individually-rated clients.

1. At the top, type the **client name** and select from the drop-down in the Select a Client field. *Image 1*
2. On the left navigation menu, click **Reports**. *Image 2*
3. Click **Custom Utilization Reports**. *Image 3*



4. Click **Submit**.

Date range, sub-client and frequency fields will autofill. If changes to this information are needed, update accordingly, then click **Submit**.

Image 4

**4**

**Plan: DDMN | Client: XXXXXXXXXXXX**

*i* Custom Utilization Reports are available for individually rated clients.

From Date \*  
XX/XX/XXXX

To Date  
XX/XX/XXXX

Sub-Client  
All

Frequency \*  
All

**Submit**

5. If needed, filter by report type.

Image 5

6. Click the icon in the View Report column to access and download the Custom Utilization Report.

Image 6

**5**

Report Type	Run Date	Start Date	End Date	Frequency	View Report	Sub-clients Included
XXXXXXXXXX	XX/XX/XXXX	XX/XX/XXXX	XX/XX/XXXX	Annually		XXXXXXXXXX
XXXXXXXXXX	XX/XX/XXXX	<input checked="" type="checkbox"/> All	<b>Reset X</b>	Annually		XXXXXXXXXX
XXXXXXXXXX	XX/XX/XXXX	<input checked="" type="checkbox"/> XXXXXXXXXXXX		Annually		XXXXXXXXXX
XXXXXXXXXX	XX/XX/XXXX	<input checked="" type="checkbox"/> XXXXXXXXXXXX		Annually		XXXXXXXXXX
XXXXXXXXXX	XX/XX/XXXX	<input checked="" type="checkbox"/> XXXXXXXXXXXX		Annually		XXXXXXXXXX
XXXXXXXXXX	XX/XX/XXXX	<input checked="" type="checkbox"/> XXXXXXXXXXXX		Annually		XXXXXXXXXX
XXXXXXXXXX	XX/XX/XXXX	<input checked="" type="checkbox"/> XXXXXXXXXXXX		Annually		XXXXXXXXXX

**6**

**Custom Utilization Reports Search Results**

Report Type	Run Date	Start Date	End Date	Frequency	View Report	Sub-clients Included
XXXXXXXXXX	XX/XX/XXXX	XX/XX/XXXX	XX/XX/XXXX	Annually		XXXXXXXXXX
XXXXXXXXXX	XX/XX/XXXX	XX/XX/XXXX	XX/XX/XXXX	Annually		XXXXXXXXXX
XXXXXXXXXX	XX/XX/XXXX	XX/XX/XXXX	XX/XX/XXXX	Annually		XXXXXXXXXX
XXXXXXXXXX	XX/XX/XXXX	XX/XX/XXXX	XX/XX/XXXX	Annually		XXXXXXXXXX
XXXXXXXXXX	XX/XX/XXXX	XX/XX/XXXX	XX/XX/XXXX	Annually		XXXXXXXXXX