

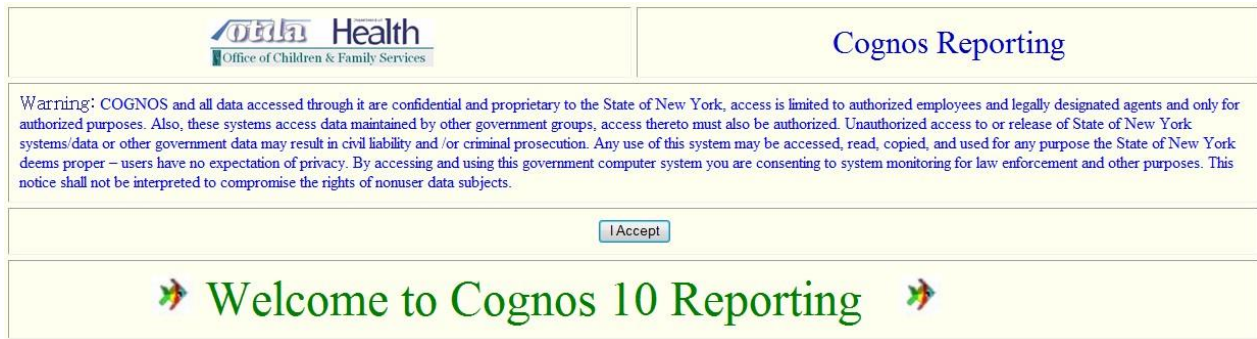
## Electronic Signature Report

### How to Access and Use

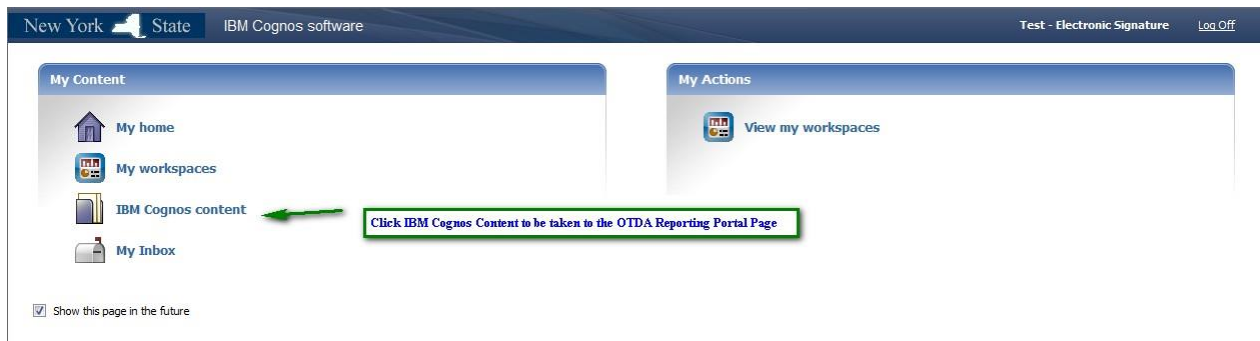
Click on this link or the link provided in the Welcome to Cognos Reporting e-mail you received

<https://cognos.otda.state.nyenet/cognos/>

After clicking the link you will see the Information Security Warning below. Users must click the I Accept button to proceed further.



This is the first screen you will see after clicking I Accept



To access the Electronic Signature Report click on the IBM Cognos content link indicated above and the OTDA Reporting Portal should appear

Following the path indicated on the screen prints below to run the report.

Attachment B

New York State IBM Cognos Connection Test - Electronic Signature Log Off

OTDA Reporting Public Folders My Folders

Welcome to OTDA Reporting

Resources  
Protection of Confidential Information 174-CM-10; Issued 11/2010  
Technical Assistance  
Link to Commissioners Dashboard

Welcome to OTDA Reporting

Name	Description	Modified	Actions
User Tools		March 17, 2014 1:04:31 PM	More...
Central SOS		June 4, 2013 10:39:48 AM	More...
Electronic Signature Report	A summary report produced upon request by SSDs to use as verification of a SSD workers signature on an Interim Assistance Reimbursement (IAR) authorization form. The report displays CIN, Case Number, District, Case Type, Name, Worker TTSS ID for transaction, transaction date, and transaction type for all transaction types 02, 06, and 10.	March 17, 2014 4:14:44 PM	More...
SNAP		March 17, 2014 4:19:28 PM	More...
Technical Assistance		January 15, 2014 3:21:33 PM	More...

New York State IBM Cognos Connection Test - Electronic Signature Log Off

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Technical Assistance		January 15, 2014 3:21:33 PM	More...

Click on this folder

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Welcome to OTDA Reporting

OTDA > Electronic Signature Report

Name	Description	Modified	Actions
Electronic Signature Report (LDSS)		March 17, 2014 4:28:50 PM	More...

Click on the report

This will open a prompt page in which you can enter the CIN ID for the report.

## Electronic Signature Report

Enter CIN ID for Report

\*

Cancel

Finish