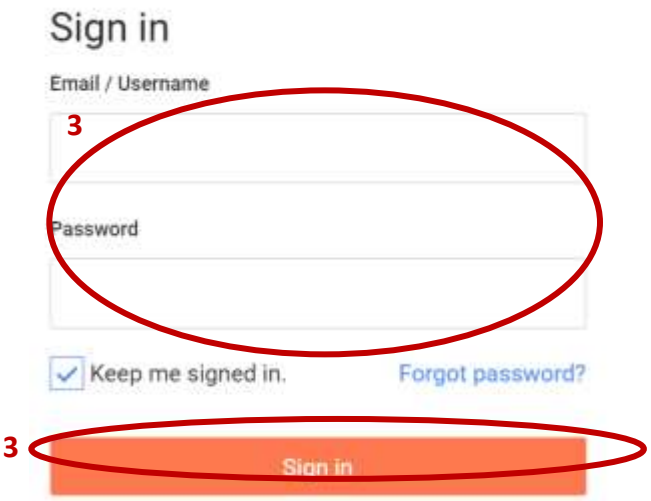
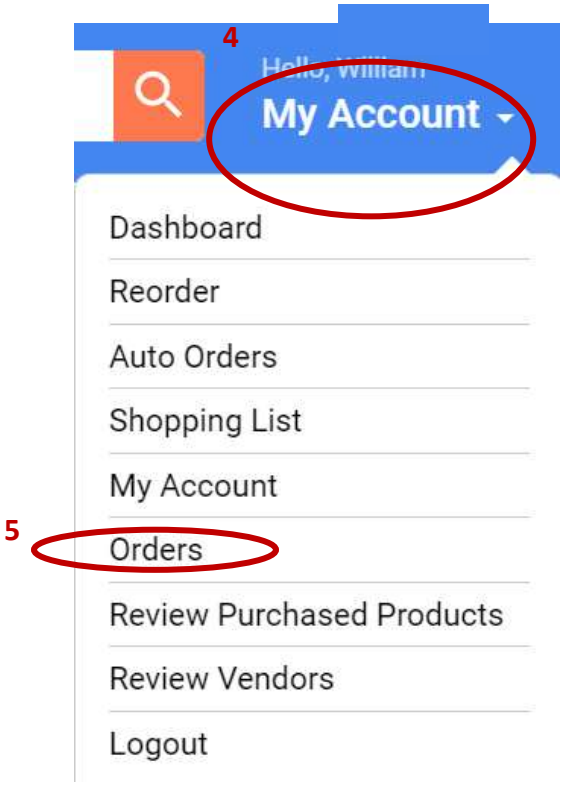
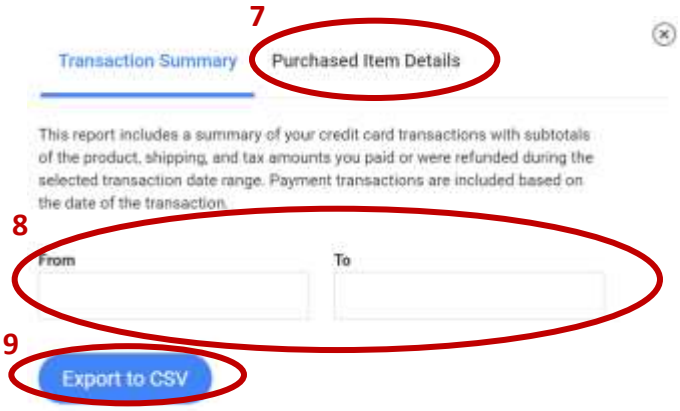
2510 East Evergreen Dr.
Appleton, WI 54913

Net-32 Data Instructions



1. Go to https://www.net32.com/
2. Click on “Login” in top right corner
3. Enter Username & Password & Click Login
4. Once logged in, click on your name/My Account in the top right corner
5. Click on “Orders”
6. Click on “Download Report”
7. Click on “Purchase Item Details”
8. Enter Start & End Dates that are equal to 12-months
9. Click “Export to CSV”
10. Open the spreadsheet and save to your preferred folder or desktop
11. Attach the spreadsheet to an email
12. Send email to maggie.garrigan@indi-dent.org

If you have any questions or cannot get the report to run, please contact Maggie Garrigan at maggie.garrigan@indi-dent.org or 800-975-1651