



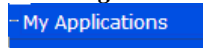
## Instructions for downloading Annual Visit Forms (AV's)

1. <https://secure.ascendersoft.com/PDT/portal/default.htm>

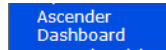


2. Type in your **Login ID** and **Password** and click **Sign On**

3. Under **Menu**, click on **My Applications**



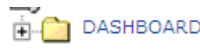
4. Click on **Ascender Dashboard**



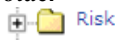
5. Click on **Reports**



6. Click on the + next to the **Dashboard folder**



7. Click on the + next to the **Risk folder**



8. Click on the + next to **Custom Reports**



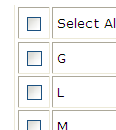
9. Click on **Physician's Data Trust Assessment Form**



10. Click on **Run Report**



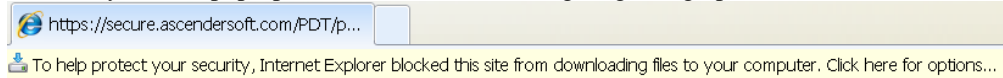
11. Check **Select All** to print AV's for all your members or check the Letter of their Last Name for a list of only those patients.



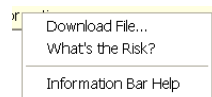
12. Click **Next**, this will open up a separate web page.



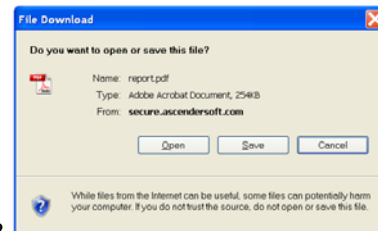
**Note:** If you have pop-up blocker, look for a message regarding options to download the file.



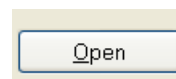
13. Click on this message, and then Select **Download file**.



14. A message box will pop-up asking: Do you want to Open or Save the file?



15. Click **Open**. Note: you must have Adobe in order to view the report.



16. The report will pop-up as a PDF file. You can then **Print** or **Save** the file.