

Bronze

The Bronze level of G2Weblink allows you to view, search, download and print your standard reports from The Frank Gates Service Company. The reports are run and posted on the first of each month valued as of the previous day. The electronic versions of these reports are in Acrobat PDF format. You will need the Acrobat PDF reader installed on your PC. This is a free download at <http://www.adobe.com/products/acrobat/readstep2.html>.

To get started:

Go to www.G2Weblink.com.

Click on Login. (You may get a warning that you are entering a secure site, click "Yes" or "Continue" as necessary.)

Type your username and password that was supplied to you.

You may be asked to change your password. Enter your initial password, and your new password twice. Click only once on the "Change Password" button (it may take a minute to process).

Once logged in, click on **Personal Documents, All Documents** to view a list of available reports. The reports are named using the following method:

20020831_1111_X_Claim_Summary.pdf

Where 20020831 is the date representing the 08/31/2002 month-end reports.

-1111 is your Frank Gates account number.

-X is a sequence number used if more than one report of the same name is used.

-Claim Summary is the name of the report.

Simply click on the name of the report you want to view. If the Acrobat reader is properly installed, the report will appear in your web browser. You can use a variety of document viewing tools available in the Acrobat reader to peruse your reports (e.g. Zooming, navigating pages, searching for text, etc.).

Depending on your web browser and which version of the Acrobat reader you are using, there are different methods to save the report file onto your local computer for archiving or sending via email to others. You can usually click on File, Save As to save the PDF file to your computer or network.