

Date Selections

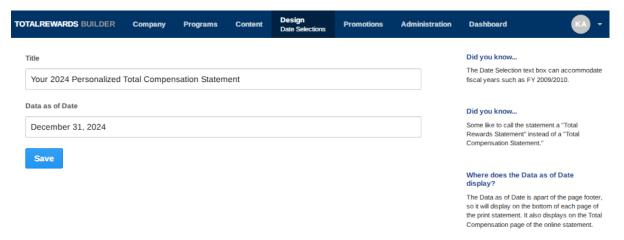
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Date Selections allow you to update the title and the date displayed throughout the statement.

- The **Title** appears at the top of each tab in the online statement and on the cover page of the PDF/print version.
- The Data as of Date is shown on the Compensation page online and in the footer of the PDF/print statement.

□ Update Date Selections:

- 1. Go to Design.
- 2. Select **Date Selections** from the dropdown.
- 3. Click on the field(s) you want to update.
- 4. Click the Save button.



- ☐ **Note:** Ensure the date reflects the data period used in the statement.
- Quick Steps: Design → Date Selections → Update Fields → Save