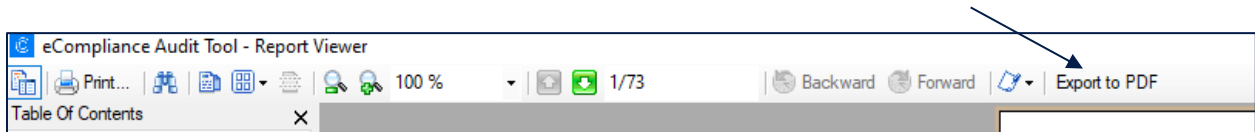


The following is a suggested guideline for converting a completed audit in the EC-Audit Tool (eCompliance) to a .pdf report that is ready for submission.

1. In eCompliance, click on “Generate Report” and a file window will pop up.



2. In this file window it will allow you the option to “Export to PDF”



You will now be able to save this file as a PDF onto your computer and submit your audit report, as necessary.