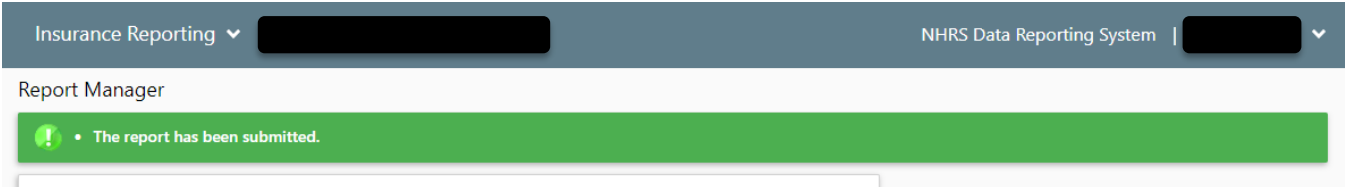# Generating Insurance Reports

Reports are generated from the Reports page, which is accessed by selecting the **Report** link from the menu on the left side of your computer screen. The screen displays a list of available reports that vendors and employers can run.
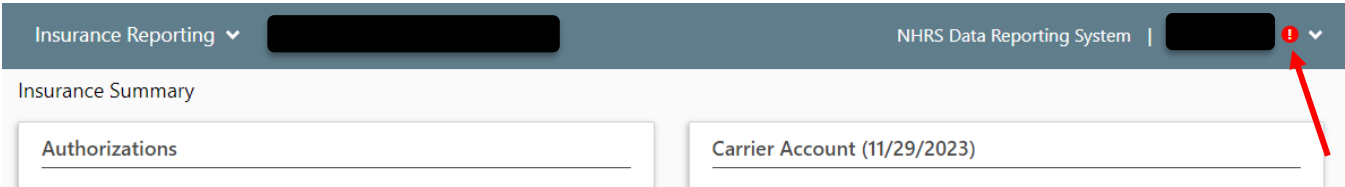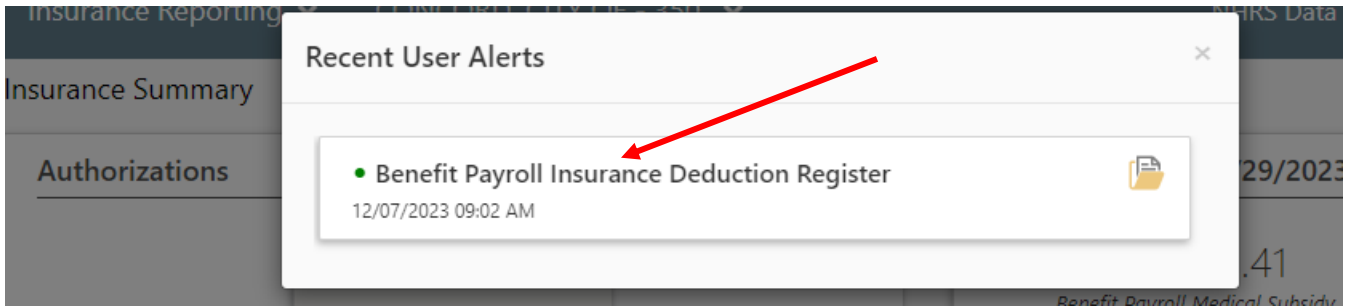

When a report is selected, a report criteria screen opens. Each criteria screen is different and contains the selection criteria fields needed for that report. Once you enter the parameters for the report you want to generate and click **Submit Report**, you will see the message below.

When the report is ready, you will receive a **User Alert**, which is indicated by an exclamation point in a red circle next to your name in the top right corner of the DRS. Click on the arrow to open the **User Alert**.

When you click on the alert, a window will pop up containing a link to the report. Click on the name of the report to open it. **Note:** Recently generated reports are listed under **My Report History** on the Reports page.

Here is a list of insurance reports available in the DRS:

- **Benefit Payroll Insurance Deduction Register** – Displays the payees for whom an insurance deduction (or subsidy amount) is present in a payroll batch. This report allows employers to run their own report, rather than waiting for NHRS to send one.

- **Deceased Payee Insurance** – This report allows employers to run their own monthly death report, rather than waiting for NHRS to send one.

- **Persons Receiving Insurance without a Benefit** – Displays payees with insurance records but do not have a benefit. (i.e. BXOs)

- **Insurance Coverage Extract** – This report provides a list containing benefit recipients' insurance deductions and coverage information for a particular Vendor Payroll. This report only generates in Microsoft Excel format.

- **Vendor Payee Listing** – This report displays a list of all payees associated to insurance carrier vendor transactions, along with their details generated for a given Vendor Payroll Batch.