

Printing the Tier 2 report

After completing the Validation process, you may wish to Print a copy of the Tier 2 report for yourself and for your own records.

- 1. Select the Tier 2 Facility record you wish to Print
- 2. Select the File menu
- 3. Select Create Submission
- 4. Select Start Submission Validation
- 5. After the validation "passes",
- 6. Select the "Create Paper Report" button

Tier2 Submit Validation Check Status: PASSED	View Validation Report	
— Steps for submitting your Tier2 Information —		
(1) First check your state's submission requirements:	State Submission Requirements	
(2) Select a submission method that is accepted by your	state:	
A submission file (.t2s) containing all of the fields supported by Tier2 Submit.	Create Electronic Submission File	
A paper report containing all of the fields supported by Tier2 Submit.	Create Paper Report	
(3) Submit the file or printed report per your state subm	ission requirements.	
The Tier II Inventory Form (PDF) is available from.	Website	

7. Select "OK" to print a paper copy of the Tier 2 report