# Finding Electronic Distributions by Primary Recipient

As of July 17, 2021, the Electronic Distribution Form is available in **view-only** mode. No updates can be made to this form. Primary and secondary recipients will no longer automatically receive month-end reports as of this date.

1. Select the name of the desired primary recipient by either entering their name (last name first), or by performing a search through the List of Values (LOV) button in the **Primary Recipient** field.

   If you are the primary recipient, leave the field as is.

2. Click on the **LOV** button in the **Report Group** field to select the desired report group, and then click the **FIND** button.

3. Check the **Include End-Dated Records** box to include both current and previous secondary recipients.

4. Click on **Find** to retrieve the results. Click on each recipient's name to view the list of accounts that they were receiving reports for.