

# Save time with these helpful tips about GeneralRevenue.com

## Client Communication section

- When reviewing your Debtor Status Reports (DSRs), use the DSR Definitions document for explanations of the terms used in the Remarks column.
- Within your invoices, there are codes for each line item, indicating the type of payment posted. These invoice codes are explained within the Invoice Code Definitions document.
- When reviewing your Placement Analysis Reports (PARs), use the PAR Definitions document to understand the contents of each column.
- When reviewing account notes, use the "Collector Abbreviations" document to understand the terminology used by the recovery specialist.

## "My Accounts" section

- Provide updated account information (e.g., current balance or updated consumer demographic data) via the Contact CSR icon or Add a Note under the Contact Summary header.

## "My Placements" section

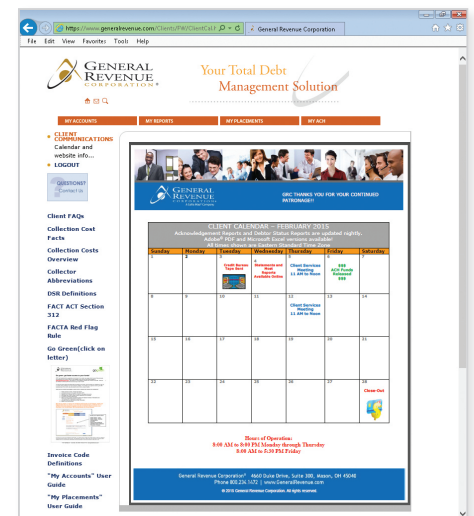
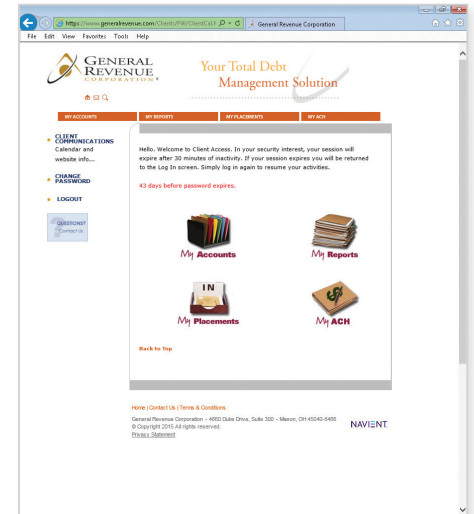
- You can upload and submit documentation in different formats (e.g., PDF or CSV). Though uploads are typically used for submitting new business accounts, you also can upload other types of documentation, such as validation of debt media.

## "My Reports" section

- Unread reports appear in bold, while ones you have read do not. The font difference allows you to see, at a glance, which reports have or have not been viewed.
- Sort your reports by clicking the column headers. You can sort by the debt type, client number, or report run date.

## Other

- You will receive email notifications at the beginning of each month, letting you know that your latest reports and invoices are available on the website. You may elect not to receive these emails by contacting your dedicated Client Services Representative.



**Interested in a one-on-one demonstration of these or other site features?**

**Just contact your Client Services Representative to schedule a time that works for you.**