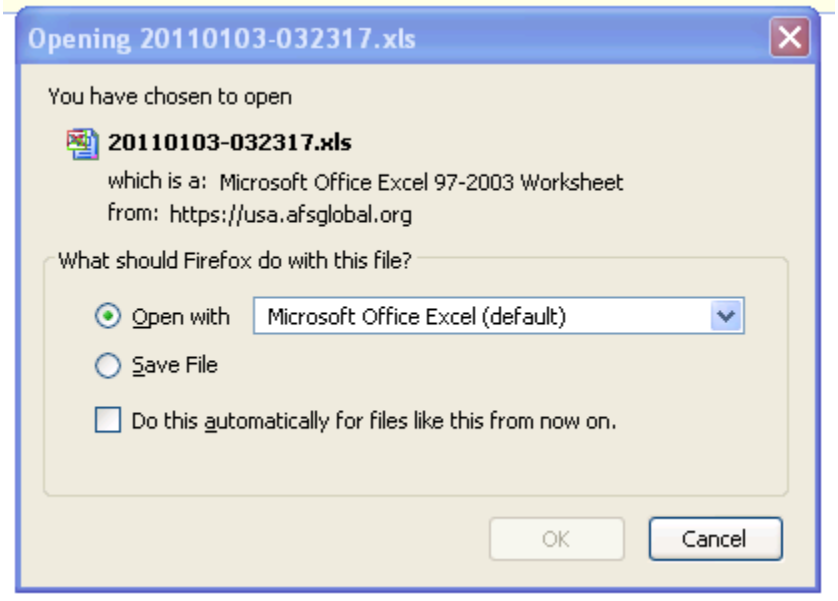
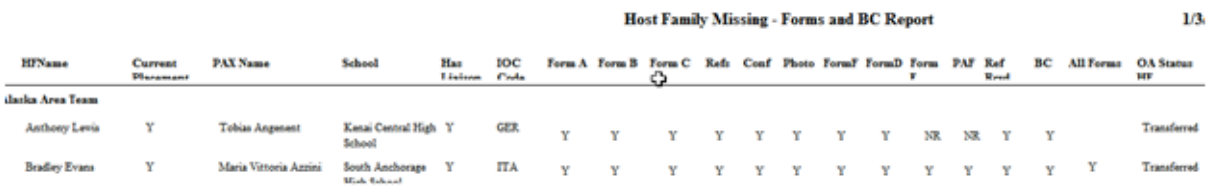
Checklist for Accessing Paperwork Report in Global Link

1. Sign into Global Link with user name and Password
2. Select “Report” in the left hand column:

3. Enter the program year and cycle in the report filters, your area team or unaffiliated chapter will already be visible:

4. Click on

5. You will receive a pop up asking you to open this document, click OK:



6. Your paperwork report will open in an Excel spread sheet showing which forms are in GL: