**SOP Report**

SOP Report to assist with confirming current SOP code assignments in your insurance file. This report may be downloaded and imported into CPS.

**Steps to Import:**

1) Save the report named “cusInsSOP\_CPS.zip” to a location where you can easily navigate to within CPS

2) Unzip the file

3) From the Reports component, select File/Load Report package

5) Browse to the area where the “cusInsSOP\_CPS.BIN” file is located and select it

6) Select the .BIN file and click Open

7) Right click on report and select Assign Security. Select appropriate groups/users as per your company policy.