



How to Submit Multiple Reports Simultaneously

1. Select the reports to submit

In the Upcoming and Overdue Reports tab of the Dashboard, click the Add to Cart icon for each report you need to submit, then click OK on the confirmation message (not pictured).

Case File No.	County	Caption	Report	Status	Due	Actions
OC-325-2020	Butler	Guardianship of Sobeck, Elizabeth, an Incapacitated Person	Inventory	Ready for Submission	11/13/2020 (745 days overdue)	[Add to Cart] [Edit] [Delete]
OC-325-2020	Butler	Guardianship of Sobeck, Elizabeth, an Incapacitated Person	Person	Ready for Submission	8/15/2023 (in 260 days)	[Add to Cart] [Edit] [Delete]

2. Access the shopping cart

Click the Shopping Cart icon above the grid.

Tip: Reports must be completed and display a **Status** of 'Ready for Submission'.

Tip: Professional guardians can submit reports for multiple incapacitated persons at the same time.

Case Number	Caption	Fee	Actions
OC-325-2020	Guardianship of Sobeck, Elizabeth, an Incapacitated Person	\$0.00	[Delete]
OC-325-2020	Guardianship of Sobeck, Elizabeth, an Incapacitated Person	\$0.00	[Delete]
Total:		\$0.00	

Ok Cancel

4. Submit the reports

On the Payment and Submission screen, review the listed reports and click the OK button. If payment is required, consult the appropriate reference guide on *How to Submit a Filing with a Fee and Make a Payment*.

Otherwise, if no payment is required, continue to Step 3.

3. Review the reports submitted

On the Receipt screen, review the reports listed. Reports can be viewed by clicking the PRINT button.

Case File No.	Caption	Report Period	Fee	Tracking Number
2013 INC 2 TEST	Guardianship of Hedosky, Bazel, an Incapacitated Person	4/2/2018 - 4/1/2019	\$0.00	GOC555302000048
2013 INC 1 TEST	Guardianship of Bedosky, Hazel, an Incapacitated Person	4/2/2018 - 4/1/2019	\$0.00	GOC555302000049

Print

Tip: If you need to add additional reports, click the CANCEL button to return to the Dashboard.