Obtaining Balances with eThority

1) Log into eThority

2) In the upper right search box, type in “CTAHR”
   The system will return a search result for the Databook
   “CTAHR Account Number – Balance”
   Double click on the Databook
3) Type in your 7 digit Account number

EThority will prepare a report for your account.

It will provide a summary total if you want a quick check.

It will also allow you drill down obtaining more detail and breakdown between the figures.

See next page for an example.
After you are done, close the program.
If you want more information about eThority and how to work with the system or program your own Databook, visit:

http://www.hawaii.edu/kualifinancial/?page=eThority&showSubMenu=training

There is a list of the training materials available for you to use.