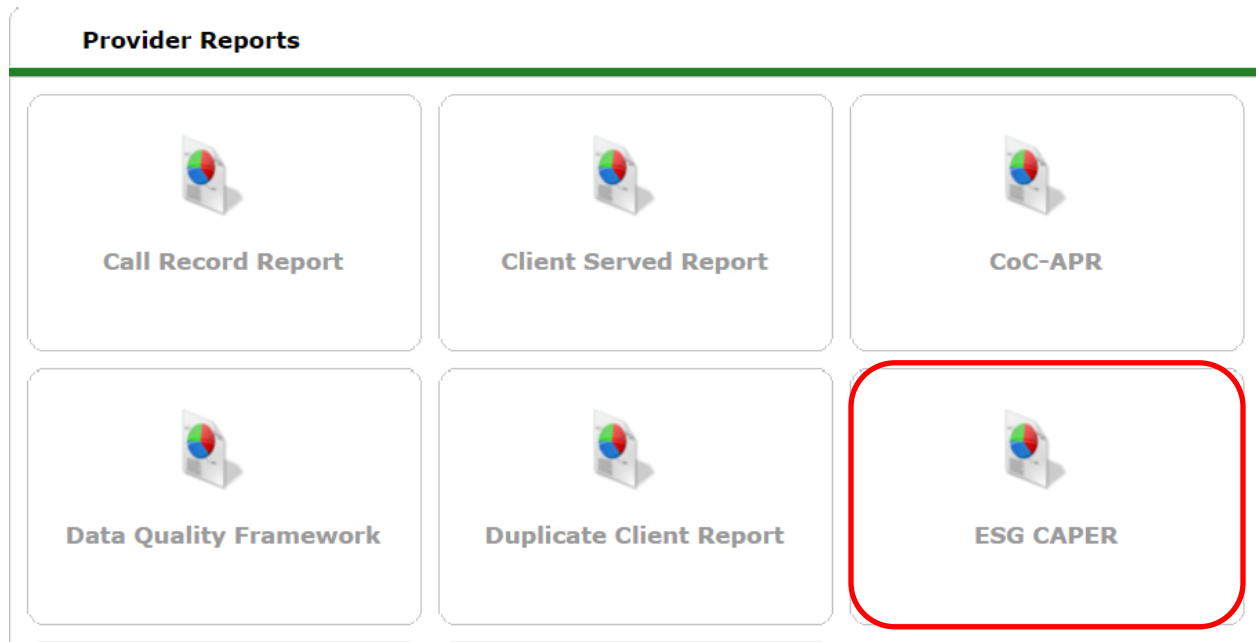


# UPLOADING THE HUD ESG CAPER

## SERVICEPOINT PROCEDURE FOR PULLING THE ESG CAPER

### PROCEDURE

1. Once you are logged in to ServicePoint, go to the reports tab.
2. The first step will be locating the ESG CAPER. (See the graphic below for more guidance.)



3. In order to run the report, enter the following prompts.

Notes on completing the data prompts:

- Under provider type select **Provider**
- Make sure that your provider is listed under Provider \*
- Select **This provider ONLY**
- Program Date Range should be your program year
- The entry/exit type should be **HUD**.
- You will not be able to run the query until all required prompts are completed.

Click the "Build Report" button.

**Report Options** Use Previous Parameters

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Provider Type  [Provider](#)  [Reporting Group](#)

Provider \*

[This provider AND its subordinates](#)  [This provider ONLY](#)

Program Date Range \*  /  /     to  /  /

Entry/Exit \*  [Basic](#)  [HUD](#)  [PATH](#)  [Quick Call](#)  [RHY](#)  [Standard](#)  [Transitional Living Program Entry/Exit](#)  [VA](#)  [HPRP \(Retired\)](#)

4. Your report will populate at the top of the list in the *Report Run History* at the top of the screen. You will see a blue *Running* status. Click on the *Refresh* button below the list until the status indicates *Completed*. Click on the magnifying glass for your report. Scroll down to view the report.
5. When the report has run, you can click on the blue numbers to see which clients are being counted in each table. Pay close attention to error rates and data not collected in each table. Correct any errors and fill in missing information.
6. You can save the results to your computer as a PDF by printing and selecting Save as PDF for the printer. Save it to a location where you will later be able to find it.
7. When you are ready to submit, repeat step 2. Select **Download**.
8. Lake County Subrecipients will receive an auto-generated email from sage with a link to upload this report to **SAGE**.
  - a. <https://www.hudexchange.info/trainings/courses/sage-guidance-for-esg-subrecipients-webinar/2193/>