How to Pull an inSITE Remuneration Report (Specific Time Frame)

To view or download an inSITE remuneration report, follow the steps below:

1. Log in to your inSITE Admin page.

2. Click on your name in the top-right corner of the screen.

3. Select "Admin" from the dropdown menu.

4. On the left-hand side, click "Reporting."

5. Select "Remuneration Report."

6. Enter the desired date range (e.g., January 1, 2025 – December 31, 2025), then click "Apply Date."

   o *Please note: the report may take 1–2 minutes to generate.*

7. If you need a downloadable version, click "Download Remuneration Report" to save it as an Excel file.