# E-Summary Statement User Manual

The following steps will enable you to print your agency's summary statements which reflect the daily changes made to the Benefits Administration System (BAS).  As of August 1, 2011, EBD will no longer send the summary statements to each agency.  It will be the agency's responsibility to print them each day and distribute to your employees.
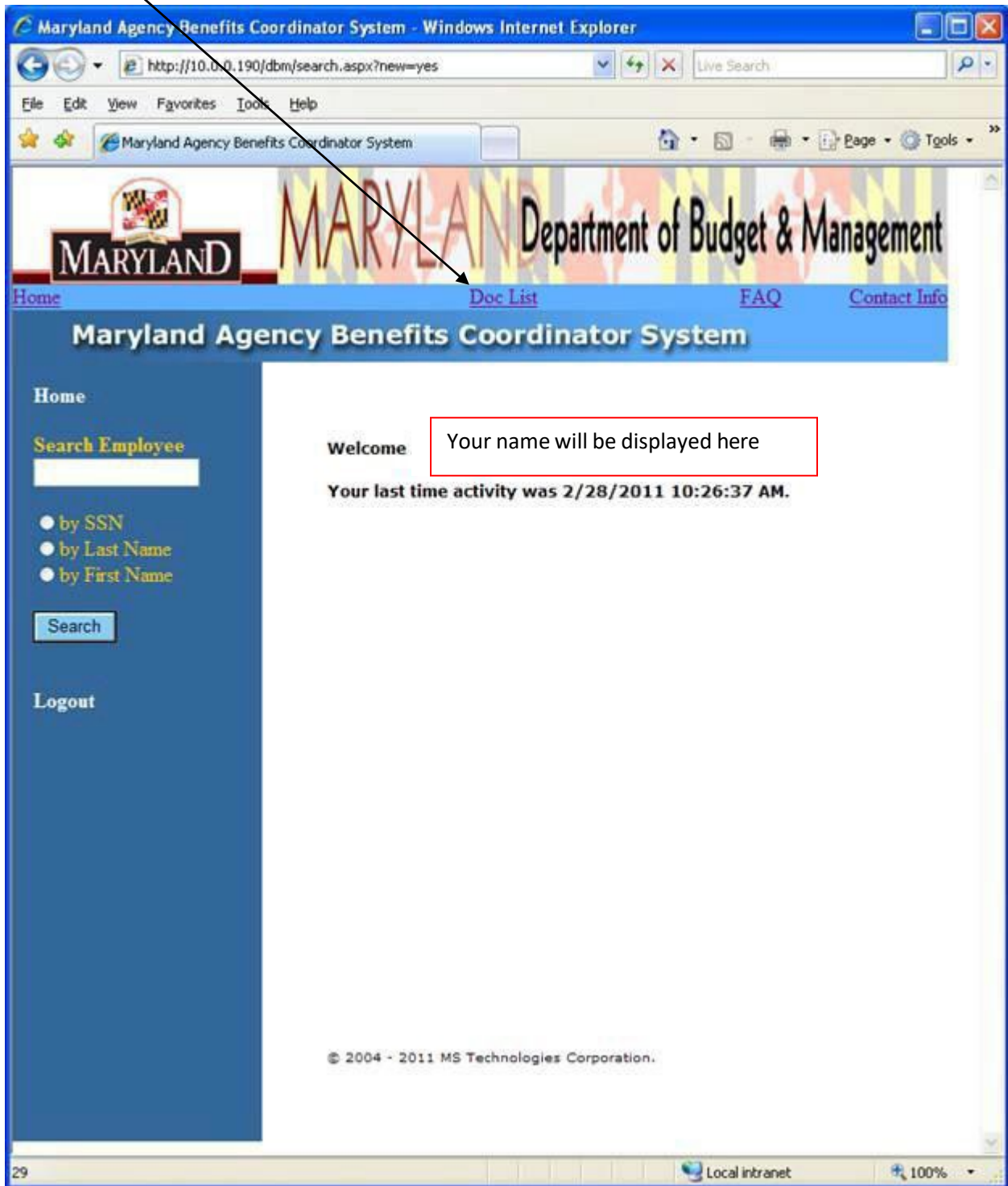
In order to be able to comply with this process, each agency must have access to the web-based BAS system.  If you need to obtain access, please complete the OPSB Authorization and Access Form at dbm.maryland.gov/benefits>ABC Corner>Satellite ABC's>Forms

If you have questions concerning the E-Summary Statement process please contact EBD at ebd.mail@maryland.gov

**Connect to web site at https://bas.dbm.state.md.us and enter your username and password. Click on the "Sign In" button to login.**
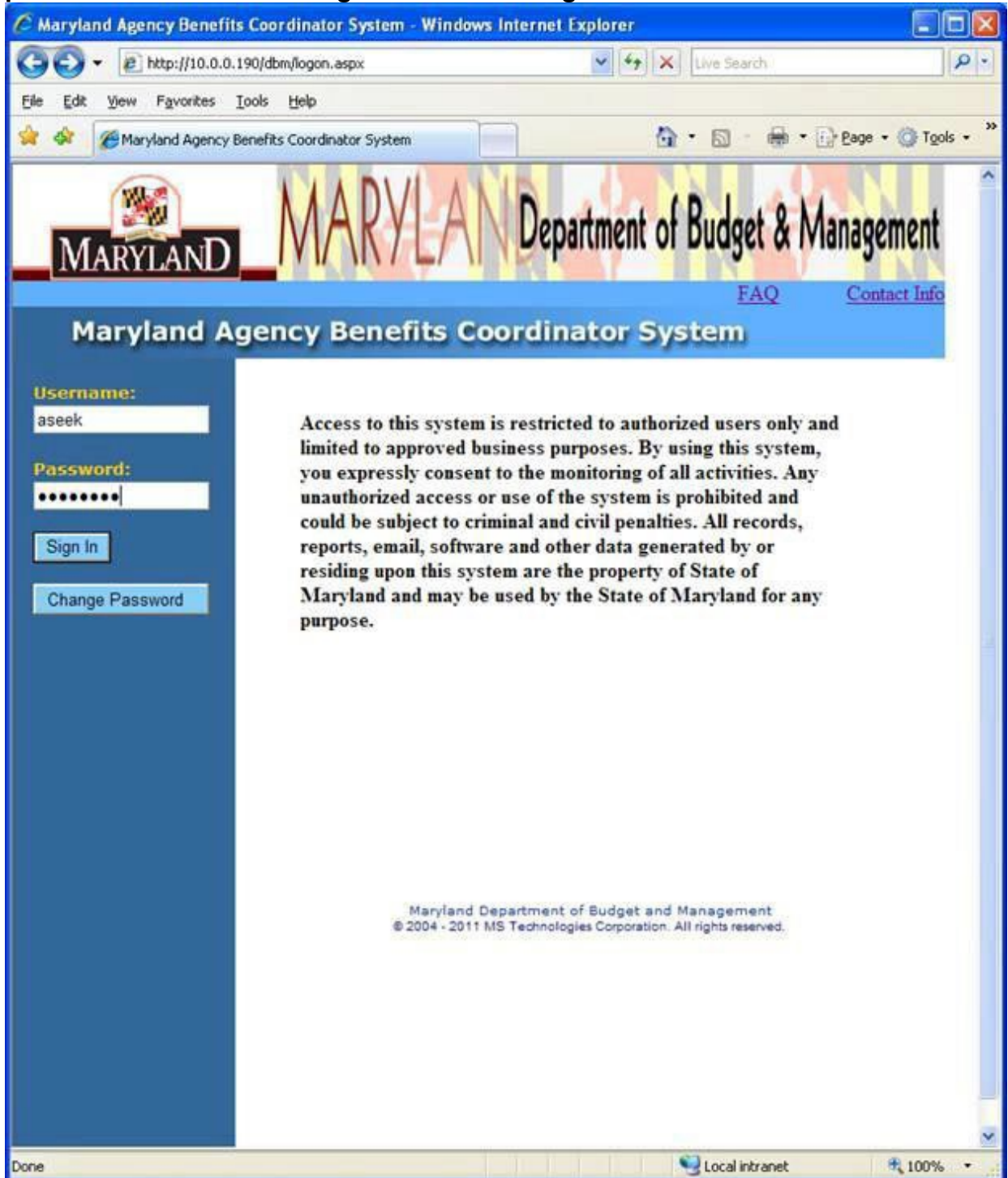
**After logging in, you will see the Welcome Screen. On the top of the toolbar, click on the Doc List link**

**Enter the processing date and click on the "Submit" button.**

**The search results will show on the main panel. Click on the "Download All" button to download all of your agency's summary statements processed on the selected date or click on a specific employee's SSN to download an individual summary statement.**

**After clicking on the "Download All" button, you can either open the file to view and/or print the summary statements listed.  You can also save a copy for future reference.**

**File Download**

Do you want to open or save this file?

Name: summary_Test_6_360222_11211_20110223.pdf
Type: PDF Complete Document, 101KB
From: localhost

[Open]  [Save]  [Cancel]

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?
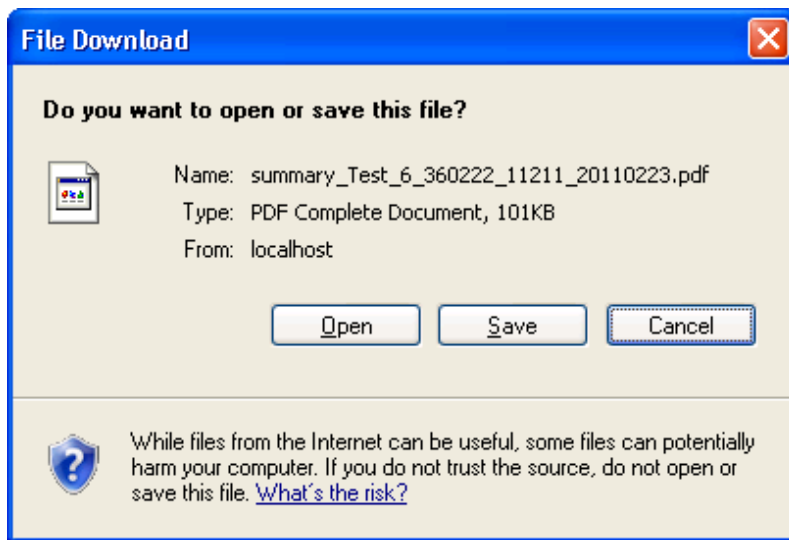
**If you elect to open the file, you will be able to view the summary statement(s) in PDF format.**

**Troubleshooting Tip: If you are unable to view the summary statement(s) in PDF format, ensure you have an up to date version of Adobe Reader. This is available for download online free charge.**

**If you elect to save the file, you will be prompted to do so by the "Save As" box.**