



### ***Accessing RVU Reports in Rippling***

1. Use email link sent to email associated with Rippling or
2. Log into Rippling via the computer

Once logged into Rippling:

1. Select your profile picture on the top right corner.
2. Then select Documents on the left pane.
3. Scroll down through documents to Notices.
4. The report is sorted by Rippling ID #.

To find your Rippling ID:

1. Select your profile picture on the top right corner.
2. Then select My Profile and scroll down to find the ID.