

## How to be logged into BOTH L1 and L2 Reports at the same time

1. Go to [COGNOS L1/L2 login](https://cognosrpts.neric.org/): <https://cognosrpts.neric.org/>

2. Use the drop down to login to **Level 2** first. \*This will **NOT** work if you login to Level 1 first.\*



**Log on**  
Please select a namespace for authentication.

Namespace:  
State Reports

OK Cancel

3. Login with your **SEDDAS/IRS/ Business Portal** credentials

*\*If you forgot your password go [here](#) and use the "Reset Your Password" link in the upper right\**



**Log on**  
Please type your credentials for authentication.

Namespace:  
State Reports

User ID:  
avamvas

Password:  
\*\*\*\*\*

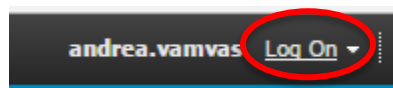
OK Cancel

4. Click on My home (if needed)



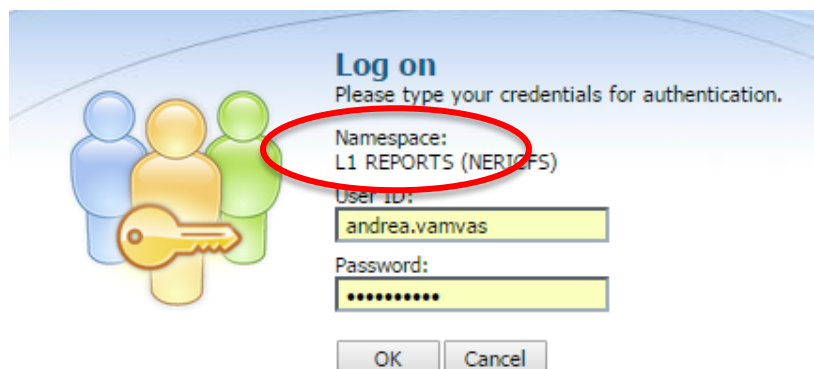
**You will see BOTH New York State Reports folder AND Available Reports. Available Reports will NOT work yet because you have not logged into Level 1 yet.**

5. Click Log On at the top by your name



6. It will automatically default to L1 Reports, put in your UN/PW for Level 1 Reports (same as Serv-U)

*\*If you forgot your L1 PW please contact our service desk at 862-5400 or [servicedesk@neric.org](mailto:servicedesk@neric.org)\**



**Log on**  
Please type your credentials for authentication.

Namespace:  
L1 REPORTS (NERICRFS)

User ID:  
andrea.vamvas

Password:  
\*\*\*\*\*

OK Cancel

7. Now you will be able to access BOTH L1 (Available) and L2 (New York State) Reports on this page