

## NHS Dental Services

### How to find Monthly Statements as a Performer

This guide will show you how to find your Monthly Statement. It is important that you check this each month as it contains details of your earnings and pension contributions together with a list of all claims processed in the month for you to reconcile against your records.

Navigate to the 'Payments Folder'

Select 'Monthly Statements'

Your Performer number will be prepopulated on the page. If you know the contract number you can type this into the appropriate field or you can use the magnifying glass to search for the number.

If you want to see all statements then you do not need to enter a contract number at all just click on Search

The statements will be listed in the table below with the newest on the top.

You can sort the columns to change the order if you wish.

You can use the search field to filter the results if you are looking for a specific month if you wish.

Click on view to display the pay statement.