



Once you log in to CMP <https://cmp.palcofirst.com/>, search for the name in the search box (search by last name, first name, or Palco ID)

Click to view the participant record.

Once you have pulled up the participant record, follow these five steps to view the Spending Summary:

1. Click on Account Info on the left side.
2. Click on Utilization on the top.
3. Click the drop-down menu to select their budget SSP year.
4. Click GO.
5. Click to Download/Print and it will display it nicely as a PDF.

The screenshot displays the CMP system interface. On the left is a dark sidebar menu with options: Member Info, Enrollment, Budget Info, Payables, Account Info (circled in orange with a '1'), Communications, General, Vendors, Organizations, and Role and Caseloads. The main content area has a top navigation bar with 'Timesheet Overview', 'Payables Overview', 'Payments', 'Utilization' (circled in orange with a '2'), and 'Account Summary'. Below this is a section titled 'BUDGET UTILIZATION (DEDUCTIONS - AMOUNT SPENT)'. It includes a 'Display results by:' dropdown menu with 'Budget' selected (circled in orange with a '3') and a date range of '2024-08-30 - 2025-08-29'. There is a 'GO' button (circled in orange with a '4') and a 'Service Dates' option. Below the dropdowns are two more dropdowns: 'BY ACCOUNT GROUP: All' and 'BY AUTHORIZATION: All'. At the bottom of the main content area, there are buttons for 'Funds', 'Units', 'Rates', and 'New'. A 'DOWNLOAD/PRINT' button (circled in orange with a '5') is located at the bottom left of the main content area. At the very bottom of the page, there is a link for 'Funds Period Start Date: 08/30/2024'.