

To generate a new deferral rate change report for a custom date range, perform the following steps:

1. Select Forms & Reports > Reports from the list of menu items
2. Select Generate Reports from the Reports dropdown
3. Select the "Deferral Changes - by district" report
4. Enter the desired date range - "From" date should not be earlier than 01/01/2021

The screenshot displays the 'Forms & Reports' section of a web application. The navigation bar includes 'Dashboard', 'Participant Info', 'Manage', 'Plan', 'Forms & Reports', 'Payroll', and 'Personal Info & Settings'. The 'Forms & Reports' menu is open, showing 'Reports', 'Forms', and 'eStatements'. The 'Reports' dropdown is set to 'Generate Reports'. The 'Report Selection' list includes several options, with 'Deferral Changes - by district' highlighted. The 'Options' section contains several dropdown menus: 'Divisions' (Select Divisions), 'ESSDACK', 'Select employee' (All Employees), 'Balance Based On' (Trade Date), 'Select export file type' (Adobe Acrobat (PDF)), and 'Available plan years' (07/01/2020 - 06/30/2021). The 'From' date is set to 01/01/2021 and the 'To date' is set to 01/31/2021. A 'SUBMIT' button is located at the bottom right.