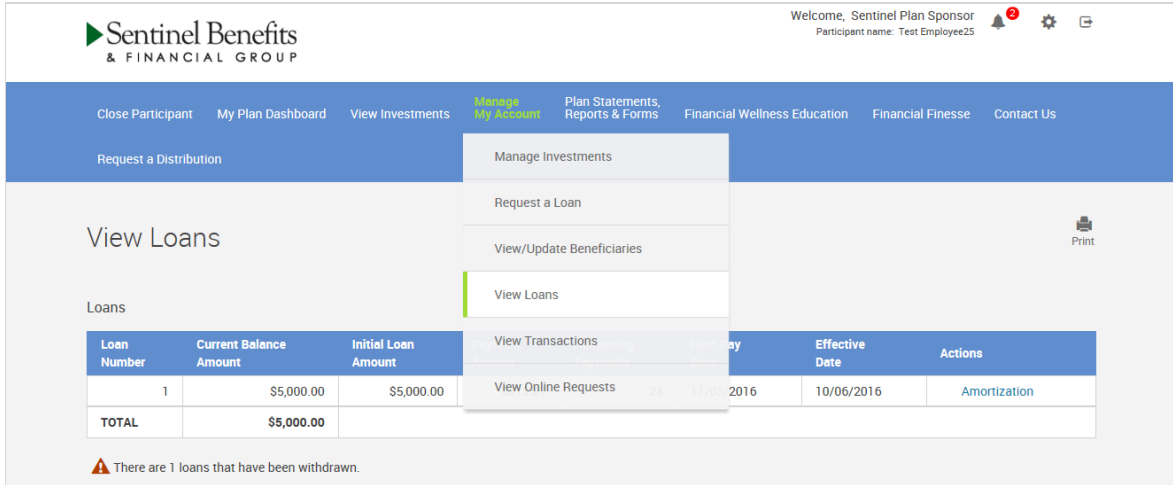# Viewing/Printing a Loan Amortization Schedule

To view a new or existing participant loan schedule, please follow these steps:

1. Log in to the employer portal from sentinelgroup.com and select "Retirement" from the home page of the portal .

2. From the Plan Sponsor Dashboard, select **Employee Management** then sub-selection **Find Employee**.

3. Enter at least one employee search criteria (such as "Last Name," and click on SUBMIT
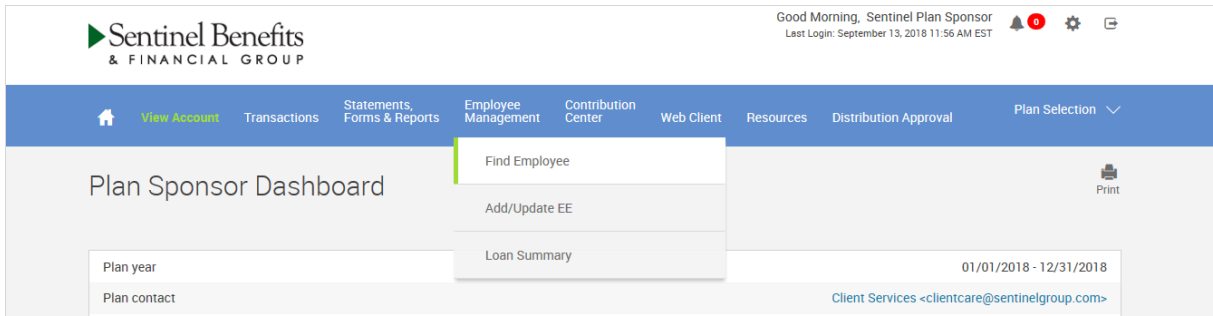
4. Click on the selected participant's masked social security number.

5. From the Participant's Dashboard, select **Manage My Account** then sub-selection **View Loans**.

6. Once on the View Loans screen, click on **Amortization** below the Actions heading

7. After the participant's loan amortization schedule pops up on the screen, right-click anywhere on the schedule to print to a local printer or PDF document.

If you need additional assistance, please contact your Sentinel Plan Consultant.