

- **1. If you are a returning online participant**, go to login and use the same email from before. Your profile will be automatically populated with your company information. If you are uncertain what email was used, simply email us at info@piamidam.org and a team member will assist you.
- **2. If this is your first time completing the survey online,** go to "Sign Up" and create an account. By registering, your information will be available for you to update next year.
- **3.** This year's Benefits and Wages are broken into separate tables to allow for your benefits coordinator and HR professionals to both enter data. There is also the ability to upload a csv file for the wage portion of the survey. Utilizing the template is required. See Wages/Compensation template upload instructions for more information.
- **4.** Select Start to the right of Benefits or Start (or Upload) to the right of Wages to get started. Previous data will populate the fields if available. When you click save it will update your previous information. You can return and update information if needed.
- **5.** Review job descriptions. A listing of job descriptions that complement the survey can be found in the first button at the top of the first page of the survey.
- **6.** Enter survey data by **location**. You can add locations by selecting the option next to the survey box.
- **7.** You have the flexibility to start and stop as needed. For returning users the survey will only take 5-10 minutes. It will take new users 20-30 minutes. Once submitted, information is final for this year.