

2022 Wage & Benefit Survey USER GUIDE

Thank you for participating in the wage and benefit survey for Cullman, Lawrence, Limestone, Madison, and Morgan Counties! General information about the survey, helpful resources, and contact information can be found on the survey website at horizonpointconsulting.com/wagesurveyncal.

This user guide is for businesses participating in the survey and outlines each step of the process. Users with technical issues or questions about completing the survey should contact jmm@horizonpointconsulting.com.

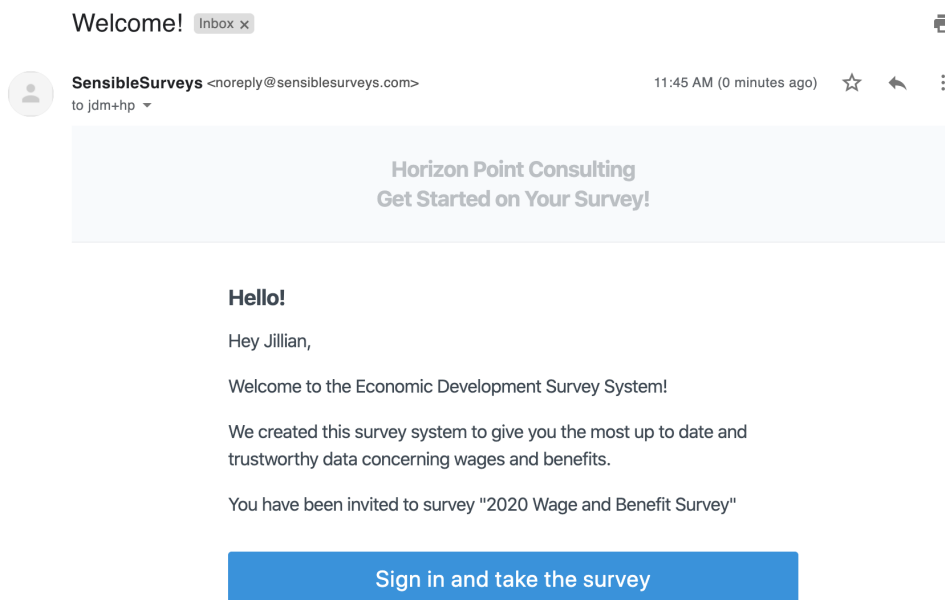
Step 1. Register

Open registration closes March 31, 2022. Companies can register after March 31 by contacting jmm@horizonpointconsulting.com.

Step 2. Set Up Account

When the survey launches in April, registered users for each company will receive an email invitation with a link to set up their accounts. A sample of the email invitation is shown below.

****If you participated in 2021, you can log in using your existing account.****



When users click the link in the email invitation, they will be prompted to create a password (shown below). ****If you participated in 2021, you can log in using your existing account.**** Creating an account allows users to save and return later. If more than one person at a company has data to enter on the company's behalf, the primary user can share the login credentials and multiple users can enter data.



Hey Jillian,

Welcome to the Horizon Point Consulting survey system!

Please set a password for your freshly created account

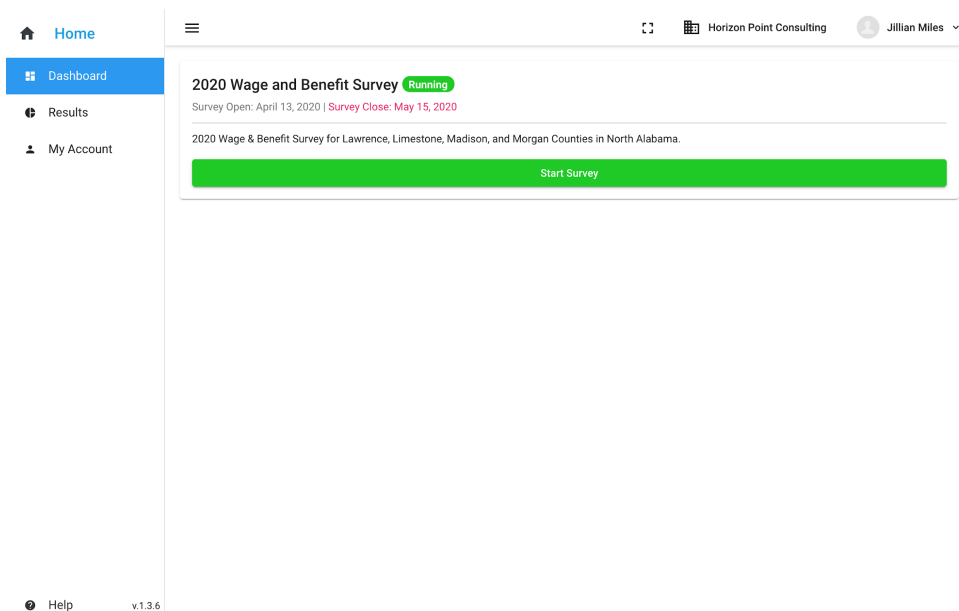
Password *

Please confirm your password *

[Continue](#)

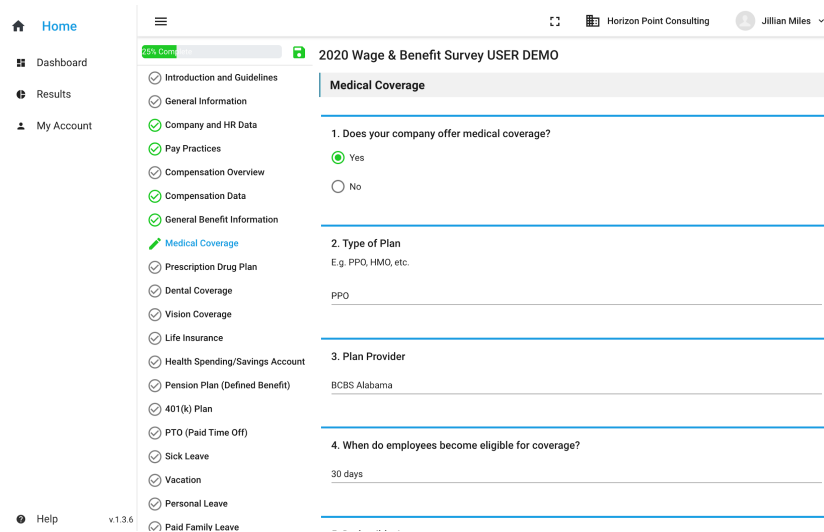
Step 3. Start Survey

After logging in, users will see the active survey in the dashboard and click “Start Survey” to begin entering data.



Step 4. Enter Data

All survey sections can be seen in the left hand menu. Sections will show a gray check mark until they are completed. Completed sections are shown below with green check marks.



2020 Wage & Benefit Survey USER DEMO

Medical Coverage

1. Does your company offer medical coverage?
☒ Yes
☐ No

2. Type of Plan
 E.g. PPO, HMO, etc.
 PPO

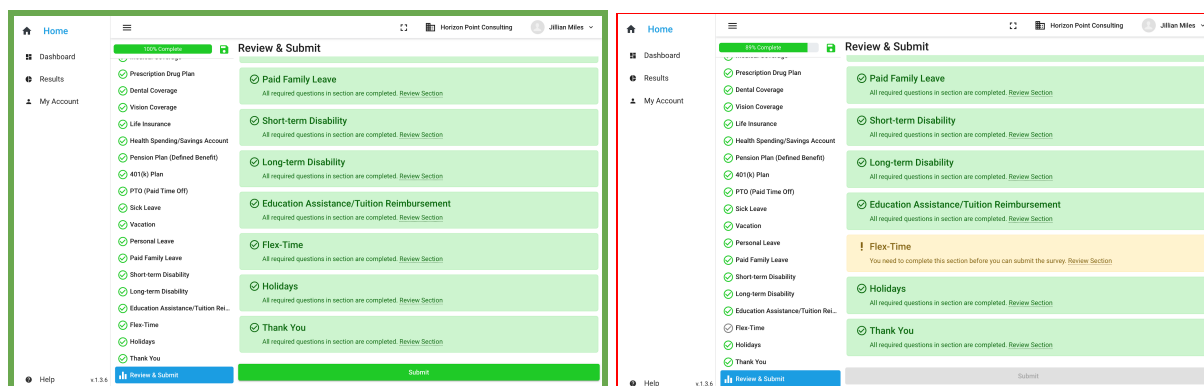
3. Plan Provider
 BCBS Alabama

4. When do employees become eligible for coverage?
 30 days

Step 5. Review and Submit

When users have finished entering data, the “Review and Submit” section will show all completed sections in green and users will be able to click a green “Submit” button.

If any sections are not complete, the green “Submit” button will not be active. Incomplete sections will be highlighted yellow. Navigate back to any incomplete section to complete it.



Review & Submit

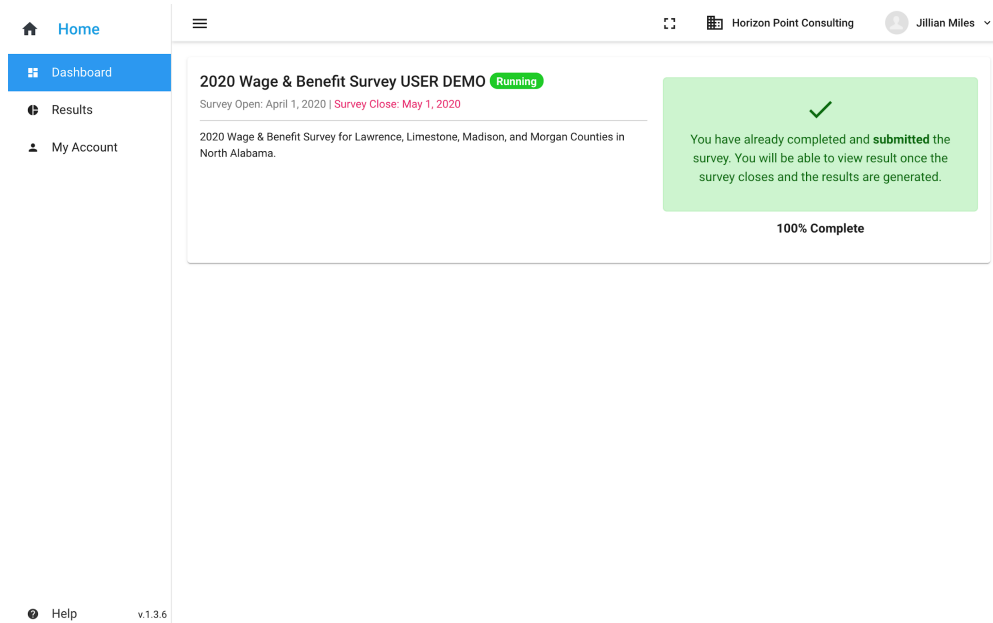
100% Complete

85% Complete

Flex-Time
 You need to complete this section before you can submit the survey. [Review Section](#)

Submit

When a user has submitted the survey, the dashboard will show 100% completion with a green checkmark.



The survey is scheduled to close on May 27, 2022. Results are expected by mid-to-late June.

When results are published, users will log back in and click the “Results” tab from the main menu. Users will be able to filter results based on select criteria, as well as print or save a hard copy of the report.