

# North Alabama Wage & Benefit Survey USER GUIDE

Thank you for participating in the wage and benefit survey for North Alabama! General information about the survey, helpful resources, and contact information can be found on the survey website at [horizonpointconsulting.com/wagesurveynorthal](https://horizonpointconsulting.com/wagesurveynorthal).

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 [info@horizonpointconsulting.com](mailto:info@horizonpointconsulting.com).

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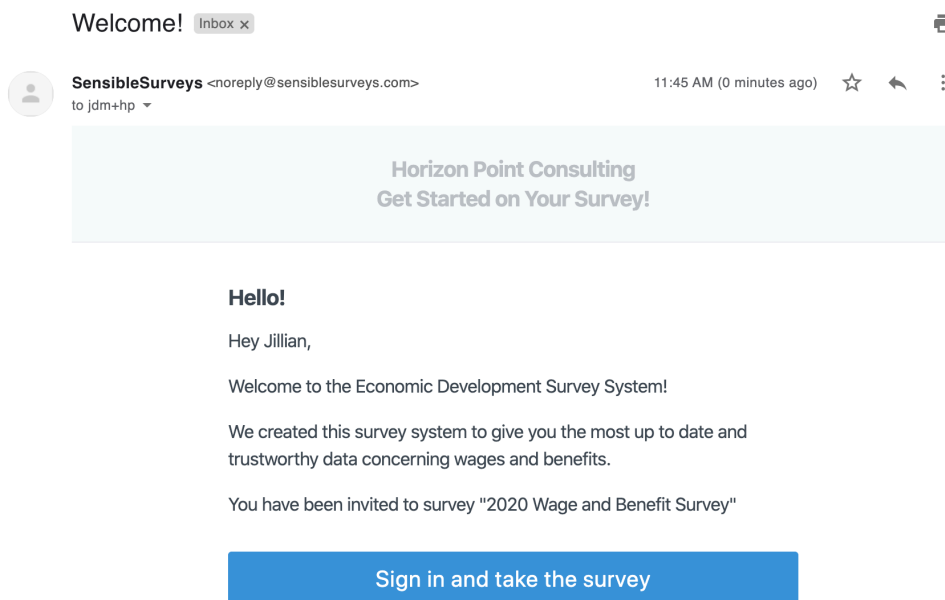
## Step 1. Register

Open registration closes March 31. Companies can register after March 31 by contacting [info@horizonpointconsulting.com](mailto:info@horizonpointconsulting.com).

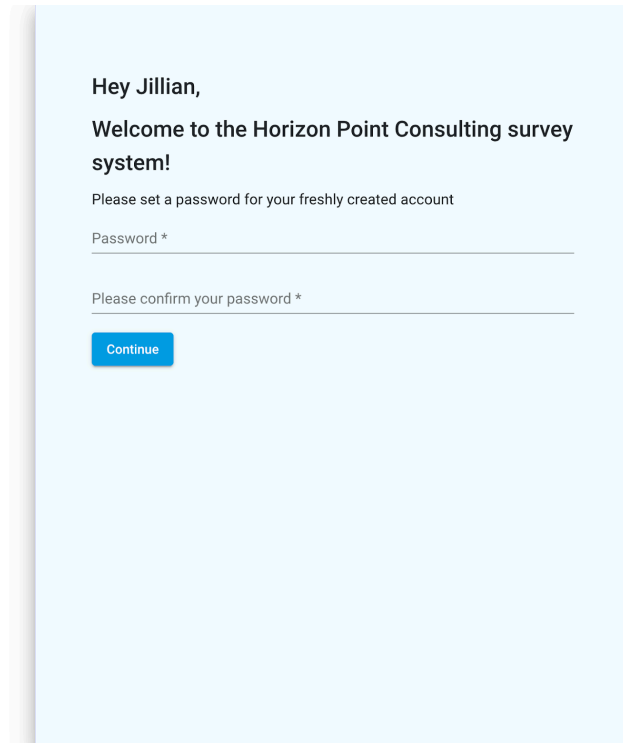
## Step 2. Set Up Account

When the survey launches in April, the registered primary user for each company will receive an email invitation from **<noreply@sensiblesurveys.com>** with a link to set up their secure account. A sample of the email invitation is shown below.

**\*\*If you participated previously, 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 previously, 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 \*

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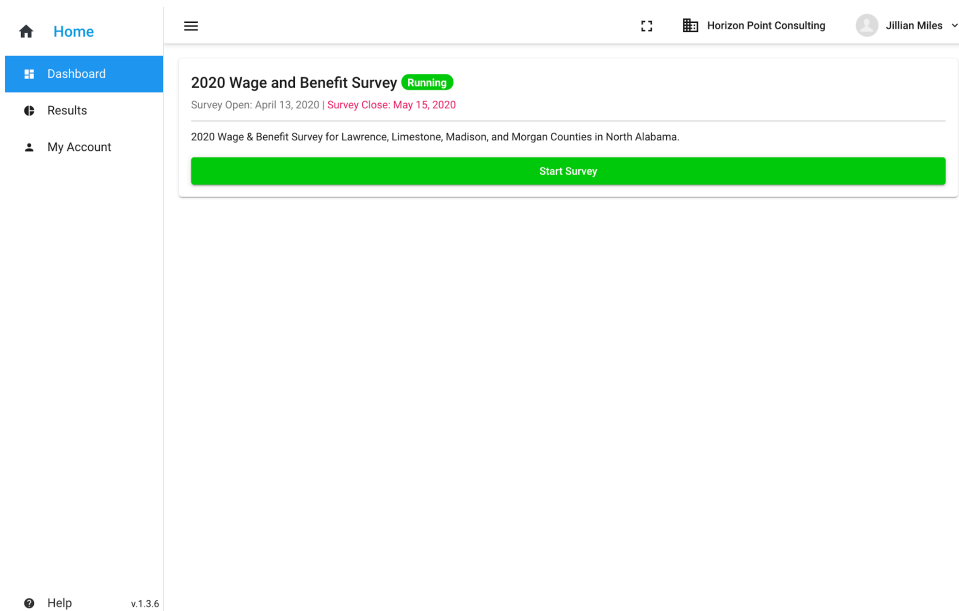
Please confirm your password \*

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[Continue](#)

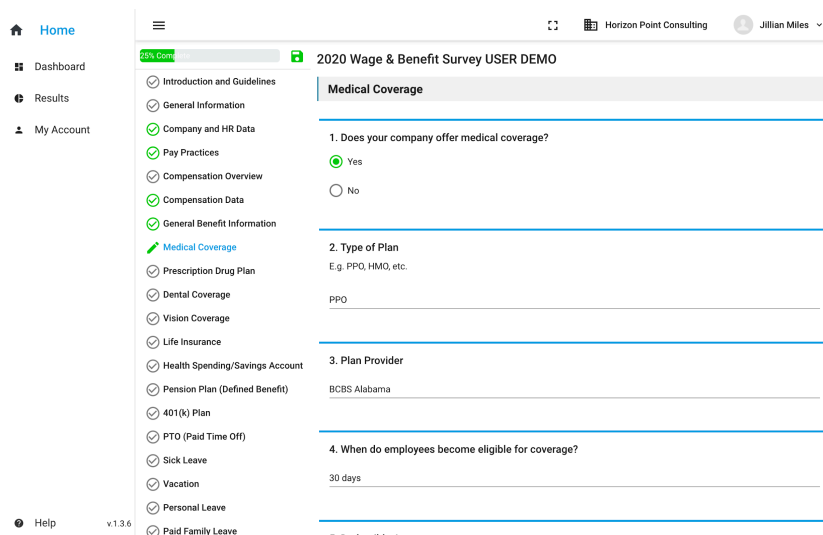
### Step 3. Start Survey

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



### Step 4. Enter Data

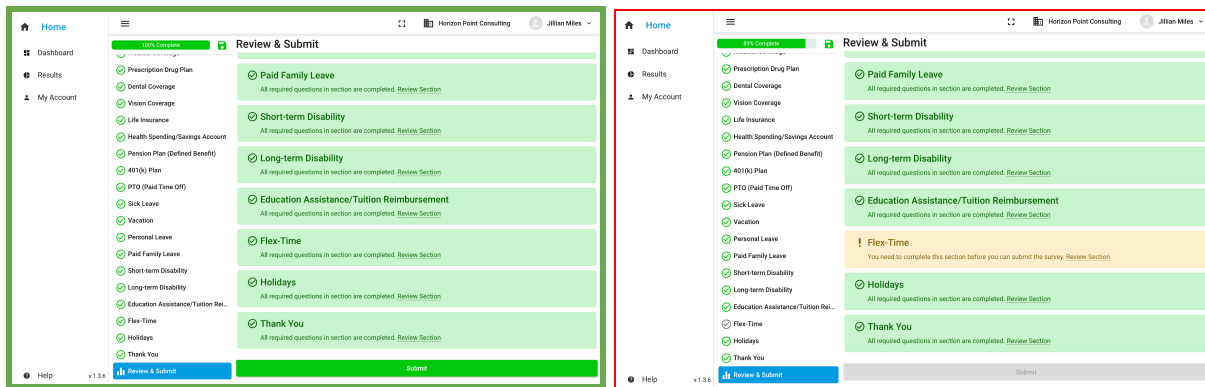
All survey sections can be seen in the left hand menu. Sections will show a gray check mark until they are completed. Completed sections are shown below with green check marks.



## 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.



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

