

2010 Guidelines for Taking the Survey

1. Before beginning the survey, you will need the following information available:
 - General information on how many employees you have, what industry you are in, etc.
 - General information about what types of benefit plans you offer
 - Medical plan information (plan type, funding type, # of participants, cost increase(%), deductible, coinsurance, premiums/contributions, office visit copays, out-of-pocket maximum, Rx deductible/coinsurance or copays, etc.)
 - Dental plan information (plan type, funding type, # of participants, cost increase(%), deductible, annual maximum, preventative/basic/major/ortho coinsurance, premiums/contributions, etc.)
 - Life & Disability plan information (basic/supplemental/dependent life, AD&D, LTD base/buy-up, STD)
 - Time Off information (sick/vacation/personal/PTO, leaves of absence days/pay)
 - Information on what you've done to control costs in the past year
 - Plan Management information (how many times have you switched carriers in the last 5 yrs. and why, wellness/disease management programs)
 - Retirement plan information (types of plans, vesting schedules, etc.)
 - Information on additional benefits you provide your employees
2. Go to the survey link that you were provided for 2010. If you don't know what this is, contact your administrator.
3. If you are a new survey participant, create a new account by entering the following information in the boxes below the label, **'Never taken the survey? Sign up for a New Account below.'**
 - Company Name
 - Email Address
 - Password
 - Confirm Password
4. Once you have logged into the survey, you can begin entering your information. When you are ready to move onto another section, the best way to navigate through the survey is to use the **< Back** and **Next >** buttons located at the bottom of each section. Each time you click **Next >**, the information you have entered thus far will be saved. At any time, you can also choose **Save and Finish Later** to exit the survey and return to your survey at a later time. Even if you proceed through the entire survey and click on the **Submit** button at the end, you can always log back into your survey later to make edits.
5. Additional tips:
 - If you would like to print a copy of the survey questions before beginning, click in the yellow highlighted text on the first page of the survey. This will open up a PDF of the entire survey from which you can print out the questions.
 - If you would like to print your responses (either one particular page or all), use the buttons at the bottom of the pages labeled "Print All Pages" and "Print Current Page"
 - If some questions do not apply to your situation or you are unable to find an answer, just leave them blank.
 - The more answers you provide, the more accurate and powerful our analysis will be for you.
 - We estimate the entry process will take about 30-60 minutes.
 - To review sections or go back...**< Back** and **Next >** buttons are located at the bottom of each section.
 - Do NOT type (\$) dollar signs, (%) percent signs, or (,) commas while entering data.
 - If your company's benefits do not exactly fit the survey parameters, please complete the questions as best you can with the format that is given.
 - Any Questions or Comments can be directed to:
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