Using the ACCE Online Salary Survey and Results Database

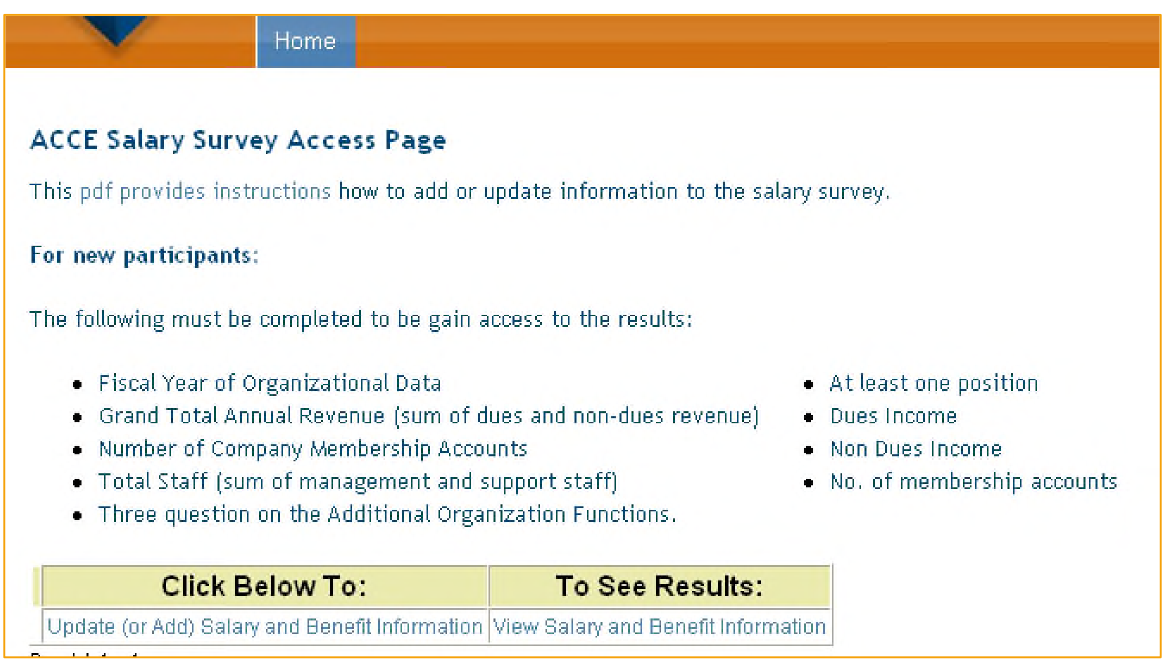
Accessing the survey site is as easy as logging into www.acce.org:

- Go to our web site, www.acce.org.
- In the top, right corner of the home page, click on "**Update My Info**":

- Enter your **username and password.** Go here to have your username and password emailed to you.
- Once you're logged in, click on the option "**Resources including surveys"** and then click on "**Access ACCE Salary Survey**"

To update your information:

- From the ACCE Salary Survey Access Page, click on "**Update Salary and Benefit Information**" to get to the SurveyNavigator site. This takes you to the survey site and you are logged in!



- The SurveyNavigator site has **instructions on the "Welcome" page** that should help you navigate through the updates.

Note: there are required questions under Organization Info and you will not be able to update any salary data until those required questions are answered. This includes updating the “Fiscal Year of Organizational Data”.

- If you have not participated in the past, you may find it easier to print the blank forms from the Forms tab.

Once you have updated (or completed) the survey, you will have immediate access to the results database. Your new data will be incorporated into the results database within 3-4 weeks. Once your data is integrated into the results, you will be able to use the filters for comparison.

To view the results:

- Click on the link "View Salary and Benefit Information" under "To See Results" - you must have participated in or updated the survey within the last 12 months to get access to the results.
    - The following must be added or amended before your submission will be considered updated:
        - At least one position
        - Dues Income
        - Non Dues Income
        - No of membership accounts
- To view Salaries, **click on the blue box** that says Salaries
- Under Job Selection, **select the position**s you would like to view, I recommend viewing one position at a time.
- You can use the filters but I recommend **starting with the default filter** of your "Peer Group".
- Scroll to **bottom** of page and click "display" results
- On this page, you will need to **scroll down** to see the results
- To change the information that is displayed, click on the **gray on black bottoms at the top of the cha**rt. For instance, the initial data that is displayed is Salary Ranges/Actuals, to see Incentives/Bonuses click on that gray button.
- You can download the **displayed** information to Excel by clicking on the green excel icon that say Import to Excel.