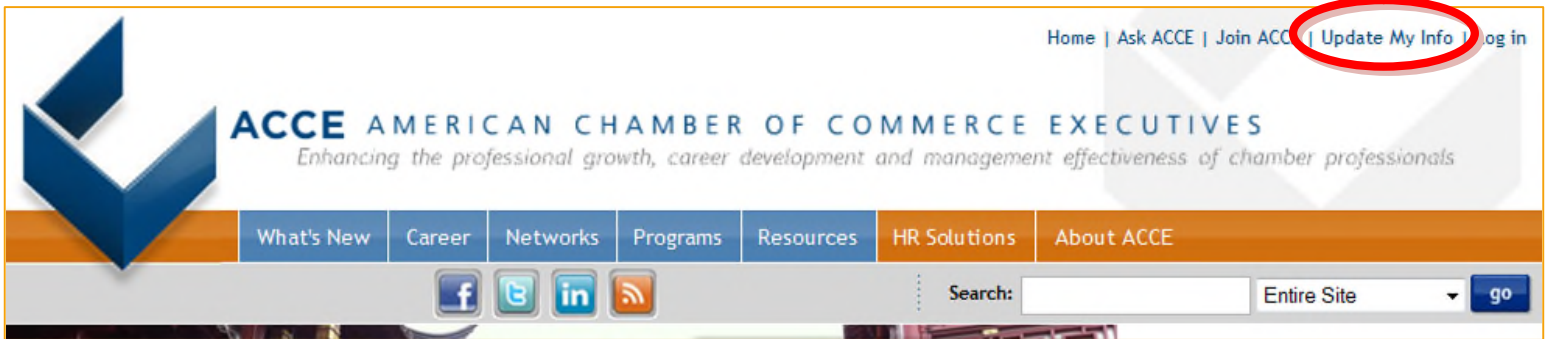


Using the ACCE Online Salary Survey and Results Database

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!

A screenshot of the ACCE Salary Survey Access Page. The page has a blue header with a 'Home' button. Below the header, the title 'ACCE Salary Survey Access Page' is displayed. The text reads: 'This pdf provides instructions how to add or update information to the salary survey.' Below this, it says 'For new participants:' and 'The following must be completed to be gain access to the results:'. There are two columns of bullet points listing required information. At the bottom, there is a table with two columns: 'Click Below To:' and 'To See Results:'.

Click Below To:	To See Results:
Update (or Add) Salary and Benefit Information	View Salary and Benefit Information

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

The screenshot shows the SurveyNavigator website. At the top, there is a navigation bar with tabs: Welcome, Coordinator Info, Organization Info, Benefits, Salaries, Forms, and Logout. A red box highlights these tabs, with an arrow pointing to a text box that says: "Use these tabs to navigate the each section. Please complete or update, Organization Info, Benefits and Salaries".

Below the navigation bar, there is a "Welcome to the" section with a "Quick Update" box. A red box highlights the "Quick Update" section, with an arrow pointing to a text box that says: "Indicates last date of log in. Show Details for last update of specific sections".

There is also a "Quick Help" section with a red box around the "Quick Help" header. Below it, there are sections for "Coordinator Info", "Organization Info", "Salaries", "Benefits", and "Forms", each with a brief description of what information to update.

At the bottom, there is a "Date of last participation:" section with a table showing the last update date for various positions. A red box highlights the "Date of last participation:" section, with an arrow pointing to a text box that says: "Indicates last date of log in. Show Details for last update of specific sections".

Position	Data of Last Update
CEO	6/23/2011
Administrative Assistant	5/17/2011
Coordinator	5/17/2011
Department Head - Communications/Public Relations	5/17/2011
Department Head - Finance	5/17/2011
Department Head - Other 1	5/17/2011
Receptionist	5/17/2011
Sales Director/Manager (Commission)	5/17/2011

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 positions** 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 chart**. 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.