

2018 GUIDELINES FOR TAKING THE SURVEY

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(%), deductibles, coinsurance, premiums/contributions, office visit copays, out-of-pocket maximum, Rx deductible/coinsurance or copays, etc.)
- High deductible health plan information
- 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)
- Wellness and disease management program information
- Cost control strategies used
- Retirement plan information (types of plans, vesting schedules, etc.)
- Additional benefits you provide your employees

Click the following link to start the survey

https://bcfo.co1.qualtrics.com/jfe/form/SV_3LhFkTjaTDqdJ3v?b=SIG

For Returning Participants: Open the survey site and click on START SURVEY. Enter the e-mail address and password you used previously in the appropriate boxes. This will take you into the 2018 survey pre-populated with your responses from 2017. You can click “Forgot password” if you forget your login or contact Dulaney Farkas, dulaney@silbs.com for login information.

For New Participants: Open the survey site and click ‘Start the Survey’. Next, click ‘New to the survey?’ and create a new account by entering your company name, email address, and password. Click ‘Next’ and you will be taken into the 2018 survey. Please note that all email addresses within the survey database are unique and are necessary in order for respondents to save and view responses at a later time. We do not use email addresses for any other purposes.

Once you have logged into the survey, you can begin entering your information. When you are ready to move on to 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. You can also use the navigation located on the left side of each page. 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.

Additional tips:

- If you would like to print a copy of the survey questions before beginning, you can find a link to a PDF of the survey on the first page after logging in.
- 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 45-60 minutes.
- 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 Dulaney Farkas at 410.823.8066 or dulaney@silbs.com.