

# 2020 COMPENSATION SURVEY INSTRUCTIONS

## Accessing the online platform

- 1.) Go to [www.compensationbenchmarking.com/HARDI](http://www.compensationbenchmarking.com/HARDI)
- 2.) Enter your email and click on the “Continue” button.
  - If you do not have an account, you will be directed to a registration page to create your free account.
  - If you have an account, it will request that you enter your password.
  - If you don't remember your password, click the link “Forgot Password?”

## Adding users to your company's account

- 1.) After logging in to the online platform, click the “Organization Admin” link.
- 2.) Click the “Users” link from the menu on the left side of the page.
- 3.) Click the “Add” button to add a new user
- 4.) Enter the user's name, email, and select the level of access you'd like to assign to the new user:
  - Admin – gives the user access to the survey form, the reports, AND allows them to add/remove users.
  - Survey – gives the user survey access.
  - Report – gives the user access to the static reports and reporting tools.
- 5.) Click “Update.”
- 6.) After a user is added to your organization, the system will send an email to them containing their auto generated login credentials.

HARDI

Cross Industry Compensation Portal

Account Survey Reports Log Off

### Welcome to the 2020 Cross-Industry Compensation Study

Please complete the online survey below or complete the Excel/PDF file and upload it to the site. Association selections can be updated by clicking [here](#)

| Section  | Status      |
|--|-------------|
| <a href="#">Company Profile</a>                                      | Not started |
| <a href="#">Recruiting and Retention</a>                             | Not started |
| <a href="#">Executive Compensation and Benefits</a>                  | Not started |
| <a href="#">Compensation By Job Function for Full-time Employees</a> | Not started |
| <a href="#">Healthcare</a>   | Not started |
| <a href="#">Retirement, Benefits, PTO</a>                            | Not started |
| <a href="#">Salespeople and Sales Incentives</a>                     | Not started |
| <a href="#">Location/Branch</a>                                      | Not started |

[Submit Survey](#)  
Last Submitted: Never

| Other Options                 |
|-------------------------------|
| <a href="#">Transfer Data</a> |
| <a href="#">Add User</a>      |
| <a href="#">Excel Survey</a>  |
| <a href="#">PDF Survey</a>    |
| <a href="#">File Upload</a>   |

Add User