

APPENDIX F
SURVEY ACCESS INSTRUCTIONS

**Performance Standards and Reporting for SNAP Modernization Initiatives
Instructions for Accessing the Survey**

Please download the survey on performance measurement from our secure (SSL-encrypted) file exchange website: SNAP.mathematica-mpr.com.

You will need to enter the username and password for your state to access the site:

USERNAME: [State-specific]

PASSWORD: Mathematica will contact you by phone with the case-sensitive password.

To download the survey, please follow these steps:

1. Select **Download** from the task bar at the top of the screen. This will open up a directory displaying the download directories for each state and a general reporting and validation files.
2. Select the [Username] folder from the list.
3. Right click on the file that you wish to download, and select Save Target As.
4. Select the location to which you wish to save the file and click on the save button.

As a reminder, we will need your response no later than [DATE].

In completing the survey, states may choose to invite multiple staff to participate, with each staff person answering questions about the modernization initiatives or measures with which she or he is most familiar. A table of contents in the survey with links to each section will help users navigate to the section they plan to complete. Additional instructions on completing the survey and definitions for terminology used within it are provided within the survey itself.

To return your completed survey to us, please go to our (SSL-encrypted) file exchange website SNAP.mathematica-mpr.com. You will need to enter the username and password for your state to access the site. To upload the survey, follow these steps:

1. Select **Upload** from the task bar at the top of the screen. This will open up a File Upload screen.
2. Select [Username] from the Step 1 drop-down list.
3. Enter the name of the file to be uploaded in Step 2. To browse for the file on your hard drive, click on the **Browse** button.
4. Click on the **Upload** button to complete the upload process.

If you need technical assistance, you may contact Amy Wodarek O'Reilly at Mathematica at (609) 945-3314 or awodareko@mathematica-mpr.com.

