

## Reminder E-mail to Raters

Subject: REMINDER: KEYS Survey

Dear #participant name#:

This is a reminder that your KEYS® survey has not yet been received.

If you did complete the survey, please note that after responding to all the questions, you must select the "Submit" button to send your survey. If you log out without submitting the survey, your answers are saved but not received by the Center for Creative Leadership's data center. It will not be possible to change your responses once you have selected the "submit" button.

Please access the Web site to complete and submit your survey by #date in the order form – dd month yyyy#.

<https://www.datasltn.com/wss/KEYSHome.cfm>

Your confidential User ID: 5966725

Your confidential Password: KVC8KL

If you have questions regarding this feedback process, please contact #contact name, number & email from order form#.

If you experience any difficulty connecting to the Internet, please contact your organization's help desk. Our experience is that the vast majority of access problems are due to security measures within our clients' systems. For any other technical problems, please contact Technical Support by sending an e-mail to [support@datasltn.com](mailto:support@datasltn.com). We can be reached toll free by telephone within the United States at 877 477 1416. If you are calling from outside the United States, use +1 952 746 5747.

If you receive an "Access Denied" or "Page Not Displayed" message when accessing the Web site, please contact our Technical Support. There are browser settings that may need to be adjusted on your computer so that you can fully access secured sites.