**Respondent Tasks**

Task One

Sam just received a request to complete survey OS-8111X online. How would Sam access the survey?

Task Two

Alex would like to print the survey questions before filling the survey out. Where would Alex go to do this?

Task Three

Casey is ready to start filling out the survey form OS-8111X. Where should Casey go to begin the survey?

Task Four

Shay’s business is doing well and just opened a store at a new location. Where would Shay go in order to add this new location to the survey?

Task Five

*Part One*: Robin works for a large company and would like to complete the survey by using a spreadsheet. How would Robin download the spreadsheet?

*Part Two*: Robin has filled in the spreadsheet and now needs to upload the saved spreadsheet. How would Robin do that?

Task Six

Pat is unable to add a new business location and would like some help. Where can Pat go on the site that might offer some assistance?