



How to Register and Download the 2019 TLOMA Compensation surveys in 6 easy steps!

Step 1:

Log in. Click on this <u>link</u> where you will find more detailed instructions. Remember, you must be a member of TLOMA to participate.

Step 2:

Once you have clicked on the link, read the instructions, click yes to accept the terms and conditions.

Step 3:

Complete all requested fields.

Step 4:

Complete purchase options.

Step 5:

Download the Excel input templates after enrolling using the password provided and save the templates onto your computer.

Step 6:

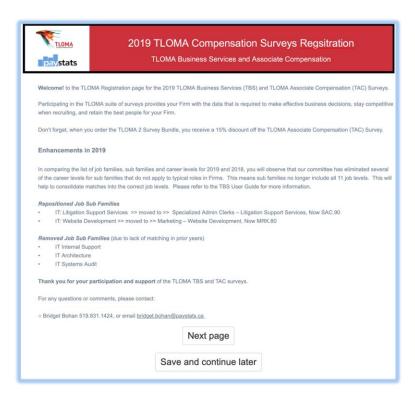
Complete your submission and send your completed workbooks to Paystats with a password protected file.

IMPORTANT TIPS!

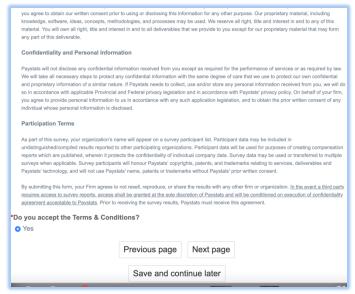
- 1. If you wish to receive an electronic copy of your Firm's job matches from the 2018 survey, click yes where indicated in step 3.
- 2. If you have questions about the survey, please contact Bridget Bohan at Bridget.Bohan@paystats.com.

Screen shots of each step above are found on the following pages.

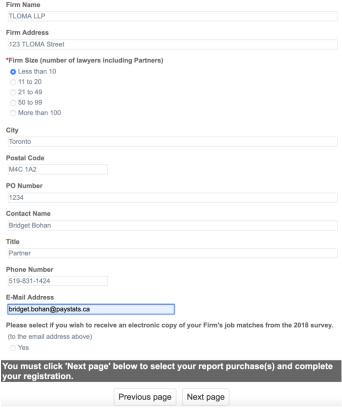
Step 1: Log in. You will see this screen when you log in, which advises you about the enhancements for 2019. Click next page to continue or save and continue later.



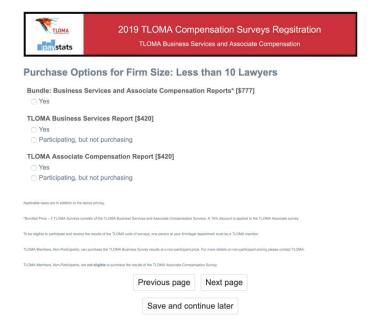
Step 2: Agree to the terms and conditions of the survey by clicking the radio button on the next screen. See below:



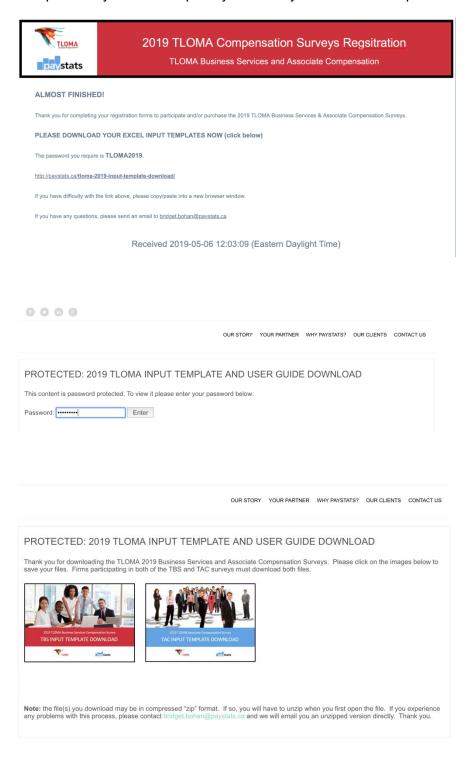
Step 3: Enter all the details in the next screen as seen below and then click next page to report our purchase(s) and complete your registration:



Step 4: Select the survey(s) you wish to purchase and click next page:



Step 5: Download your Excel input template with the password provided and save to your computer so you can complete your survey submissions as per the screen shots below:



Step 6: Save the computer workbooks, start the matching process and when you are completed, send your submission to Paystats.