



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

Step 1:

Log in. Click on this [link](#) 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.

2019 TLOMA Compensation Surveys Registration
TLOMA Business Services and Associate Compensation

Welcome! to the TLOMA Registration page for the 2019 TLOMA Business Services (TBS) and TLOMA Associate Compensation (TAC) Surveys.

Participating in the TLOMA suite of surveys provides your Firm with the data that is required to make effective business decisions, stay competitive when recruiting, and retain the best people for your Firm.

Don't forget, when you order the TLOMA 2 Survey Bundle, you receive a 15% discount off the TLOMA Associate Compensation (TAC) Survey.

Enhancements in 2019

In comparing the list of job families, sub families and career levels for 2019 and 2018, you will observe that our committee has eliminated several of the career levels for sub families that do not apply to typical roles in Firms. This means sub families no longer include all 11 job levels. This will help to consolidate matches into the correct job levels. Please refer to the TBS User Guide for more information.

Repositioned Job Sub Families

- IT: Litigation Support Services >> moved to >> Specialized Admin Clerks – Litigation Support Services, Now SAC.90
- IT: Website Development >> moved to >> Marketing – Website Development, Now MRK.80

Removed Job Sub Families (due to lack of matching in prior years)

- IT Internal Support
- IT Architecture
- IT Systems Audit

Thank you for your participation and support of the TLOMA TBS and TAC surveys.

For any questions or comments, please contact:

◦ Bridget Bohan 519.831.1424, or email bridget.bohan@paystats.ca.

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

you agree to obtain our written consent prior to using or disclosing this information for any other purpose. Our proprietary material, including knowledge, software, ideas, concepts, methodologies, and processes may be used. We reserve all right, title and interest in and to any of this material. You will own all right, title and interest in and to all deliverables that we provide to you except for our proprietary material that may form any part of this deliverable.

Confidentiality and Personal Information

Paystats will not disclose any confidential information received from you except as required for the performance of services or as required by law. We will take all necessary steps to protect any confidential information with the same degree of care that we use to protect our own confidential and proprietary information of a similar nature. If Paystats needs to collect, use and/or store any personal information received from you, we will do so in accordance with applicable Provincial and Federal privacy legislation and in accordance with Paystats' privacy policy. On behalf of your firm, you agree to provide personal information to us in accordance with any such application legislation, and to obtain the prior written consent of any individual whose personal information is disclosed.

Participation Terms

As part of this survey, your organization's name will appear on a survey participant list. Participant data may be included in undistinguished/compiled results reported to other participating organizations. Participant data will be used for purposes of creating compensation reports which are published, wherein it protects the confidentiality of individual company data. Survey data may be used or transferred to multiple surveys when applicable. Survey participants will honour Paystats' copyrights, patents, and trademarks relating to services, deliverables and Paystats' technology, and will not use Paystats' name, patents or trademarks without Paystats' prior written consent.

By submitting this form, your Firm agrees to not resell, reproduce, or share the results with any other firm or organization. In the event a third party requires access to survey reports, access shall be granted at the sole discretion of Paystats and will be conditioned on execution of confidentiality agreement acceptable to Paystats. Prior to receiving the survey results, Paystats must receive this agreement.

***Do you accept the Terms & Conditions?**

Yes

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:

Firm Name
TLOMA LLP

Firm Address
123 TLOMA Street

*Firm Size (number of lawyers including Partners)
 Less than 10
 11 to 20
 21 to 49
 50 to 99
 More than 100

City
Toronto

Postal Code
M4C 1A2

PO Number
1234

Contact Name
Bridget Bohan

Title
Partner

Phone Number
519-831-1424

E-Mail Address
bridget.bohan@paystats.ca

Please select if you wish to receive an electronic copy of your Firm's job matches from the 2018 survey.
(to the email address above)
 Yes

You must click 'Next page' below to select your report purchase(s) and complete your registration.

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



Purchase Options for Firm Size: Less than 10 Lawyers

Bundle: Business Services and Associate Compensation Reports* [\$777]

Yes

TLOMA Business Services Report [\$420]

Yes

Participating, but not purchasing

TLOMA Associate Compensation Report [\$420]

Yes

Participating, but not purchasing

Applicable taxes are in addition to the above pricing.

*Bundled Price - 2 TLOMA Surveys consists of the TLOMA Business Services and Associate Compensation Surveys. A 15% discount is applied to the TLOMA Associate survey.

To be eligible to participate and receive the results of the TLOMA suite of surveys, one person at your firm/legal department must be a TLOMA member.

TLOMA Members, Non-Participants, can purchase the TLOMA Business Survey results at a non-participant price. For more details on non-participant pricing please contact TLOMA.


TLOMA Members, Non-Participants, are not eligible to purchase the results of the TLOMA Associate Compensation Survey.

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[Save and continue later](#)

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:



2019 TLOMA Compensation Surveys Registration

TLOMA Business Services and Associate Compensation

ALMOST FINISHED!

Thank you for completing your registration forms to participate and/or purchase the 2019 TLOMA Business Services & Associate Compensation Surveys.

PLEASE DOWNLOAD YOUR EXCEL INPUT TEMPLATES NOW (click below)

The password you require is **TLOMA2019**.

<http://paystats.ca/tloa-2019-input-template-download/>

If you have difficulty with the link above, please copy/paste into a new browser window.

If you have any questions, please send an email to bridget.bohan@paystats.ca

Received 2019-05-06 12:03:09 (Eastern Daylight Time)



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PROTECTED: 2019 TLOMA INPUT TEMPLATE AND USER GUIDE DOWNLOAD

This content is password protected. To view it please enter your password below:

Password:

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PROTECTED: 2019 TLOMA INPUT TEMPLATE AND USER GUIDE DOWNLOAD

Thank you for downloading the TLOMA 2019 Business Services and Associate Compensation Surveys. Please click on the images below to save your files. Firms participating in both of the TBS and TAC surveys must download both files.



Note: the file(s) you download may be in compressed "zip" format. If so, you will have to unzip when you first open the file. If you experience any problems with this process, please contact bridget.bohan@paystats.ca and we will email you an unzipped version directly. Thank you.

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