Catching Up On Overdue Statistics

1. **Check for missing statistics:**

   To make sure all overdue reports are listed under My Surveys, **click the Clear button, then click the Search button.**

2. **My Surveys should populate with statistics forms that are coming due, or overdue.**
   - Stats are due on the 10th of each month for the preceding month’s service.

   **Note:** Look at the survey Start Date to determine the reporting month.

   For example, July 1, 2020 is the survey for statistics in the month of July.

3. **After entering your numbers, click submit. Repeat for any other surveys that are overdue.** (Note: You do not need to enter stats for months that are not due yet.)
   - Please enter zeros for any month that you did not serve.

4. **If you need to correct statistics that have already been submitted** go to the My Responses section and click on the month that you would like to edit. For example, to edit October’s stats, choose the survey with a Start Date of 10/1. Click View Your Responses. Enter the correct numbers in the form and submit.

   **If you do not see any reports listed under My Responses** **click the Clear button, then click the Search button (see #1 above).**