The 2017 AEM Model Review Signoff Survey

The 2017 AEM Model Review Signoff Survey is now available. Please access this survey when you have completed your model review and 2017 updates. The purpose of the survey is to track when member companies have completed the process so we can notify AEM Product Specialists that the 2017 charts are ready for their handling. The survey time stamp is used to track points for the AEM Report Card.

Don’t be late! **Your review is due on or before Thursday December 15, 2016.** The Survey is found at Reporting Procedures Survey Center. The main AEM Statistic contact in your company is assigned to complete the survey.

If you are new to this survey or you need a refresher, here are directions for completing the 2017 AEM Model Review Signoff survey:

**STEP #1**

1. Click on 2017 AEM Model Review Signoff
2. Default Reporting Scope is the default for this Survey
3. Click on **Finished Editing: Confirm**

**STEP #2**

1. 2017 Default Survey Reporting
   - Click **Confirm**
2. Click **Respond** … this will generate list of questions

**STEP #3**

1. Complete the survey
2. Click **Save**

**STEP #4**

1. Next Screen: **Click Finished Editing**
2. Next Screen : Confirm Survey Responses
   - Click **CONFIRM**
3. Click **Collection Status** to see the completion date and time.

**Congratulations, you are finished!**

If you have questions, contact HAI for assistance at support@haiint.com or ISTAT Support: 612 436-5536.