

## Member How-to Document

## **Accessing Survey Reports**

**Purpose**: Either you have an Unlimited+ membership or you have purchased a survey and you've been given access to the survey report. This process will walk you through accessing the report.
\*Reports are pulled as needed; they are not sent to members.

## **Process:**

1. Once you are logged in to cues.org, you'll be in the myCUES Dashboard. Scroll to the 'Benefits' section, and click 'All Member Benefits'.

Hi, Laura.			Manage My Account	>
Laura Gibbs Member Engagement Manager CUES Staff	Membership Level Unlimited+	Member ID 1081755		
Your Membership Level Unlimited+ Key Benefits	All Unlimited+ Member Benefits	Exclusive Member Resource	'S	

2. Next, click the dot to navigate to the second page. Then, click 'Access' on the CUES Compensation Surveys tile.



3. Select 'View Details' for the survey you'd like to access.



4. Once on the survey page, click 'Run Reports' on the left-hand side of the screen.



5. The survey portal will now open. Follow the on-screen instructions to run the reports.

