



Getting Started

How to Start the MGMA 2017 State Salary Survey

- ✓ Prepare for the survey opening on Monday, Jan. 9th

Check out helpful resources at www.mgma.com/state-survey to prepare and decrease participation time.

- **Survey Guides:** Find 2017 survey instructions and question definitions.
- **Survey Question Checklists:** See what information you should gather to participate efficiently.

- ✓ Use the survey link provided and log-in or create an account

Bookmark the link provided by your State MGMA: <http://orca.mgma.com/statesurvey>

- If you are not already logged into mgma.org, please do so. If you have an existing account, login with your credentials. Otherwise, click **Create an Account**. You do not have to be an MGMA member to create this free account.
- After logging in, you should be redirected to the MGMA survey portal.

- ✓ Complete your practice and staff information

Confirm your URL redirects to <http://orca.mgma.com/DataSolutions/Project/0/15/Edit/112>.

- Verify your contact information on the **User Verification** page and click Continue. Accept the **Legal Agreement** and click Continue. You must only do this when entering the survey for the first time.
- Once in the survey you should see the **Prefill Survey Tab**. Choose **Yes or No**. If you completed a survey last year, you can choose to prefill demographic information from last year's survey. If you have not previously completed a survey or do not wish to prefill this information, proceed to the Practice Information Tab.
- **Click the Practice Information Tab** or the **>** arrow. Choose **Yes or No** next to **Are you a State MGMA member?**
- Click **Add Practice** and fill out the grid as completely as possible. All questions denoted with * are mandatory. Click **Add Practice** to add another row if you have multiple practices' information to enter.
- Remember to click the yellow **Save** button!
- You may also download the survey template into an Excel spreadsheet and then upload your completed survey using the Excel button located in the top-right corner of the survey portal.

- ✓ Review any errors and submit your survey

Review and resolve any issues. Submit your survey

- If you would like to review and resolve your entry errors prior to submitting your survey, please select the Resolve link under **Review this Issue**.
- Once are you ready to submit, click the green **Submit** button. You should receive a confirmation email.
- If you have any questions please contact MGMA Data Solutions at survey@mgma.org or 877.275.6462, ext. 1895.