

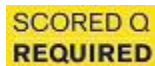
Important Information for Navigating the HEI Survey

Here is some important information to help you find your way around our survey platform and have the best experience.

Browser Compatibility: This survey platform is optimized for Chrome and Firefox. We highly recommend Chrome or Firefox for the best survey experience. We DO NOT recommend using Internet Explorer or Bing, as there are known compatibility issues.

Visual Cues: Keep an eye out for these images and indicators throughout the survey.

* An asterisk indicates a required, non-scored question (you will primarily find these in the General Organization Information section).



This image indicates that the question is a scored question that is required to achieve a score of 100 and be an LGBTQ Healthcare Equality Leader.



This image indicates that the question is a scored question that is among several in that criteria section that counts towards either full or partial credit for the section. Please note that some matrix-style questions may contain more than one scored question.



This image indicates that you must provide some additional information or upload a document to validate a scored question.

+ A plus sign indicates a question that leads to a scored question.

All questions that contain one of the images or indicators above must be answered (or the requested materials must be uploaded) before you will be able to submit the survey

Table of Contents: You can move to different sections of the survey using the table of contents menu on the top left or go to the table of contents page by clicking the button on the bottom.

Multiple Users: Multiple people may work on this survey. However, please note that multiple people working on the survey on different computers at the same time may cause issues with saving. Please only have one person working on the survey at a time.

Saving and Returning: The survey will automatically save your responses each time you move to a new question. You do not need to complete the survey in one session. **Please make sure to click the SAVE & CONTINUE button at the end of the page prior to leaving the survey to ensure that your responses have been saved.** When you return to the survey you will be taken to the page where you or one of your colleagues last left off. You can use the table of contents to move to the section that you would like to work on.

File Types: This survey is set to accept the following document or image types: PDF, DOC, DOCX, TXT, JPG, PNG, GIF. Please convert any other file types to a PDF or another one of these file types prior to uploading.

Help Guides: Need help navigating the survey? Want to know how to submit the survey once you have filled it out? We have created some resources to help answer these questions. Click [here](#) for our HEI survey help page where you will find user tip sheets and answers to these questions and more.