



Ready to complete your
Salary Survey?

Follow these steps!

1

PLEASE NOTE:

Our website is optimized for modern internet browsers.

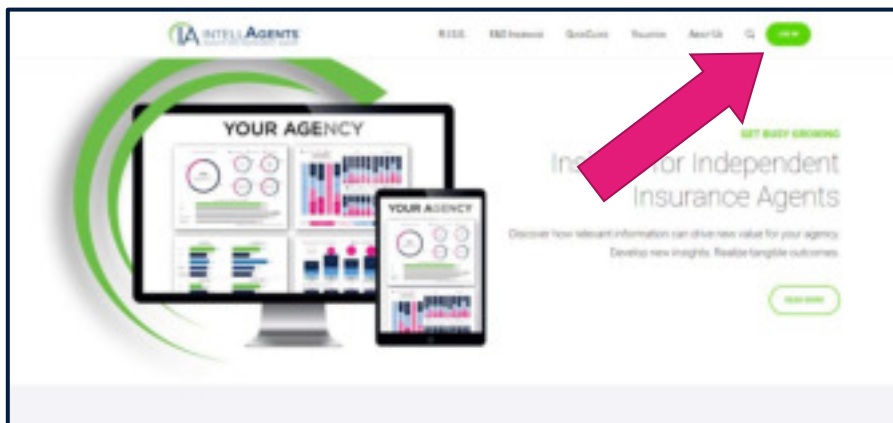
If you use an unsupported browser, our website may not display correctly.

We recommend using **Google Chrome** or **Mozilla Firefox** when accessing the IntellAgents Portal.

2

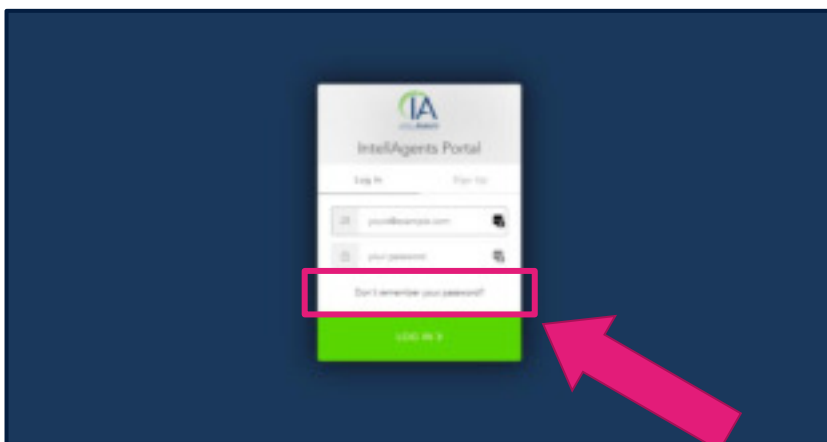


Go to <https://intellagents.io> and click the **Log In** button.



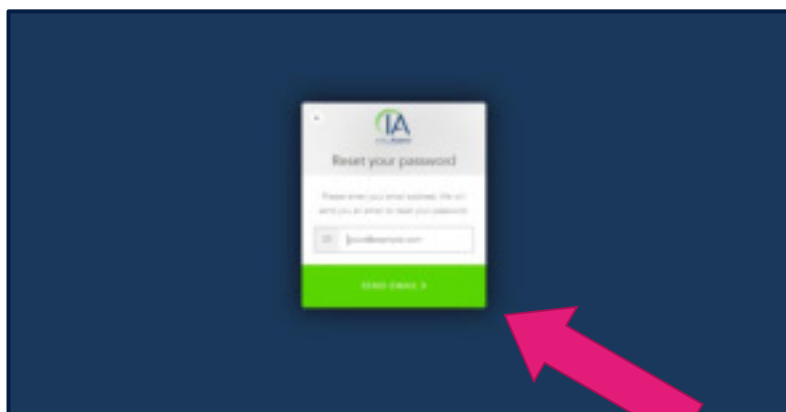
3

Click the **“Don’t remember your password?”** link above the log in button.



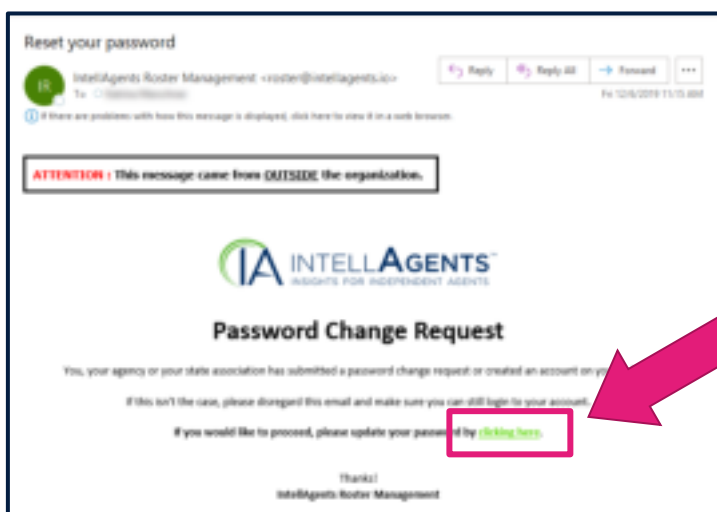
4

Enter the **same email address** to which you received the survey invitation, and click the **"Send Email"** button. **Leave this window open!**



5

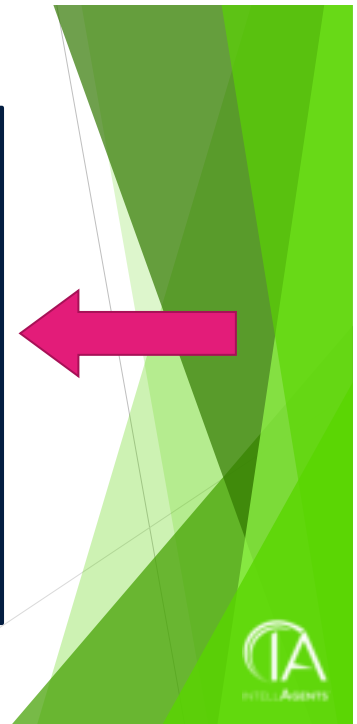
Go to your email, open the message and click the **secure link** in the password reset email.



6

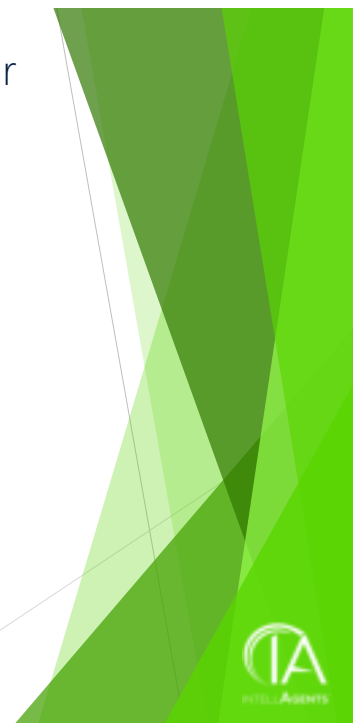
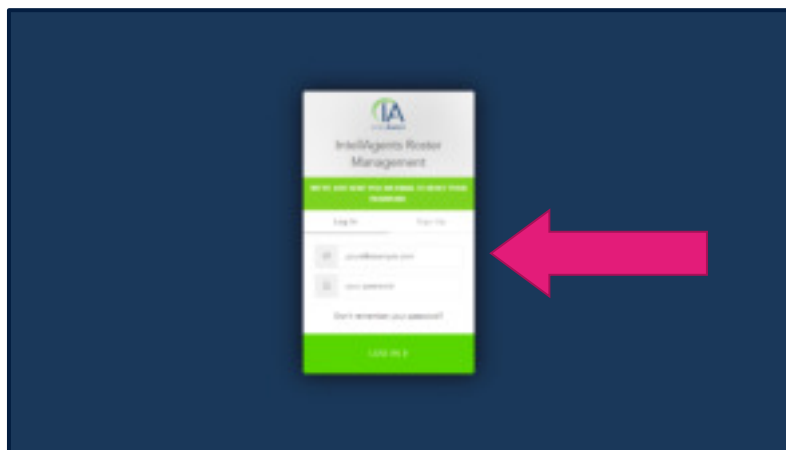
The link will take you to a password reset screen.

Follow the prompts to reset your password and click the green button.



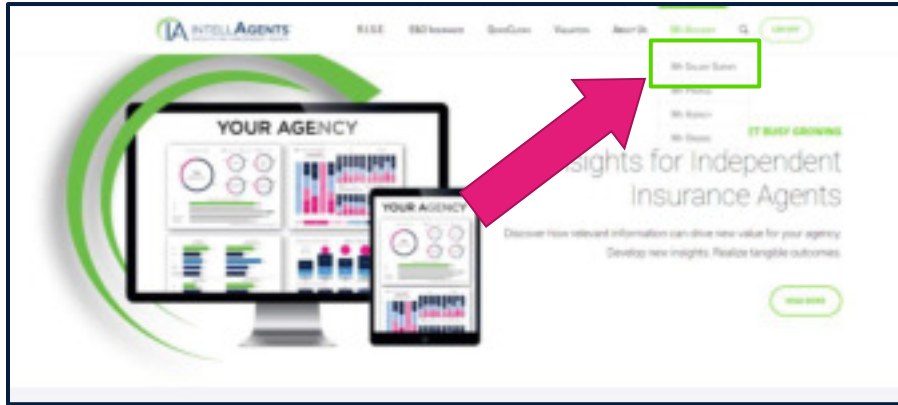
7

Go back to your original login screen, enter your email address and new password, and click the "Log In" button.

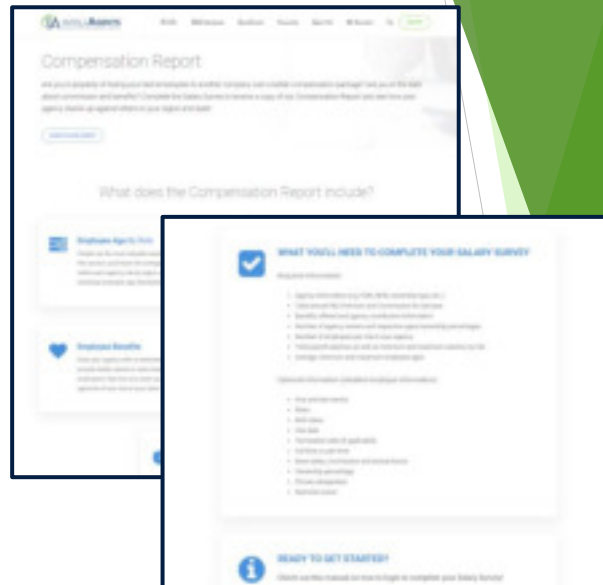


8

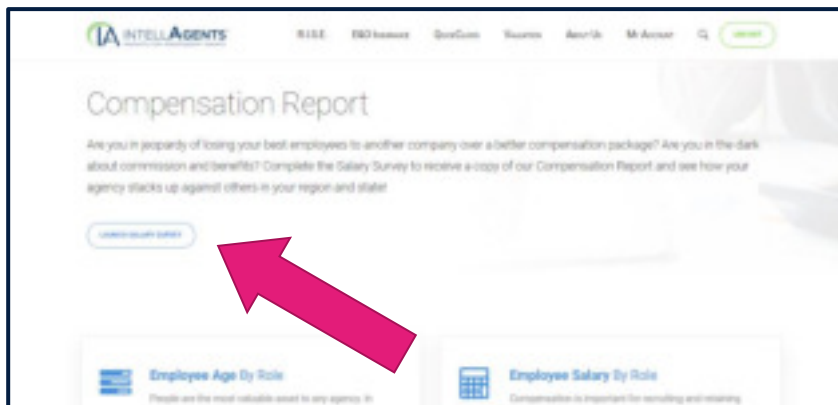
Once you're logged in, hover over "My Account" and click "My Salary Survey" in the top menu.



This will take you to a landing page that explains what the **Compensation Report** includes and what you'll need to complete the **Salary Survey**.

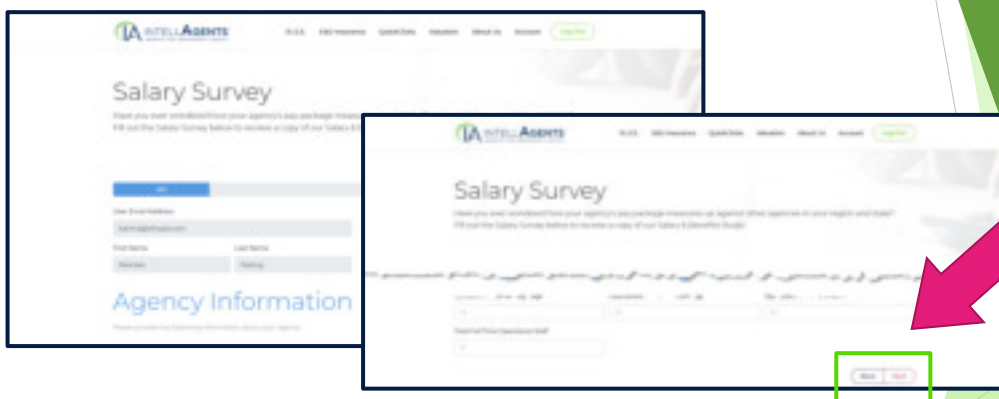


To start the survey, click the “**Launch Salary Survey**” button.



11

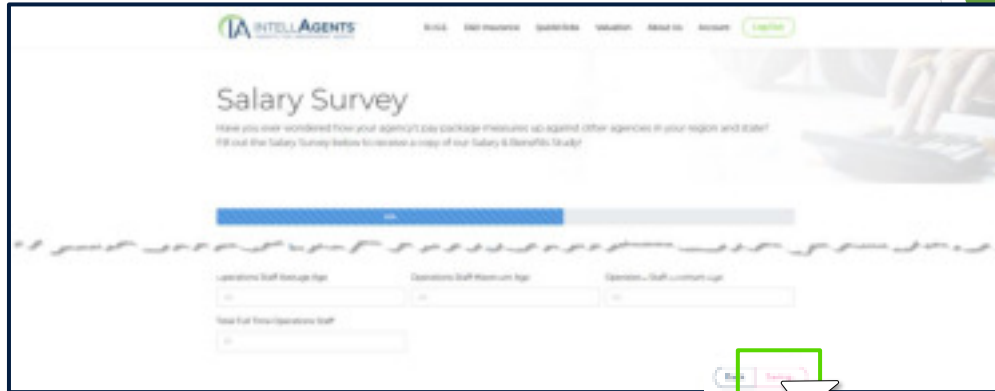
You should now see your **Salary Survey** form!



Use the buttons in the bottom right-hand corner to move through the survey.

13

If you need to stop and complete the form at a later date, all you need to do is click the “Next” button!

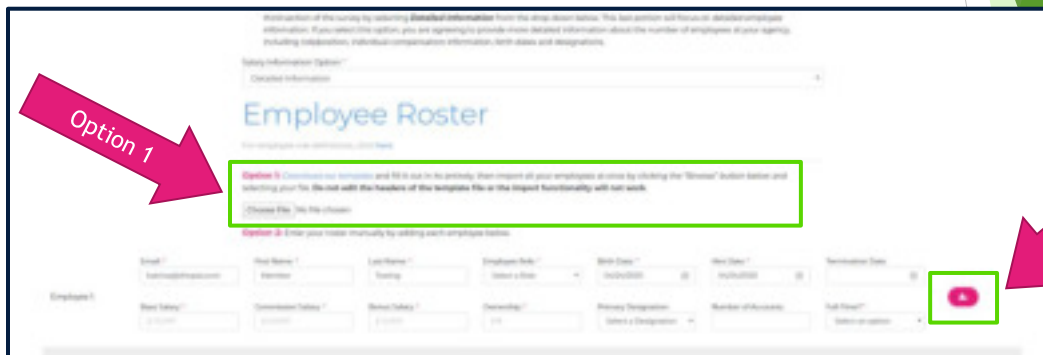


This will automatically save everything you’ve input so far, so you can easily access it in the future.

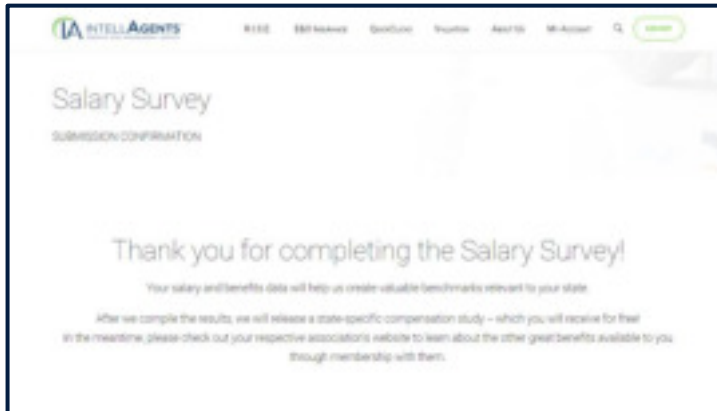
If you decide to submit detailed employee information, you have two ways to add employees:

Option 1: Use our new “bulk spreadsheet upload” feature

Option 2: Add each employee individually



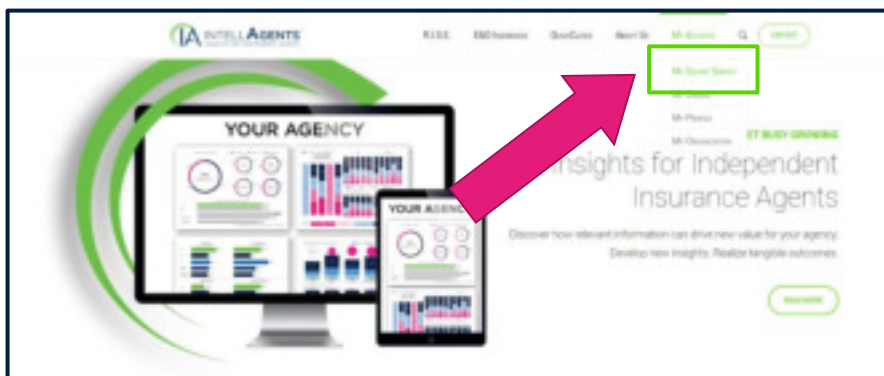
Once you get to the last page of the survey and click the **“Submit”** button, you will be taken to a submission confirmation page.



You are done with your Salary Survey!

17

If you need to return to your survey to make changes after you've submitted, log back into the IntellAgents website, hover over **“My Account”** and click **“My Salary Survey”**.



18



INTELLAGENTS™
INSIGHTS FOR INDEPENDENT AGENTS

<https://intelligents.io>