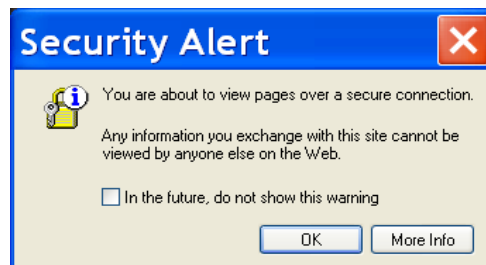


Instructions for Completing North Carolina's POMP Provider Survey

1. Open your web browser (Internet Explorer, Netscape) and go to:

<https://www.pompnc.org>

2. Make sure you include the "s" after http. The "s" represents a secure web site, so a message box or window may pop up that looks like this Security Alert:



Click O.K. to continue to the survey.

3. Enter the email address and password assigned to your organization for this survey by Western Area Agency on Aging (Region E). This may or may not be your personal email address and it will NOT be your email password. Please Note: If your organization's password includes a "number 1", you must type a "1" not a lower case "l."
4. On the first page, fill in the contact information about your organization.
5. Navigate through the survey, by clicking the **Next Page** or **Previous Page** buttons at the bottom of the page. Information will automatically be saved when you exit a page.
6. Caution: When asked to enter a number in a box, such as dollars representing annual budget or number of volunteers, please enter numerals only—no commas or dollar signs.
7. If you have to exit the survey before you have completed it, you can just close the web page by exiting from the File menu or by clicking on the X in the red box in the top right hand corner. Information will automatically be saved when you exit the page.
8. You can return to the web survey later by going back to the same URL: **<https://www.pompnc.org>**.
9. For additional help, contact Robin Ritter at Westat (240)314-5804 (toll free Number: 1-800-Westat1).