

## Uploading Employee E-mail Lists for the Online Survey

Note: You will only be able to upload a list of employee email addresses if you indicated that you wanted to do so in your set up email to King County.

**First Step:** Create a comma delimited file (\*.csv) or Microsoft Excel file (\*.xls) of email addresses in the following format:

- 1<sup>st</sup> field or column – (Required) employee email address
- 2<sup>nd</sup> field or column – (Required) worksite name associated with the employee. This must match the name you have given King County when your site was set up in the Online Survey
- 3<sup>rd</sup> field or column – (Optional) employee first name
- 4<sup>th</sup> field or column – (Optional) employee last name

Save this file on your computer or network.

Example for “Cool Marketing” worksite at ABC.com:

	A	B	C	D	E
1	abc1@abc.com	Cool Marketing			
2	abc2@abc.com	Cool Marketing			
3	abc3@abc.com	Cool Marketing			
4	abc4@abc.com	Cool Marketing			
5	abc5@abc.com	Cool Marketing			
6	abc6@abc.com	Cool Marketing			
7					
8					

**Second Step:** Go to <https://www.ctrsurvey.org/admnLogin.asp> and log in using your email address and ETC password.

- ◆ Under the “Survey Details” for your site, click on link to “Upload list of E-mail.” This will take you to a new screen; click on the “Browse” button.
- ◆ Locate your saved data file - (\*.csv) or Microsoft Excel file (\*.xls)
- ◆ Choose your file and click “open”
- ◆ Click “Upload list” button. This will take you to a new screen that will show you the list you will be uploading and the total number of records in the uploaded file
- ◆ Click “Continue” to upload the list. When you have done this, it will take you to a new screen. On the left side of the screen, under “list of e-mail addresses for this survey” you will see a window with all the e-mail addresses you uploaded.

It’s that simple!

To check or edit your uploaded list:

Go to your main survey page; under survey details at the bottom right of the screen, click on the link to “Survey e-mail list management.” From this page, you can individually add additional e-mail addresses or remove them.