

BEST COMPANIES TO WORK FOR IN COLORADO

Employee Survey Connectivity Guidelines (Online survey)

The following important information will facilitate a smooth survey process for you and your employees. Should you have any questions, please contact Liz Flood at ModernThink at lflood@modernthink.com or 888.684.4658.

INTERNET AND EMAIL REQUIREMENTS:

- **Internet:** First and foremost, all employees participating in an online survey will need Internet access. If individuals do not have their own computer, you may consider setting up a workstation in a private area for employees to use. Employees may also take the survey from home or use the organization's computer centers.

To complete the survey, your employees will need to access the following websites. Please ensure that these addresses are accessible to your employees:

<http://www.modernthink.net/colorado>
<https://www.modernthink.net/colorado>
<http://www.modernthink.com/colorado>
<https://www.modernthink.com/colorado>
<http://www.modernthink.info/colorado>
<https://www.modernthink.info/colorado>

The IP addresses are **70.84.184.203, 74.54.185.52, 70.84.184.202, 74.54.185.51, 208.43.216.20**

- **Email:** If you are supplying ModernThink with email addresses, your employees must be able to receive email messages from an external source. Please be sure the following email addresses and domains are "white-listed" with your IT department to ensure your employees can receive the survey invitations that include the web link and their unique login information:

From: surveys@modernthink.net, surveys@modernthink.com, OR surveys@modernthink.info

Return-path: surveys@modernthink.net, surveys@modernthink.com OR surveys@modernthink.info

Email Servers: mail.modernthink.net, mail.modernthink.com, mail.modernthink.info and server.modernthink.net

The IP addresses for these servers are **70.84.184.203, 74.54.185.51, 74.54.185.52 and 70.84.184.202**

- **Spam Filters & Rate Delimiters:** Many organizations frequently have spam filters to screen emails that are sent in large batches from one email address. Therefore, in addition to being "white-listed," please be sure your spam filters and security settings allow multiple email messages to your organization originating from these addresses. Similarly, please configure your filters to allow the phrases "Your Username Is" and "Your Password is." The subject line of the emails will read: **Best Companies to Work for in Colorado Employee Survey.**
- Email Invitations and Reminders will be sent to your employees between: **Friday, April 24 and Friday, May 8.**

- **Connectivity Testing:** On **Monday, April 20**, we will send a test email invitation to your organization's Primary and IT Contacts for the program. This email message will include a link to the online survey so that you can ensure access to the survey website for your employees. Please use the login information provided to access the survey. Please complete the survey and reply to the email invitation by **Wednesday, April 22**.