Directions on how to enter yearly data:

1. Go to http://www.edbenchmarking.org/ and login with your credentials using the form in the upper right-hand corner

2. Navigate to the "Members" tab in the main navigation
3. Click on the "Yearly Data Entry" link in the sub navigation
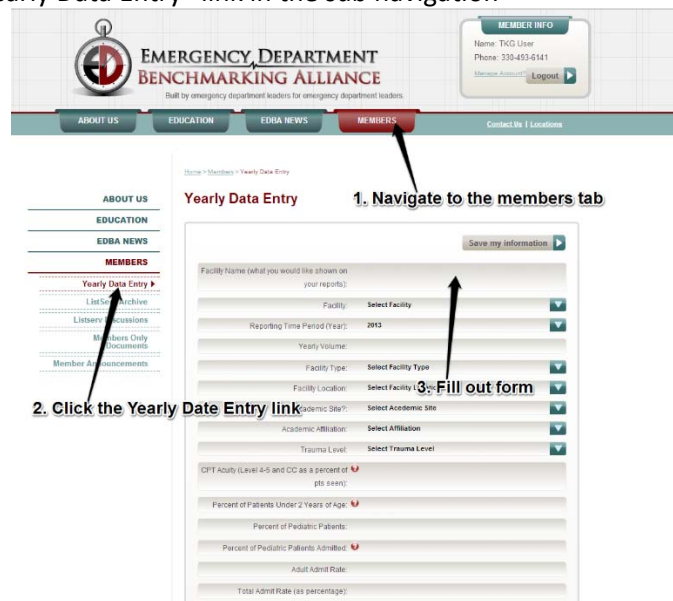
4. Fill out form with your information – you will need to fill out a separate form for each of your facilities. Choose the facility from the drop down boxes. If you don't see one of your facilities in the drop down box, please call Tara at 302-420-5407.
5. Choose to save information to return at a later time if you wish or
6. Submit data for review
   a. Please note that all fields must be filled out prior to submission. Also, the checkbox must be checked to ensure you're ready for submission
7. That's it you're done!

Any data specific questions should be forwarded to Jim Augustine, MD at jaugustine@emp.com, any other issues/questions (log on issues, facility missing, etc), please contact Tara Owens at towens@christianacare.org or 302-420-5407.