

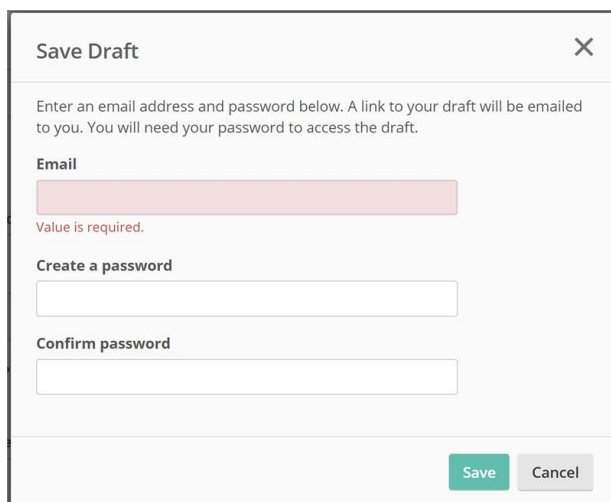
## DFWCC Annual Survey Instructions

The Annual Survey is now an online form with the ability to save your survey as a draft to complete later and once complete, submit directly to DFWCC. There is no spreadsheet to save or send to DFWCC.

1. Go to <https://www.dfwcleancities.org/annualreport> and click the link to begin the Annual Survey.

Here you may also download a copy of these instructions.

- a. Only one person may enter information into the survey at a time, however by saving as a draft, other people will be able to edit the survey.
  - b. The online survey is like previous surveys, with individual tabs to enter information on any electric or hybrid vehicles, alternative fuel vehicles, etc.
  - c. All required fields are marked with a red asterisk (\*).
  - d. To add more data within a category, click **Add+** below a section.
  - e. To delete data, click the “X” to the right of that section.
2. If you need to close the survey before completing it, click **Save as Draft** at the bottom left of any tab.
    - a. Enter the email address to which you would like an email sent. The email will contain a link to your draft survey. You will also be prompted to create a password. There are no rules governing password creation.



**Save Draft** [X]

Enter an email address and password below. A link to your draft will be emailed to you. You will need your password to access the draft.

**Email**

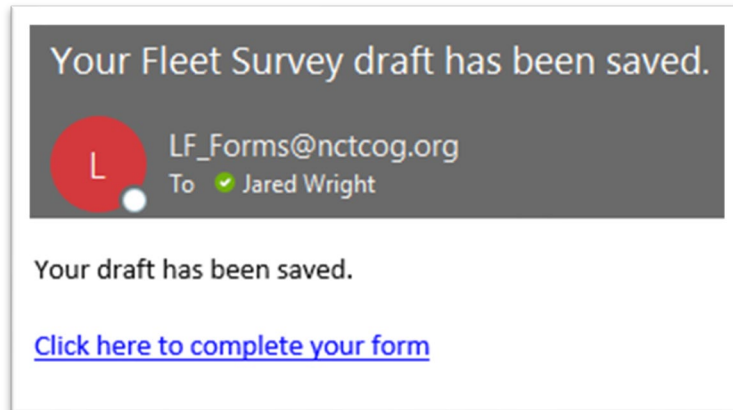
Value is required.

**Create a password**

**Confirm password**

**Save** **Cancel**

- b. An email from LF\_Forms@nctcog.org containing a link to your draft survey will be sent to the email address provided. Click this link and enter the password to continue entering information.



- c. Saving as a draft allows you to send the draft survey to another staff member who can then update the draft survey.
  - i. To do this, forward the email with the link to edit the survey to the email of who will be editing the survey. Be sure to include the password and email used to save the survey as they will be prompted to enter it when they click the link.
  - ii. The email and password entered when the survey was first saved will always be the login to edit the survey. This email will always receive the link when a draft is saved.
- d. You may Save as Draft as many times as needed.
3. Once the survey is complete, click **Submit Completed Survey to DFWCC** in the bottom left of the last tab "Long-Term Fleet Goal."
  - a. You may not submit the survey until all required fields are entered.
  - b. Clicking **Submit Completed Survey to DFWCC** sends the survey to DFWCC.
  - c. Once submitted, you will receive an email from [cleancities@nctcog.org](mailto:cleancities@nctcog.org) with an attached PDF of your survey responses.
4. DFWCC staff will review your survey and let you know if we have questions. We may also send you an email with a link to the survey and instructions on what data needs to be corrected.
  - a. If an email is sent, click on the link provided in the email to open your survey, make updates and click **Submit Completed Survey to DFWCC** again to send the survey back to DFWCC.

Please contact [cleancities@nctcog.org](mailto:cleancities@nctcog.org) if you have any questions.