

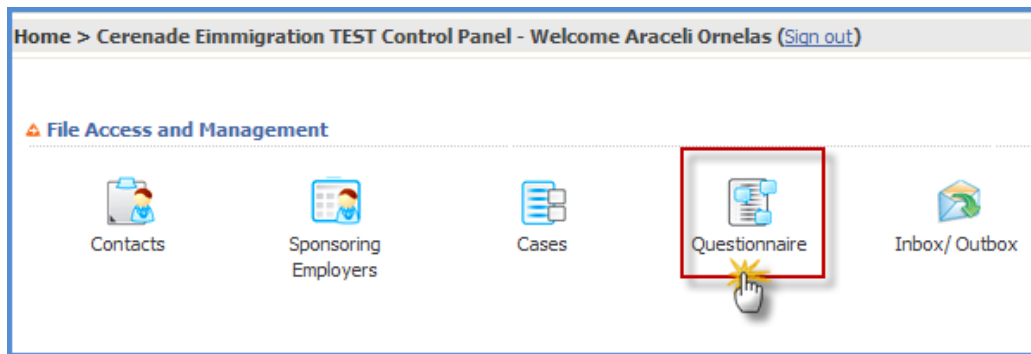
HOW CAN THE EMPLOYER SEND THE QUESTIONNAIRE TO THEIR EMPLOYEE

QUESTION: Is there a way for the *employer* to send the questionnaire to their employee directly rather than having the firm send it? We don't really want to set up case access for the employer, however, they want to be the ones to send the questionnaires out. Is there a way to do that?

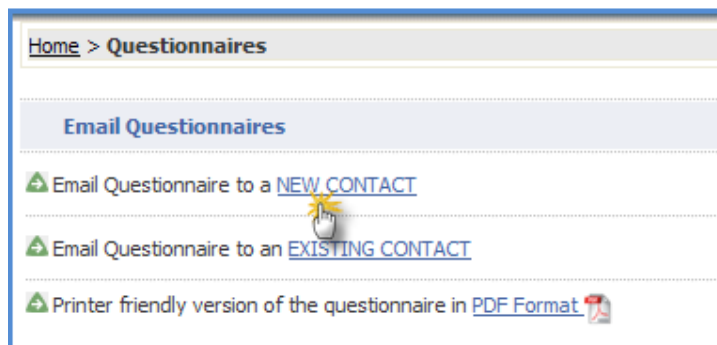
ANSWER:

Yes. This is how to do it:

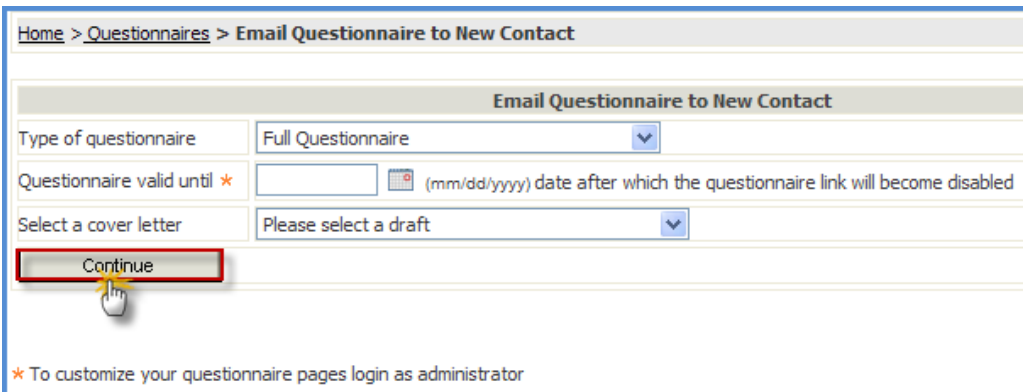
1) Click on the **Questionnaire** icon.



2) Click **NEW CONTACT** link.



3) Select the type of questionnaire or cover letter. Then click on **Continue** button.



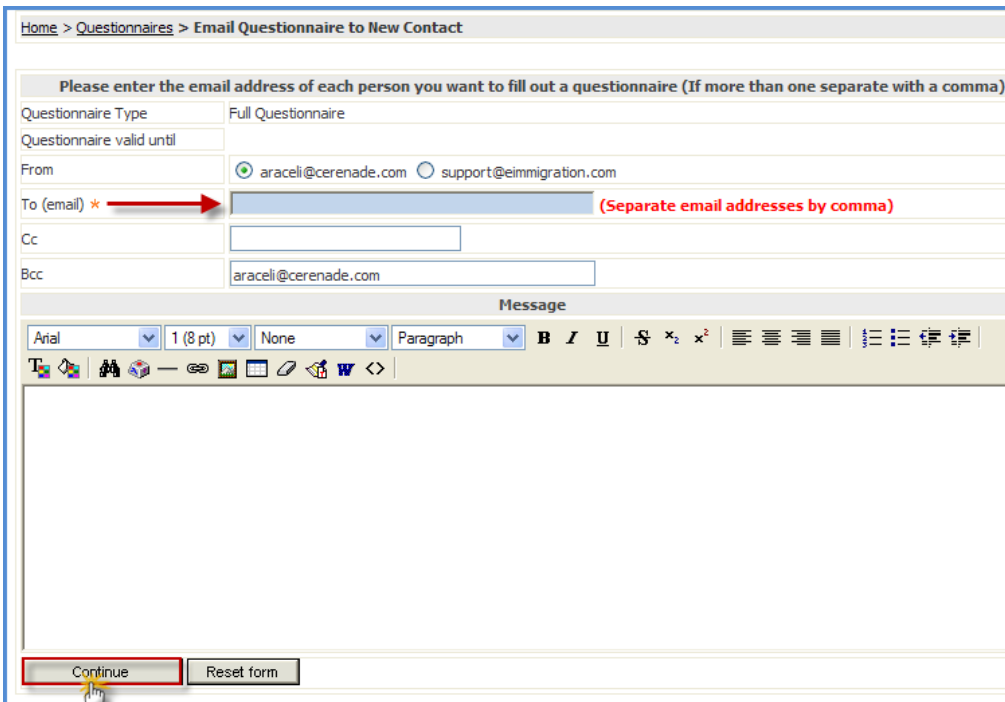
The screenshot shows the 'Home > Questionnaires > Email Questionnaire to New Contact' form. The form has the following fields:

- Type of questionnaire: Full Questionnaire (dropdown menu)
- Questionnaire valid until *: [] (calendar icon) (mm/dd/yyyy) date after which the questionnaire link will become disabled
- Select a cover letter: Please select a draft (dropdown menu)

The 'Continue' button is highlighted with a red box and a mouse cursor is clicking on it.

* To customize your questionnaire pages login as administrator

4) Enter the email address of the employer in the **To (email)** field.



Home > Questionnaires > Email Questionnaire to New Contact

Please enter the email address of each person you want to fill out a questionnaire (If more than one separate with a comma)

Questionnaire Type: Full Questionnaire

Questionnaire valid until:

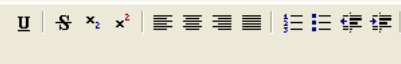
From: araceli@cerenade.com support@eimmigration.com

To (email) * (Separate email addresses by comma)

Cc:

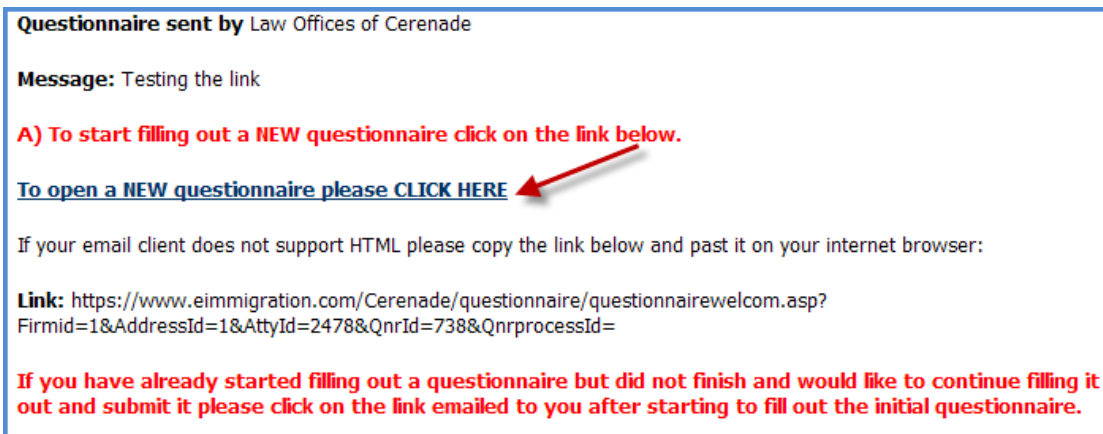
Bcc: araceli@cerenade.com

Message

Arial 1 (8 pt) None Paragraph **B I U** 

5) Click **Continue** button when done.

6) Employer will receive an email. Employer can then distribute and re-distribute the LINK on that email to his employees.



Questionnaire sent by Law Offices of Cerenade

Message: Testing the link

A) To start filling out a NEW questionnaire click on the link below.

To open a NEW questionnaire please [CLICK HERE](#)

If your email client does not support HTML please copy the link below and past it on your internet browser:

Link: <https://www.eimmigration.com/Cerenade/questionnaire/questionnairewelcom.asp?Firmid=1&AddressId=1&AttyId=2478&QnrId=738&QnrprocessId=>

If you have already started filling out a questionnaire but did not finish and would like to continue filling it out and submit it please click on the link emailed to you after starting to fill out the initial questionnaire.



Related Articles:

How to add a signatory to an employer profile:

<http://www.cerenade.com/eimmigration/AddSignatoryToEmployerProfile.pdf>

How to add a signatory to a case:

<http://www.cerenade.com/eimmigration/AddSignatoryToCase.pdf>

For more information and articles, please visit www.eimmigration.com