**PEPIE**

***Public Employers Personnel Information Exchange***

**INTERNET ACCESS GUIDE**

**December 2019**

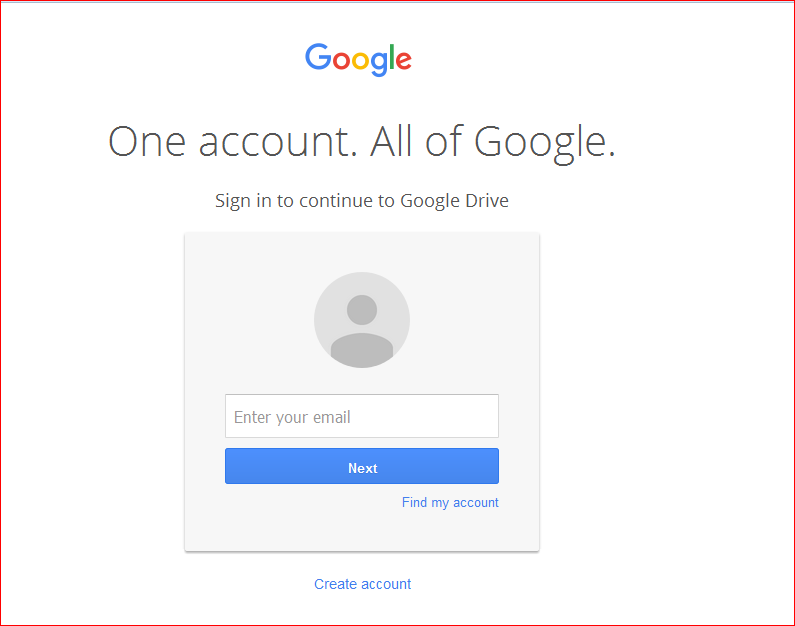
**PEPIE INTERNET ACCESS**

**How to download the 2020 PEPIE Annual Salary Survey Forms.**

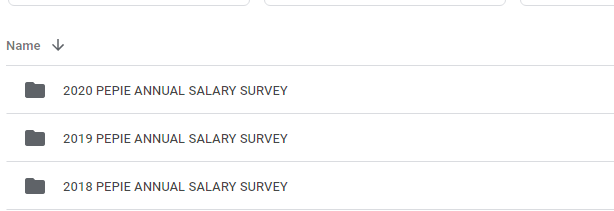
1. Login in the PEPIE Account using the following link: <https://drive.google.com/drive/my-drive>. (Copy in your Internet Address line.)
2. Login using the username/email and password indicated below:

Username/Email: [pepiehr@gmail.com](mailto:pepiehr@gmail.com)

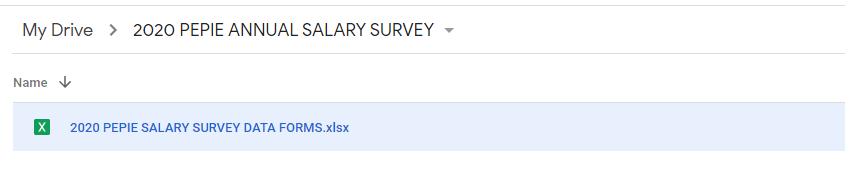
Password: hrsurvey2017



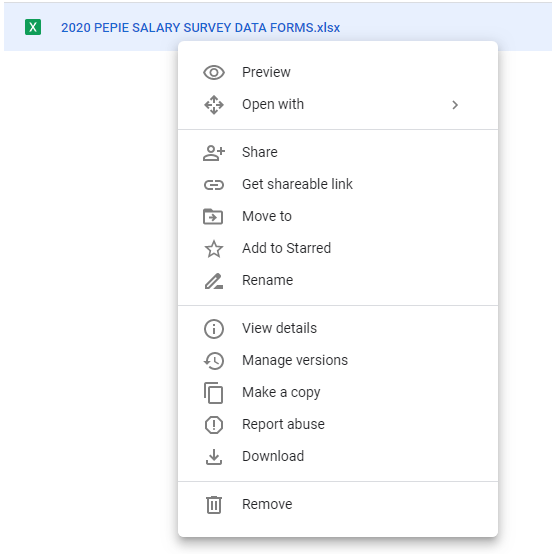
1. Click on **2020 PEPIE Annual Salary Survey** folder



Download the 2020 PEPIE Salary Survey Forms. Right click on the **2020 PEPIE Survey Data Forms.xlsx**.

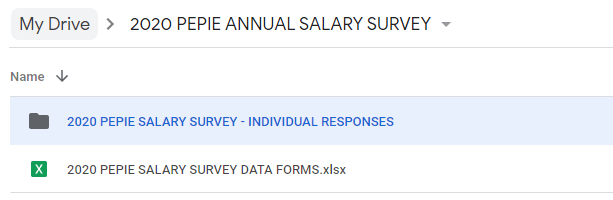


1. Click on **Download,** and when prompted open and save the document.

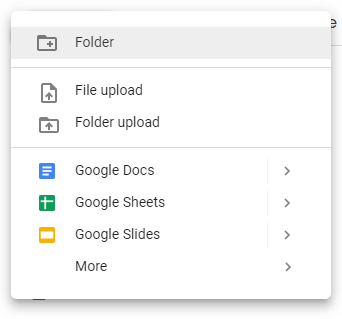


**How to upload your responses**

1. Follow steps 1 – 3 from above.
2. Click on the **2020 PEPIE SALARY SURVEY – INDIVIDUAL RESPONSES** folder.



1. Click on **New** to open the List of options. Click on **File Upload**.

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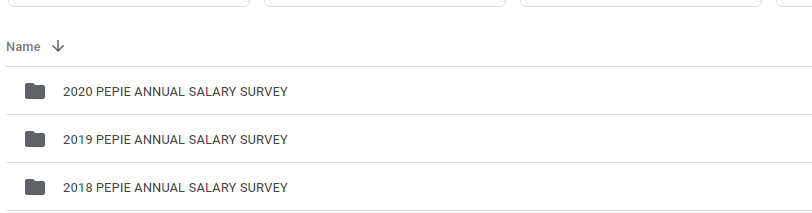
1. Search for your document in your computer and load/save in the folder using the following format: **Your Organization Name – 2020 Annual Salary Survey**.

Example: City of West Palm Beach – 2020 Annual Salary Survey

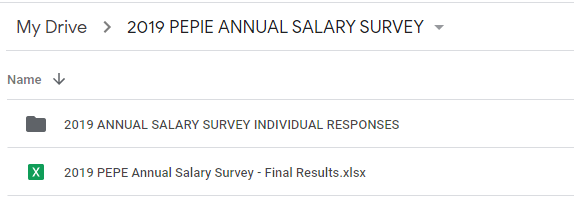
**How to access data from 2019 PEPIE Annual Salary Survey**

If you want to access the information submitted by your organization for the 2019 PEPIE Annual Salary Survey follow the following steps.

1. Follow steps 1 – 3 from above.
2. In **My Drive** select the **2019 PEPIE Salary Survey** folder.



1. Click on the **2019 PEPIE Salary Survey – Individual Responses** folder and look for your organization’s information.



1. To download to your computer follow steps 4-6 from the **How to download documents** section at the beginning of the document.

**Note:** If you are planning on using the same data submitted last year and make changes, make sure you add the new job classifications.

**Remember to logout when you are done working in the site.**