Dear [Salutation]:

Just sending a reminder that we need you to complete the year-end data collection process for your plan year ending [Project Period End] for the [Plan Name].

Please login to the website (www.yourwebsitehere.com). Your login will be your email address. You can obtain a password by selecting the New User Setup link under the Sign In button. A new password will be emailed to you and you can then use it to sign on to the system.

Once logged in, the data collection will display on your Active Tasks list.  Please press the “Begin Task” button to the right of the data collection to begin the process.  Please go through each step and add or update the data as needed.  For the census data, step 8, you have the option to manually add or modify the census, or you can export the data to a file, modify in Excel, and import it back in through the Website.

If you have any questions or need any assistance entering the data, please feel free to contact me.

Regards,

[Sender First Name] [Sender Last Name]  
[Sender Company]  
[Sender Email]