

## Registration and Log-In Instructions Semi-Annual Activity Report (SAAR)

FFY 09

(October 1, 2008 – March 31, 2009)

(April 1, 2009-September 30, 2009)

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All SAAR data must be submitted online through the *Network's* database. An electronic version of the SAAR cannot be e-mailed or mailed to the *Network*. You will need to register for a username each reporting period prior to logging in to submit your data. **The SAAR database will open on April 1, 2009 and close on April 15, 2009.** All data must be submitted by April 15<sup>th</sup>.

### How to Register

- 1) Go to <http://www.ca5aday.com/saar/ff09interim/newregister.aspx>
- 2) Fill in the requested information: organization name, 7-digit contract number, phone number with area code, and email and click the "Register" button.
- 3) You will be directed to a page that shows your username (your email address) and password (network).
- 4) Click the log-in link at the end of the paragraph, and you will be directed to the log-in page.

### How to Log In

- 1) Make sure you have registered this reporting period.
- 2) Go to the webpage link [www.ca5aday.com/SAAR/ff09interim/login.aspx](http://www.ca5aday.com/SAAR/ff09interim/login.aspx).
- 3) Enter your email address for the username box.
- 4) Enter your password in the password box (the password is **network**).
- 5) Click the box that says "Login."
- 6) This will bring you to the first page of the SAAR.

### Tips to Complete the SAAR

- 1) It is suggested that you print a hard copy of the SAAR and write your answers prior to submitting data online. The sample SAAR is located on the *Network* Progress Report page: <http://www.cdph.ca.gov/programs/cpns/Pages/ProgressReport.aspx> and is called SAAR FFY 2009 (PDF).
- 2) Remember to use the SAAR Content Instructions and your ATF while you complete each section of the SAAR. The ATF Media and Summary worksheets indicate which data from your ATF should be entered on the SAAR.
- 3) You may navigate through the online form by clicking the "Save" button to save your work and return at a later time, or click the "Save and go to Next Page" button to continue submitting data.

If you have questions please contact Alexis Greenhut, MPH at [Alexis.Greenhut@cdph.ca.gov](mailto:Alexis.Greenhut@cdph.ca.gov) or (916) 650-6905. Additionally, you may contact the *Network* help desk at [cpnsitrequest@cdph.ca.gov](mailto:cpnsitrequest@cdph.ca.gov).