

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

FFY 09

Final Reporting Period: April 1, 2009-September 30, 2009

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 October 1, 2009 and close on October 15, 2009.** All data must be submitted by October 15, 2009 unless approval for an extension has been granted by Alexis Greenhut and your Program Manager.

How to Register

- 1) Go to <http://www.ca5aday.com/saar/ffyo9final/newregister.aspx>
- 2) Fill in the requested information: organization name, 7-digit contract number, phone number, and email.
- 3) Click the "Register" button.
- 4) You have now registered. You will be directed to a page that shows your username (your email address) and password.
- 5) 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/ffyo9final/login.aspx.
- 3) Enter your email address for the username box.
- 4) Enter your new 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) The "Table of Contents" page for the SAAR Online Application will list all the sections of the SAAR and instructions for getting started.
- 2) Enter your responses in the shaded fields.
- 3) There are drop-down boxes for the "YES or NO" responses.
- 4) You may navigate through the form using the mouse and clicking to the next page.
- 5) If you have questions on the content of the SAAR, see the SAAR instructions document.
- 6) You may save your entries at the end of each page, and return to finish the SAAR another time. You do not need to enter all SAAR data at one sitting.
- 7) Be sure to use your ATF to complete the SAAR; the ATF Media and Summary worksheets indicate where the ATF data should be entered on the SAAR.

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