2018 Rates and Charges Guide

Online Survey Instructions

Accessing the survey:

To access the survey, follow this link: <https://www.cognitoforms.com/WYDOTAeronautics/WYDOTRatesAndChargesGuide2018UpdateSurvey>

Be sure to fill out the fields marked with an asterisk or you won’t be able to move on to the next page.

Repeating sections:

Throughout the survey there are various sections which allow you to provide information about multiple items relating to that question. You’ll know you’re working in a repeating section because each one includes the instructions to “Click Add (Topic) to provide information about more than one”. For example, if you wish to provide information about multiple different airport ground leases, complete the corresponding section for the first lease then click “Add Ground Lease” at bottom of that section. A duplicate of the section will appear which you can complete for the next lease then just repeat this process as many times as necessary.

Saving your progress:

The survey is detailed and in depth and therefore a bit long. However, you don’t need to complete and submit the survey in one session. At any point in the survey, scroll to the bottom of the page and click the “Save” button on the right-hand side. A box will pop up instructing you to either copy a link or to have a link emailed to you. We recommend that you email the link so it is saved in your inbox. To return to where you left off, just click the link in the email or paste the link in the browser address bar. You can save your place and return as many times as needed until you submit the survey.

Submitting your survey:

When you’ve completed the survey, just click the “Submit” button on the last page. You can go back and review the pages you already completed before clicking “Submit” but once you submit the survey, you won’t be able to correct or change anything you entered. A confirmation email will be sent to the email address you provided at the beginning of the survey along with a PDF copy of the data you entered.

We’ll inform you when the raw data and summary are available on our website.