

EMPAQ®

Helping Your Clients with Their Online Submission

The following document provides an overview of the submission process and ways you may be able to support your clients with their online submission.

The Submission Process

The submission site for EMPAQ® is: submission.empaq.org.

The submission process begins when the employer creates a username and password on the submission site. Because the submission process requires the employer to accept a license agreement as well as confirm payment details, employers need to start the submission process.

Once your client has started a submission, they can invite as many people as they want to their submission. To invite people to assist with the submission, your client will need to:

- Click on the “Add Member” button on the right hand side of their submission.
- Enter your name and email address. The system will automatically send you an email inviting you to the submission.

Once you receive the email, you can log in. If the employer has provided you with full access, you can enter all relevant data.

Important Dates:

- **March 1-May 6:** Participating companies complete their surveys online
- **September/October:** Individualized reports delivered
- **September 14-16:** Annual summary report released at the National Business Group on Health’s National Conference on Health, Productivity and Human Capital

Resources

There are several resources available to assist you and your clients with submissions on the www.empaq.org website.

- **Data Dictionary:** Provides detailed definitions of all EMPAQ® measures.
 - **Submission Checklist:** Includes all questions and measures in the EMPAQ® survey.
 - **FAQs:** Contains a summary of commonly asked questions about the submission process and the metric definitions.
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