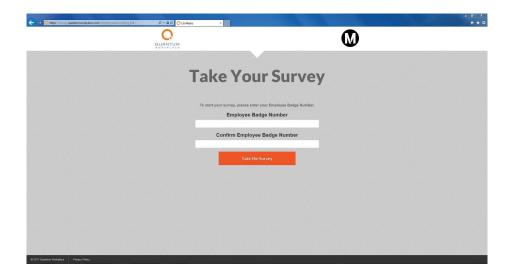


2017 Metro Team Survey Instructions

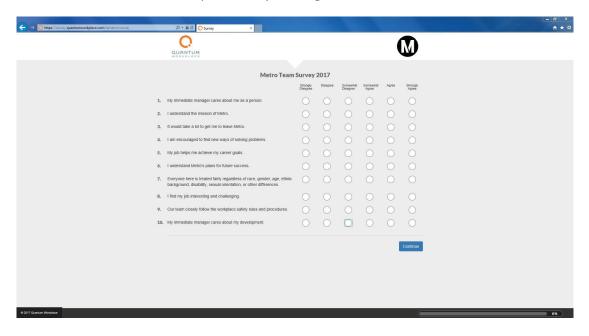
1. To launch the survey, visit *https://survey.quantumworkplace.com/lametro* or click on the survey shortcut on your computer desktop. Then select the language you prefer.



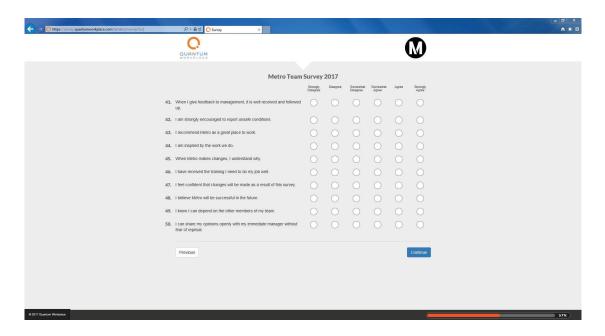
2. Enter your badge number and then confirm your badge number by entering it into the second answer box. (Badge numbers are needed to ensure that only current Metro employees can take the survey, that each employee takes the survey only once, and that Metro pays employees for their participation.) Click "Take the Survey" at the bottom of the page.



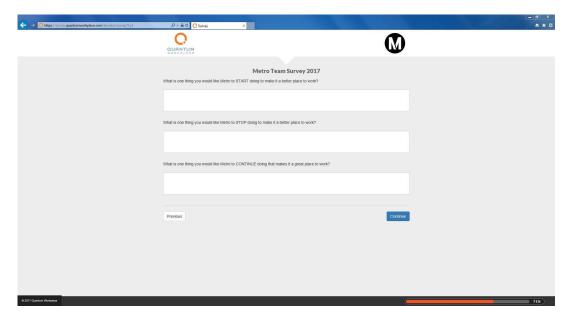
3. Select one answer for each question by clicking the associated circle.



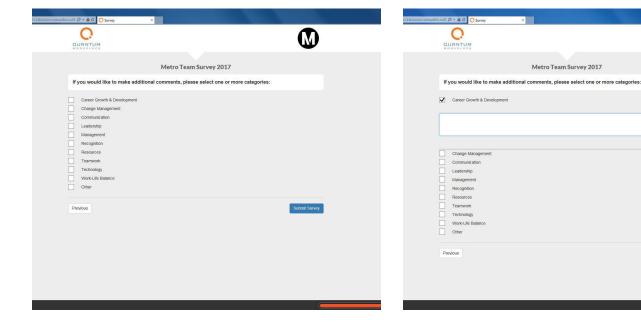
- 4. Make sure you answer all questions on the page and then double check your answers. Once complete, click "Continue" at the bottom of the page.
- 5. Repeat step 3 until you answer Question 50, and then click "Continue" at the bottom.



6. For the next page, type your response in each answer box. Then click "Continue" at the bottom.



7. For the next page, if you have any additional comments you would like Metro to hear, please check the box next to the category. Then type your comment in the answer box that appears.



8. When you have finished, click the "Submit Survey" button at the bottom.

If you cannot finish the survey in one sitting and need to resume where you left off:

Exit the browser. Do not click "Submit." You can come back to it, enter your badge number and finish at any time before it closes on November 3 at 5PM. To access the survey again, repeat steps 1 and 2.