

Adding to an Existing Question:

1. Go to www.active.com/explorer
2. Type in your username and password, click log in
3. When the page refreshes go to the “Select Listing ->” drop down bar located in the top left – pull the bar down to select which listing you would like to access.
4. Go to the **Questions Folder**
5. Scroll down to the bottom of the page, go to the question you would like to edit and click on the **EDIT** button
6. Click **NEXT** on the following 3 pages until you reach the **Define Answers Page**
7. **DEFINE ANSWERS PAGE** – go to the **Answer Options** box and select **NEW ANSWER**–
8. Go to the Answer Option section and type in your new option
9. Click **ADD**. Click the **NEXT** button
10. Now you are on the **EXPORT VALUES** page – Click **Next** – Click **FINISH**