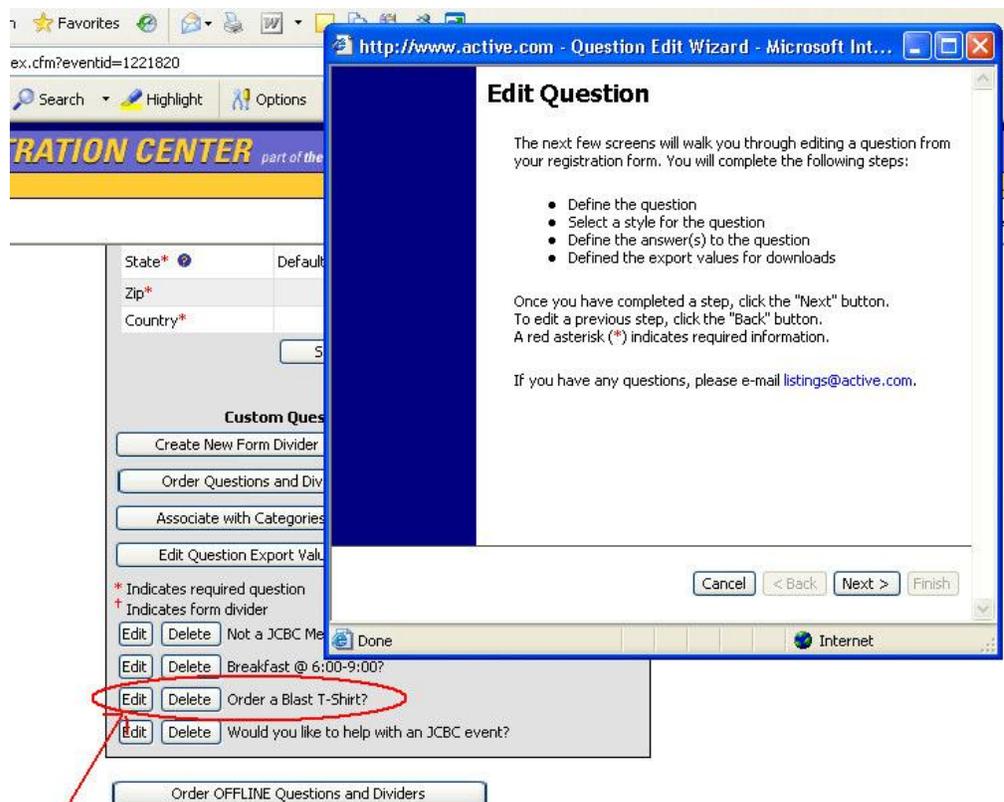
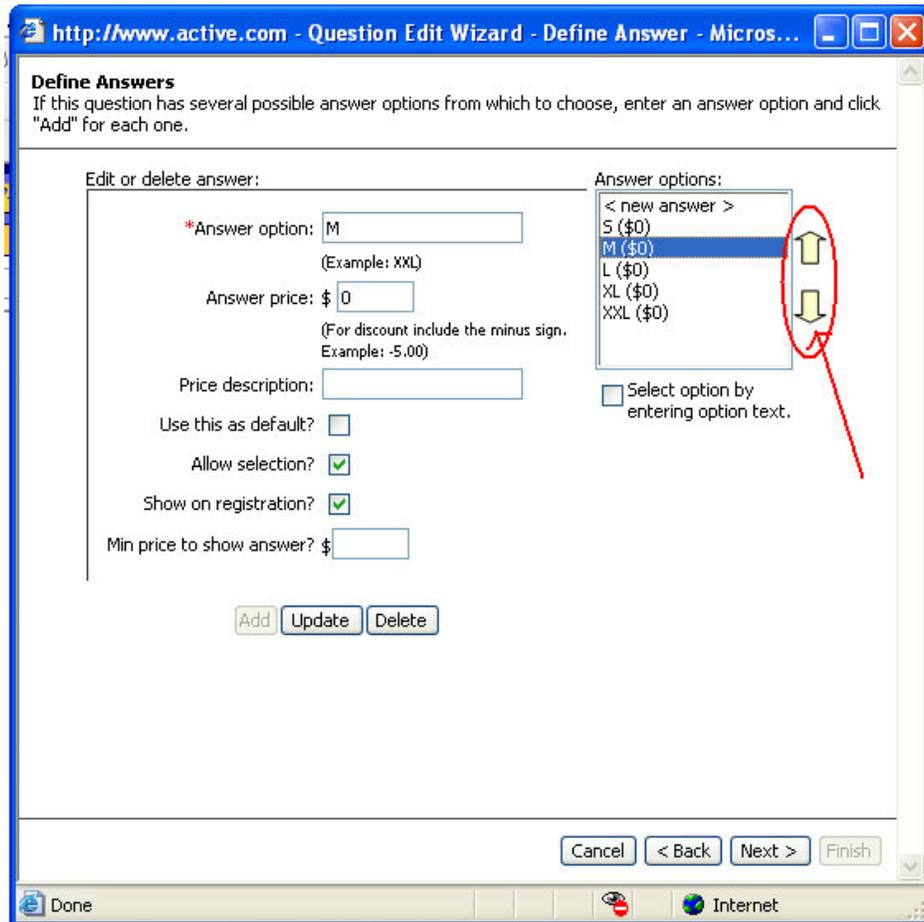


How to Reorder Answer Options:

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. Once you have selected a listing you will see a set of yellow folders on the left hand side of the page; go to the yellow *Customization* folder
5. Select *Questions*
6. Your customized questions will be listed at the bottom of the page; go to that specific question and push the “edit” button



7. Continue through the wizard by pushing the “next” button until you get to the 4th page called “Define Answers”



- o Click on the answer option you want to move so that it is highlighted –there is up and down arrows to the right of the answer option box, click on the appropriate arrow to move that answer option up or down in the ordered list.
8. Click next until you finish the wizard by pushing “save” at the end.