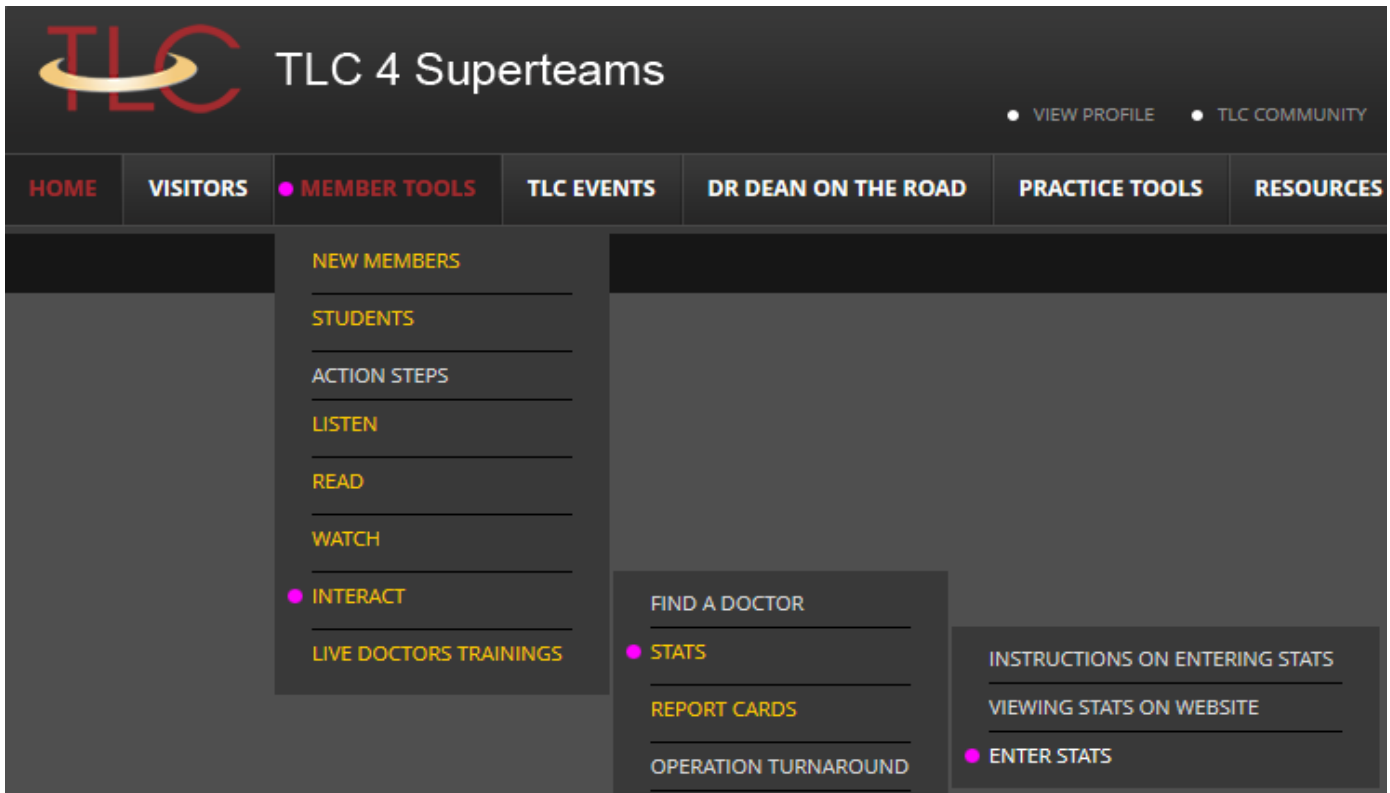


How to Enter Stats onto the TLC website

1. Log onto the TLC website
2. Hover over MEMBER TOOLS>INTERACT>STATS>ENTER STATS



3. Enter your email (or wherever you would like to have your stats emailed to you).

We suggest always using one email for this so you don't get confused and have stats in multiple emails. You can make a folder in your email inbox, label it "Stats", and move all the stats emails you have submitted into that folder so you can keep track of what you've entered.

4. Select the Month you are submitting for and make sure the correct year is showing
5. Put your name (whether it is the doctor or CA) for the submitter so if there are any questions, we know who to contact in your office.
6. Enter your stats! Please do not use any commas, \$ signs, or decimal points. Do not enter any change/cents. Round off to the nearest dollar. Please enter a 0 (zero) for any numbers you do not have. Do not leave a blank entry.
7. Click on "CALCULATE DYNAMIC STATS" to calculate the stats below
8. BEFORE YOU CLICK ON "SUBMIT", please double check the numbers you entered. If you make a mistake and click submit, you will have to go back in and reenter everything.