

- 1. Sign into your market account on FM Tracks
- 2. Click "Manage Profile".
- 3. Click "Report Metrics" tab.
- 4. Select "Market Metrics", answer questions, and click **Save Answers** button.
- 5. Select "Day Metrics", answer questions, and click **Save Answers** button.
- 4. Select "Vednor Metrics", answer questions, and click **Save Answers** button.

This section of FM Tracks must be completed by November 15th, or your final reimbursement will be held.