

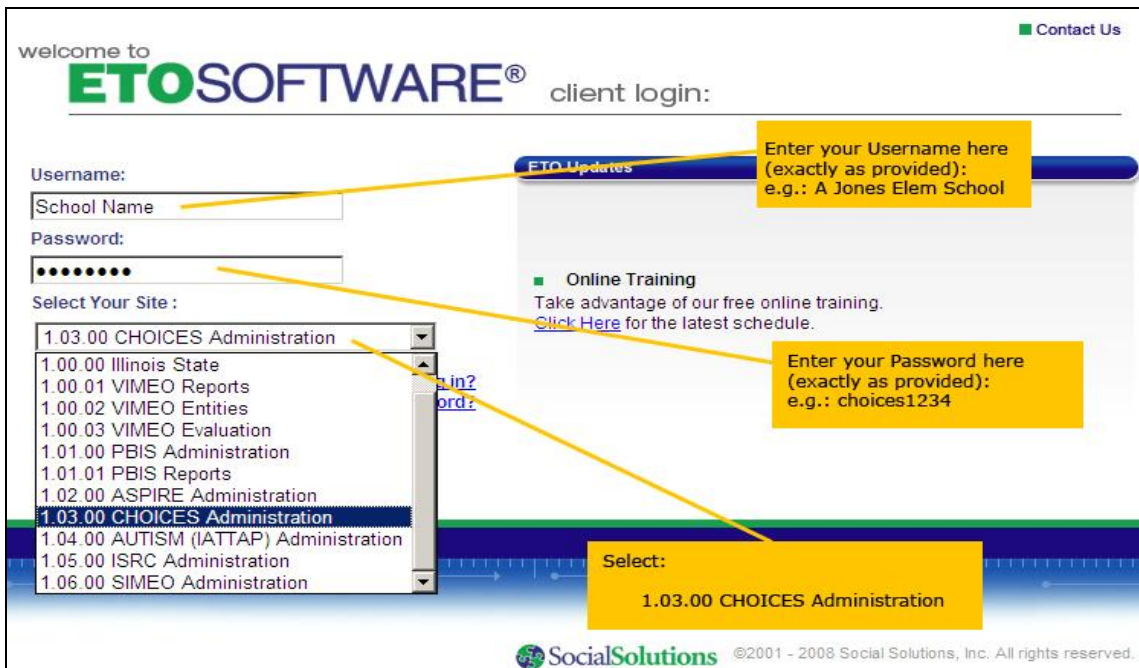
**VIMEO System Requirements**

- A Windows-based PC running Windows 2000, XP, or VISTA
- At least 512K RAM (1G RAM preferred)
- Windows Internet Explorer, version 6.0 or higher\*
- Internet Access

\***Note:** For the system to work properly, you **must** disable ALL pop-up blockers!

**Log-on to VIMEO via Entity Self-Service**

1. Go to **URL:** [istac2.etosoftware.com](http://istac2.etosoftware.com) (**do not** include: "www." or "https://")
2. Enter entity **login name** and **password**.
3. From the drop-down box under "Select Your Site:" select: "**1.03.00 CHOICES Administration**".
4. Select **Go**.



**Take Assessment**

1. From the menu on the right side, select: **Entity Assessment**
2. Select: **Take New Assessment**.
3. From the drop-down box under "Select Assessment" **select the name of the assessment**, then press **Continue**.
4. **Fill out data elements** (including the "Date fields").

To reduce scrolling, the IPRT Assessment has been divided into pages that are marked by tabs. To navigate between the sections, click on the name of the tab, or select "Next Page"/"Previous Page" on the bottom of the current page.

5. Once ALL data elements are complete, select **Submit\***.

\* "Submit" button appears only at the end of the last section.