

Adding a New 2744 Annual Survey in CROWNWeb

1. Log into **CROWNWeb**.
2. Proceed to the **2744 Tab**.
3. Click **Add New 2744**.
4. Enter your **Facility CCN**.
5. Click **Go**.
6. Select your facility.
7. Enter the **Survey Year**. This is the year for which the survey is being conducted.
8. Click **Add**.
9. Click **Generate**. This will populate the values in the various fields.
10. Click **Save**.

** Click **Submit for Acceptance** ONLY when all required fields are completed and there are no more errors on the survey. **