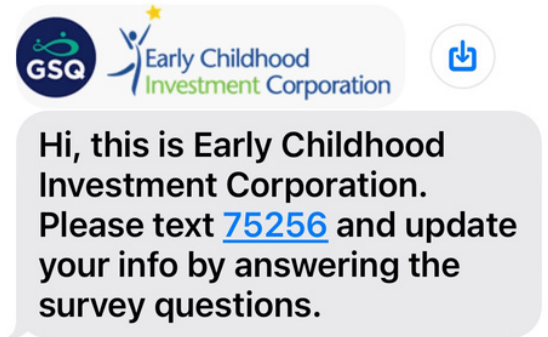# Reporting FAQ:
Steps to completing ITQI Monthly Reporting Updates

1 *A friendly reminder to ensure your WLS profile lists the correct mobile number. Our team relies on texting as a mean of communication, and we wouldn't want to mistakenly contact the wrong individual. In the event of a phone number change, please update your WLS profile or reach out to the ITQI team for assistance.*

2 ***On the 10th of each month,*** *you will receive an ITQI Monthly Reporting Survey.*

3 *Monthly you will receive one text with the GSQ and ECIC logo at the top of the survey prompt. We want you to always know these texts are coming from the ITQI team.*

4 *To use the text reporting, be sure to begin each survey by texting the phone number 517-816-9112, then enter the assigned survey code into the response field for each report!*

For the General Reporting Survey, ***reply*** *with the code "75256". The first survey question will not appear until the correct number has been entered into the* ***reply field.***

Hi, this is Early Childhood Investment Corporation. Please text 75256 and update your info by answering the survey questions.

5 *To meet your monthly reporting requirements, programs can respond directly to the text message prompts or log in directly to the GSQ system to complete monthly reports. If you have questions or concerns on this process, email: ITQIGrants@ecic4kids.org or join an ITQI Virtual Office Hours session.*

When you receive the above message you just need to **REPLY** *with the assigned survey number for each of the monthly reports. Examples:*

ITQI Program Response on the 10th of Month for the General Reporting Survey. Type:

75256