

# Options for Reporting Your Survey of Occupational Injuries and Illnesses Data



U.S. Department of Labor  
Bureau of Labor Statistics

The Bureau of Labor Statistics is pleased to offer three methods of reporting your Survey of Occupational Injuries and Illnesses data.

1. You can complete your survey booklet by hand and return it to us by using the enclosed Business Reply Mail envelope.
2. You can report your injury and illness data on the BLS Internet.
3. You can receive an electronic copy of the survey form by e-mail, enter your data, and then return it to us via e-mail.

## Using the Internet to Report Your Data

### Step 1: Register with the BLS

Before you can report your injury and illness data on the BLS Internet, you must register with the BLS.

Even if you registered with us in previous years, we have streamlined our registration process. Please follow these instructions below to register with BLS to report your 2007 survey data. If you need help, please contact [IDC.Helpdesk@bls.gov](mailto:IDC.Helpdesk@bls.gov).

1. Open your Internet browser and type <https://idcf.bls.gov> in the address box. The “s” in “https” is required.

If a Client Authentication or Choose a Digital Certificate pop-up window appears, click on the *Cancel* button. You will get this pop-up window if you already have another digital certificate on your computer.

2. Enter the 12-digit Permanent User ID in the field labeled “Account Number” and the Temporary Password in the field labeled “Password”. See Exhibit 1 to locate the Permanent User ID and Password on the front cover of your survey booklet. Click on the *I Accept* button.
3. Enter your information on the Enter New User Information page. You must complete the items with a red asterisk. Click on the *Continue* arrow.
4. Create a permanent password. Write down your password and keep it in a safe place. Click on the *Continue* arrow.
5. Print the confirmation page that lists your permanent account number. You will need this permanent account number to access our system in the future. Click on the *Continue* arrow.

Note: This account number will also be sent to the e-mail address entered in #3.

6. On the next screen, select *Survey of Occupational Injuries and Illnesses* from the *Please Select a Survey* drop-down box and then click on the *Continue* arrow.

Additional registration instructions can be found at <http://www.bls.gov/idcf/instructions.htm>. Our website cannot be accessed through these instructions.

### Step 2: Report Your Data

1. Read the “Dear Employer” letter and click *Continue*.
2. Find your establishment ID in the first column on the screen. This number can be found on the mailing label on the front cover of your survey booklet. An example of an ID is 123456789-1. See Exhibit 1. Click *Select*.
3. Begin to enter your data. Follow the onscreen instructions. The electronic form corresponds to your hardcopy survey booklet. Your data are saved when you move from one screen to another.
4. When you are finished, click *Print* on the ‘Review and Print the Data You Entered’ screen to get a copy of your data. Be sure to click *Submit your Data to BLS* on the bottom of the screen to transmit your information to BLS.
5. If you have more than one survey to complete, click on the link to *Enter data for another establishment* from the ‘Thank You’ page.
6. To logout, click the link to *Logout* found in the top right-hand corner of the screen.

Online help is available by clicking on the *Help* link that appears on each screen.

If you have reported via the Internet, you do not need to mail your survey form to us.

If you find that you need to make changes to the data you report to us, you can. Simply log on to our site and navigate to the place in the form where changes are necessary and enter the revised data. Once you have made your changes, be sure to click *Submit Your Data to BLS* to transmit your revised information to us.

If you have questions regarding your participation in the survey, please send e-mail to [OSH.helpdesk@bls.gov](mailto:OSH.helpdesk@bls.gov).

