

5. After you enter your data, click on the “Submit Data to BLS” button to finish, or the “Edit” button to return to the previous screen.

**Job Openings and Labor Turnover Survey**

ADA Statement | Privacy Policy | Logout

**Please review your data**

- Click the “Edit” button to make any changes to this information.
- If no changes are required, click the “Submit Data to BLS” button.

Report Number: 99999993

Report the column is below for the report month of January 2010

	A	B	C	D	E	F	G
	Total Employment	Job Openings	Hires	Quits	Layoffs and Discharges	Other Separations	Total Separations
January 2010	12	2	0	1	1	0	2

Submit Data to BLS

If you have questions or comments please send e-mail to: [JoltsWebHelp@bls.gov](mailto:JoltsWebHelp@bls.gov)  
 Updated: Thursday, January 28, 2010  
 URL: <https://joltsdatad.psb.bls.gov/content/summary.asp>

**U.S. Department of Labor  
 Bureau of Labor Statistics  
 Job Openings and Labor Turnover Survey**

[JOLTSWebHelp@bls.gov](mailto:JOLTSWebHelp@bls.gov)

rev. 01/2010

**If you have any questions, please call  
 1-800-341-4620**

**Reporting JOLTS Data  
 on the BLS Internet**



**U.S. Department of Labor  
 Bureau of Labor Statistics  
 Job Openings and Labor Turnover Survey**

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## Reporting JOLTS Data on the BLS Internet

1. Link to <https://joltldata.bls.gov> Please note that the “s” in “https” is required.

If you experience any difficulties, send an e-mail to [JOLTSWebHelp@bls.gov](mailto:JOLTSWebHelp@bls.gov) This e-mail link is at the bottom of every page.

2. If you can see the letters, (PFKND in this example) enter the letters and your report number and then click on the “I accept” button. If you can't see the letters, click on the “Can't see the letters?” link.

The screenshot shows the welcome page of the Job Openings and Labor Turnover Survey (JOLTS) Internet Data Collection Website. The page includes a navigation bar with links for ADA Statement, Privacy Policy, and Logout. The main content area contains a welcome message, a form to enter a report number, and a security verification section. The security section displays a grid of letters: P, F, K, N, D. Below the grid is a text input field and a link labeled "Can't see the letters?". A warning box is present, and at the bottom, there is an "I Accept" button and contact information for JOLTSWebHelp@bls.gov.

3. The welcome screen is next. Click on “Continue” when you are ready to enter your data.

The screenshot shows the index page of the JOLTS Data Collection Website. It features a navigation bar with links for Update Respondent Information, ADA Statement, Privacy Policy, and Logout. The main content area includes a "Dear Employer" greeting, a welcome message, and a "Get New Form" link. A "Continue" button is prominently displayed. At the bottom, there is a disclaimer and contact information for JOLTSWebHelp@bls.gov.

4. Select the reference month and enter your data.

The screenshot shows the data entry page of the JOLTS Data Collection Website. It includes a navigation bar with links for ADA Statement, Privacy Policy, and Logout. The main content area contains a "Report Number" field with the value 99999993. A dropdown menu for "Report the columns below for the report month of" is set to "January 2010". Below this is a table with columns A through G, representing Total Employment, Job Openings, Hires, Quits, Layoffs and Discharges, Other Separations, and Total Separations. The table contains data for January 2010: Total Employment (12), Job Openings (2), Hires (0), Quits (1), Layoffs and Discharges (1), Other Separations (0), and Total Separations (2). A "Continue" button is located below the table. At the bottom, there is contact information for JOLTSWebHelp@bls.gov.

	A	B	C	D	E	F	G
	Total Employment	Job Openings	Hires	Quits	Layoffs and Discharges	Other Separations	Total Separations
January 2010	12	2	0	1	1	0	2