



February 1, 2021

Attn: Payroll Manager

Con_Firm

Con_Address

Con_City, Con_State Con_Zipcode

Dear Payroll Manager:

E-mail Address: **test_email_address@test.com**

You have recently agreed to report your Current Employment Statistics (CES) data each month using our Internet WEB site. Your report number will be added to our WEB site soon, and you will be notified via E-mail sent to the address shown above. **Please disable spam blockers that may prevent you from receiving e-mail from CESMAIL@BLS.GOV**

- After you receive our "Welcome E-mail" please log on at <https://cesdata.bls.gov>. (Note the 's' in the 'https' is required.) You may need to type the link into your browser's address bar as some systems will not correctly respond if you click on the link in the E-mail. For convenience add this address to your browser "favorites".
- After you have accessed the site be prepared to enter your 9-digit CES report number(s), re-type the letters displayed as requested on the opening screen, and then click the "I Accept" button.
- The first time you log onto this site you will be asked several questions, and these will not be repeated after your initial log on.

Each month we will send you an Advance Notice message via E-mail, letting you know that we will soon be collecting data for a new month. If we do not hear from you as our deadline approaches, we will send you a reminder message by E-mail. All E-mails are sent from CESMAIL@bls.gov.

We ask that you continue to provide this information monthly, for the pay period that includes the 12th of the month. The BLS will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act (Title 5 of Public Law 107-347), the information you provide to the BLS will not be disclosed in identifiable form without your informed consent.

If we have made an error in your e-mail address shown above or you have questions or concerns, please contact us at 1-800-827-2005 or by e-mail at ceswebhelp@bls.gov. Thank you for your cooperation.

Sincerely yours,

Pat Jones

dcccntct
Data Collection Center Manager

Enclosure

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