



January 31, 2021

Attn: CONTACT TITLE
Con_Firm
Con_Address
Con_City, Con_State Con_Zipcode

Dear CONTACT PREFIX CONTACT LASTNAME:

You recently indicated an interest in reporting your Job Openings and Labor Turnover Survey (JOLTS) data each month using our Internet system. I would like to welcome you to JOLTS Internet reporting. The JOLTS Internet reporting site is available 24 hours a day, 7 days a week for you to enter your data.

To begin reporting through the Internet, please go to the BLS Internet Data Collection System site at <https://joltsdata.bls.gov>. Please note that the 's' in 'https' is required. Once you've reached our site, enter your JOLTS report number and the letters displayed in the box and then click the "I Accept" button.

To help you remember to report your data, we will send you an Advance Notice message monthly by e-mail to remind you that we will soon be collecting data for a new month. If we do not hear from you as our deadline approaches, we may also send you a second reminder message by e-mail.

We look forward to receiving your data by the Internet.

If you have any questions or concerns, please feel free to contact us at 1-800-341-4620 or by e-mail at JOLTSWebHelp@bls.gov.

Thank you for your cooperation.

Best regards,

A handwritten signature in cursive script that reads "Paul R. Calhoun Jr." followed by a small flourish.

Paul R. Calhoun Jr.
Data Collection Center Manager
Bureau of Labor Statistics

Enclosures