The following screenshots reflect what respondents see when they go out to the website to enter their Multiple Worksite Report data. These screenshots reflect the most common reporting steps and issues that respondents encounter.



IDCF Log-In Page						
Bureau of Labor Statistics						
Internet Data Collection Facility						
ADA Statement Privacy Policy Logout						
Internet Data Collection Facility (IDCF) Logon Test Your Browser						
Welcome to the Internet Data Collection Facility (IDCF). To report your survey data, you must logon with a valid password for the IDCF account number that is included in your Help 📨 Bureau of Labor Statistics (BLS) survey documents.						
Account Number:						
Password: Forgot Password?						
(password is <u>case-sensitive</u> (mass) WARNING! You are using an Official United States Government System, which may be used only for authorized purposes. Unauthorized modification of any information stored on this system may result in criminal prosecution. The Government may monitor and audit the usage of this system, and all persons are hereby notified that the use of this system constitutes consent to such monitoring and auditing. Unauthorized attempts to upload information and/or change information on these web sites are strictly prohibited and are subject to prosecution under the Computer Fraud and Abuse Act of 1986 and Title 18 U.S.C. Sec. 1001 and 1030.						
I Accept						
Please read: Due to security reasons, your session will time out after 30 minutes of system inactivity. You will need to logon to the website again to continue.						
If you have questions or comments please complete and submit the Help Request Form ^{Tom} Updated: Monday, March 22, 2010 URL: https://idf.bls.gov/Default.asp						

This is the IDCF log-in screen. Respondents enter their ID and password here to get into the website.



Survey Selection Page						
Bureau of Labor Statistics Internet Data Collection Facility	~					
ADA Statemen	t Privacy Policy Logout					
Welcome to the Internet Data Collection Facility	Select Survey					
 Please review your respondent information listed below, and click the "Update" button to make any changes. Select the appropriate survey and click the "Continue" arrow when you are ready to enter data. 	Update Respondent Info					
	Change Password					
Update surender 423 ligh bls silver spring, UA 20904 andula_s@bls.gov (999) 999-9999	Help 📨					
Update surender andula_s@bls.gov 423 ligh silver spring, UA 20904 giver spring, UA 20904 Please Select a Survey: Multiple Worksite Report Continue Maintenance activities may be conducted on Sundays from noon to 6:00 p.m. Eastern Time in order to keep the Internet Data Collection Facility (IDCF) at its peak performance and to cause as little disruption in service as possible to our customers. If the system is unavailable, please try back at a later time. If you have questions or comments please complete and submit the Help Request Form. Updated: Monday, March 22, 2010 URL: https://iddfd.psb.bls.gov/content/selSurvey.asp						
	X					

Respondents select the survey they want to report for on this page (MWR, OSH, etc.).



UIN Selection Page

Multiple Worksite Report

Home page | Add an additional account | Select another account | Help | Logout

Select a UI Account

These are the UI Accounts that you report for in MWRweb. Use the Select button to enter the data for any UI account.

	Done?	State	UI Account Number	Legal Name
Select			0000417901	ABC CORP
Select	Yes	Utana	0029544468	PETERS AND CO
Select	Yes	Utana	0772987030	THOMAS INC
Select	Yes	Utana	1004610000	XYZ INC
Select	Yes	Utana	1011844600	
Select	Yes	Utana	1016795600	XYZ INCORPORATED
Select	Yes	Utana	1021677300	PETERS AND CO
Select	Yes	Utana	2008564500	XYZ INC
Select	Yes	Utana	9101394400	ABC CORP
Select	Yes	Utana	9220211600	
Select	Yes	Utana	9300695300	XYZ INC
Select	Yes	Utana	9617055100	THOMAS INC
Select	Yes	Utana	2413676000	ABC CORP

Paperwork Reduction Act Statement

We estimate that this form will take from 10 minutes to 60 minutes to complete per response, with an average of 22 minutes. This includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this information. If you have any comments regarding these estimates or any aspect of this form, send them to the Bureau of Labor Statistics, Division of Administrative Statistics and Labor Turnover, Room 4840, 2 Massachusetts Avenue N.E., Washington, D.C. 20212. The OMB control number for this survey is 1220-0134 and it expires on 05/31/2013. Without a currently valid OMB number, BLS would not be able to conduct this survey.

If respondents report data for multiple UI Accounts, they will display in one table. Respondents choose the UI Account they want by clicking "Select."



UIN Account Information Page						
Multiple V	Worksite Report					
	Home page Add an additional account Select another account Help Logout					
UI Account Inf	ormation					
Here is the informa	ation for ABC INCORPORATED					
UI Account Numbe	er 0000417901					
State						
Legal Name	ABC INCORPORATED					
	(You can correct the Legal Name, if you wish)					
Continue						
This report is mand timely. The informa Insurance program	atory under Administrative Rule No. 480-6-101, and is authorized by law, 29 U.S.C. 2. Your cooperation is needed to make the results of this survey complete, accurate, and ation collected on this form by the Bureau of Labor Statistics and the State agencies cooperating in its statistical programs will be used for statistical and Unemployment n purposes, and other purposes in accordance with law.					
If you have question	ons or comments please send e-mail to: mwr.helpdesk@bls.gov					
If you have question Utana Departmen	ons or concerns about your data, please contact: t of Labor					
Version: 3.0 URL: https://idcfdm	nwr.psb.bls.gov/MWR/content/uiAccountInfo.jsp					

Once respondents select a UI Account, they will see this page. Respondents will be directed right to this page after logging into the site if they have only one UI Account for which they report on the web. Note that this is an example of a "Mandatory" state.



Multiple Worksite Report								
	Home page Add an additional account Select another account Help Logo	Jt						
UI Account Inf	rmation							
Here is the informa	on for ABC INCORPORATED							
UI Account Numbe	0000417901							
State	Utana							
Legal Name	ABC INCORPORATED							
	(You can correct the Legal Name, if you wish)							
Continue								

This report is authorized by law, 29 U.S.C. 2. Your voluntary cooperation is needed to make the results of this survey complete, accurate, and timely. The information collected on this form by the Bureau of Labor Statistics and the State agencies cooperating in its statistical programs will be used for statistical and Unemployment Insurance program purposes and other purposes in accordance with law.

If you have questions or comments please send e-mail to: mwr.helpdesk@bls.gov

If you have questions or concerns about your data, please contact:

Utana Department of Labor PH: (123) 456-7890 FAX: (456) 789-1230

PH: (123) 456-7890 FAX Version: 3.0

URL: https://idcfdmwr.psb.bls.gov/MWR/content/uiAccountInfo.jsp

This is the same as the previous page except for the fact that this is an example of a "Voluntary" state.

View All Worksites Page

Multiple Worksite Report

Home page | Add an additional account | Select another account | Help | Logout

UI Account Number: 0000417901 State: Utana Legal Name: ABC CORP To enter employment and wage data for each worksite, click the Select buttons.

To sort worksites, select a display order in the drop-down list. The symbol \blacktriangle shows you the current sort.

Tip: When you update a worksite, you can place any useful text in its Description. Example: Store #3.

Additional benefit: When you sort the list by Description, the system will display the worksites in that order.

Add a worksite to this list Sort by: Select a display order: V

To remove a worksite: Click on the Select button next to the appropriate worksite and follow the instructions on the next page.

	Done?	Business Name	Description	Address	City / State 🔺	Zip
Select		ABC CORP		311 21ST ST SOUTH	ANYTOWN, UA	12345-6789
Select		ABC CORPORATION		3500 3RD AVE SOUTH	ANYTOWN, UA	12345-6789
Select		ABC CORP		4115 HWY 31 SOUTH	SOMECITY, UA	12345-6789
Select		ABC CORPORATION		2000 NORTH BELTLINE HWY	SOMECITY, UA	12345-6789

The Multiple Worksite Report is MANDATORY in Utana

This report is mandatory under Administrative Rule No. 480-6-1-.01, and is authorized by law, 29 U.S.C. 2. Your cooperation is needed to make the results of this survey complete, accurate, and timely. The information collected on this form by the Bureau of Labor Statistics and the State agencies cooperating in its statistical programs will be used for statistical and Unemployment Insurance program purposes, and other purposes in accordance with law.

If you have questions or comments please send e-mail to: mwr.helpdesk@bls.gov

If you have questions or concerns about your data, please contact: Utana Department of Labor PH: (123) 456-7890 FAX: (456) 789-1230 Version: 3.0 URL: https://idcfdmwr.psb.bls.gov/MWR/content/uiAccountInfo.jsp

Once respondents select the UI Account, they will come to this page with all of their worksites listed.

They will now select the worksite so that they can enter data. Note that this is a "Mandatory" state.



Multiple W UI Account Number: O To enter employmer To sort worksites, su Tip: When you upd Additional bener Add a worksite to thi To remove a worksi	Orksite Report D00417901 State: Utana Legal tand wage data for each worksite, dick elect a display order in the drop-down list ate a worksite, you can place any useful it: When you sort the list by Description s list Sort by: Select a display	Name: ABC of the Select bust. The symbol text in its De text in its De the system order:	CORP Ittons. I A shows you the current s scription. Example: Store # will display the worksites in t worksite and follow the instr	Home sort. 3. hat order. uctions on the n	page Add an	additional account	Select another account	Help Logout
Done	e? Business Name	Description	Address	City / State 🔺	Zip			
Select	ABC CORP		311 21ST ST SOUTH	ANYTOWN, UA	12345-6789			
Select	ABC CORPORATION		3500 3RD AVE SOUTH	ANYTOWN, UA	12345-6789			
Select	ABC CORP		4115 HWY 31 SOUTH	SOMECITY, UA	12345-6789			
Select	ABC CORPORATION		2000 NORTH BELTLINE HWY	SOMECITY, UA	12345-6789			
This report is authorized by law, 29 U.S.C. 2. Your voluntary cooperation is needed to make the results of this survey complete, accurate, and timely. The information collected on this form by the Bureau of Labor Statistics and the State agencies cooperating in its statistical programs will be used for statistical and Unemployment Insurance program purposes and other purposes in accordance with law.								

If you have questions or comments please send e-mail to: mwr.helpdesk@bls.gov

If you have questions or concerns about your data, please contact: Utana Department of Labor PH: (123) 466-7890 FAX: (456) 789-1230 Version: 3.0 URL: https://idcfdmwr.psb.bls.gov/MWR/content/uiAccountInfo.jsp

This is the same as the previous page except for the fact that this is an example of a "Voluntary" state.

Employment and wage Entry rage						
Multiple Worksite Report	<u>^</u>					
Home page L Add an additional account L Select another acc	ount Help Logout					
UI Account Number: 0000417901 State: Utana Legal Name: ABC CORP						
Business Name: ABC COBB						
Business Name: ABC CORP						
Address: 31121ST ST SOUTH						
ANYTOWN, UA 12345-6789						
Update this worksite information						
To remove this worksite:	nd will not appear					
on next quarter's web page.	nd will not appear					
Quarter ending December 31, 2007 Quarter ending March 31, 2008						
Number of Employees Number of Employees Oct Nov Dec Quarterly Wages Jan Feb Mar Quarterly Wages						
7 7 7 \$ 76,326.00 \$.00						
Continue						
Cancel and Return to the Worksite Selection list						
If you have questions or comments please send e-mail to: mwr.helpdesk@bls.gov						
If you have questions or concerns about your data, please contact:						
Utana Department of Labor PH: (123) 456-7890 FAX: (456) 789-1230						
Version 3.0						
ore, https://ideaniwi.psb.bis.gov/mwrycontent/diAccountentio.jsp						

Respondents use this screen to enter their employment and wages for a given worksite. If they do not fail the edits, they will continue back to the "View All Worksites Page."



Employment and Wage Edit Failure Page

Multiple Worksite Report

Home page | Add an additional account | Select another account | Help | Logout

UI Account Number: 000041790	1 State: Utana Legal Name: ABC CORP
Business Name:	ABC CORP
Worksite Description:	
Address:	311 1ST ST
	ANYTOWN, UA 12345-6789
Update this worksite information	

To remove this worksite:

Enter any data you have for the quarter and enter zeroes beginning with the month in which you no longer had employment at that location. The worksite will be removed and will not appear on next quarter's web page.

Quarter ending December 31, 2007				Quarter end	ing March 31	, 2008	
Number of Employees				Num	ber of Employ	/ees	
Oct	Nov	Dec	Quarterly Wages	Jan	Feb	Mar	Quarterly Wages
7	7	7	\$ 76,326.00	0	0	0	\$ 0.0

Employment for January is much lower than employment for December. Please verify your data, make corrections if necessary, and click *Continue*. If data are correct, click *Continue*.

Continue

Cancel and Return to the Worksite Selection list

If you have questions or comments please send e-mail to: mwr.helpdesk@bls.gov

If you have questions or concerns about your data, please contact: Utana Department of Labor PH: (123) 466-7890 FAX: (466) 789-1230 Version: 3.0 URL: https://idcfdmwr.psb.bls.gov/MWR/content/uiAccountInfo.jsp

The respondent is asked to verify if the employment entered is correct, since it failed our edit.



<u>Emplo</u>	byment and Wage Ed	lit Failure Reason Page					
Multiple Worksite Report							
		Home page Add an additional account Select another account Help Logout					
UI Account Number: 0000417901 State: Utana Legal N	Name: ABC CORP						
Rusiness Name: 480.0088							
Business Name: ABC CORP							
worksite Description:							
Address: 311 1ST ST							
ANYTOWN, UA 12345-6789							
Quarter ending December 31, 2007	Quarter ending March 31, 2	008					
Number of Employees Quarterly Wages	Number of Employees	Quarterly Wages					
Oct Nov Dec J	Jan Feb Mar	<u> </u>					
/ / \$76,326.00		\$ 0.00					
Please select the appropriate explanation(s) for the changes Seasonal closing or end-of-season business slowdown Generally less business, general slowdown Short-term project ending or ended Employees on strike (labor dispute) Worksite permanently closed Worksite was sold Internal changes resulting in less employment Employees transferred to other locations Natural disaster (hurricane, earthquake, tornado, etc.) Bad weather Employment for last quarter is not correct If you do not see the explanation for your situation, describe it b	s in the list below.						
Other Reason:							
If you have questions or comments please send e-mail to: mwr.	r.helpdesk@bls.gov						
If you have questions or concerns about your data, please cont Utana Department of Labor PH: (123) 456-7890 FAX: (456) 789-1230 Version: 3.0 URI: https://idfdmwr.psb.bls.gov/MWR/content/uiAccountInfo.is	itact:						

Now the respondent needs to provide a reason for the discrepancy in employment.



Add Additional Worksite Page						
Multiple Worksite Report						
	Home page Add an additional account Select another account Help Logout					
Step 1 - Add a Worksite						
UI Account Number: 0000417901 State: Utana Legal Name: ABC CORP						
(* Required Field)						
Business Name						
Worksite Description						
* Address						
* City						
*State UA (State must be AL)						
*ZIP ZIP4						
Don't know the ZIP code						
Continue						
Cancel and Return to the Worksite Selection List						
If you have questions or comments please send e-mail to: mwr.helpdesk@bls.gov						
If you have questions or concerns about your data, please contact:						
PH: (123) 456-7890 FAX: (456) 789-1230						
Version: 3.0 URL: https://idcfdmwr.psb.bls.gov/MWR/content/uiAccountInfo.jsp						

Respondents can click on the "Add an Additional Worksite" link which is located on the "View All Worksites Page" (see page 7 of this document). That link will bring them to this page where they can add their worksite.



Add Additional Worksite (Industry Des	scription) Page
Multiple Worksite Report	
Home	page Add an additional account Select another account Help Logout
Step 2 - Add a Worksite	
UI Account Number: 0000417901 State: Utana Legal Name: ABC CORP	
(* Required Field)	
Business Name: ABC Incorporated	
Worksite Description: Establishment	
Address: 123 Main Street	
City: Anytown	
State: Utana	
ZIP: 35004	
* County: Select the county 💌	
Don't know the county	
When did this worksite open? (mm/yyyy)	
You can leave the month or year blank, if you don't know them.	
* Describe the type of business or e conomic activity that is performed at this site:	
Continue	
Cancel and Return to the Worksite Selection List	
If you have questions or comments please send e-mail to: mwr.helpdesk@bls.gov	
If you have questions or concerns about your data, please contact:	
Utana Department of Labor PH: (123) 466-7890 FAX: (456) 789-1230	
Version: 3.0	
one nepsi/neodini poblo gov/niviry concentratio jop	

Respondents can give a description of the economic activity at the new location.



Update a V	Vorksite Page
Multiple Worksite Report	
	Home page Add an additional account Select another account Help Logout
Step 1 - Update a Worksite	
UI Account Number: 0000417901 State: Utana Legal Name: ABC CORP	
(* Required Field)	
Business Name ABC Corporation	
* One location: Does this worksite consist of a single physical location in Alabama?	
⊙Yes ○No	
Worksite Description	
Address 123 Main Street	
* City Anytown	
Alabama	
◆ZIP 12345 ZIP4 456/	
Don't know the ZIP code	
Continue	
Return to entering Employment and Wages	
If you have questions or comments please send e-mail to: mwr.helpdesk@bls.gov	
If you have questions or concerns about your data, please contact:	
PH: (123) 456-7890 FAX: (456) 789-1230	
Version: 3.0 URL: https://idcfdmwr.psb.bls.gov/MWR/content/uiAccountInfo.jsp	

Respondents can update information about their worksites on this page.



							Home page Add an additional account Select another account Help Logou
Compare and	l Review Worksite Data						
UI Account Num	ber: 0000417901 State: Utana	Legal Name: A	АВС СС	RP			
Grand Totals from	m all Worksites:						
	Quarter ending March 31, 2 Number of Employees	2008					
Total of all works	ites: 63 62 63	726,236					
1							
NOTICE: The tota	als on this form must match the corres	ponding totals o	n your	Employ	er's Co	ntribution and Wa	e Report (Form UC-CR4).
What if the total	s don't match? Click the Undate button	s (below) to und	ate info	rmatio	n for ar	worksite.	
titlach are cotai	Add a worksite that sh	ould be in the list	t.		ai	.,	
	Add a worksite dide si	calle de la che lla					
To remove a wor	ksite: Click the Update button next to	the appropriate	worksit	te and	follow t	he instructions on	he next page.
Click the Continue	arrow at the bottom of the page wh	an you are finishe	ad ravia	wing	our dat	ta and are ready to	
Click the continue	arrow at the bottom of the page with	en you are misine	eurevie	wing y	our ua		Submit it to BLS.
			Qua	rter er	nding M	arch 31, 2008	
		N N	lumber	of Emp	loyees		
	Worksite	Description	Jan	Feb	Mar	Quarterly Wages	
Update	311 1ST ST ANYTOWN, UA 12345-6789		8		8	/0,230	
	ABC CORP		30	30	30	400,000	
Update	11 31ST ST						
	ANYTOWN, UA 12345-6789						
	ABC CORP		5	5	5	50,000	
	31 151 51 ANYTOWN 11A 12345-6789						
Update	ARC CORP.		20	20	20	200.000	
Update			20	20	20	200,000	
Update Update	3 NST ANYTOWN, UA 12345-6789					726 236	
Update Update Total of all works	3 NST ANYTOWN, UA 12345-6789 ites:		63	62	63	720,230	

Respondents can view all of the data entered for their worksites associated with a specific UI Account before they submit their data. Note that this is an example of a "Mandatory" state.



Multiple Worksite Report

Home page | Add an additional account | Select another account | Help | Logout

Compare and Review Worksite Data UI Account Number: 0000417901 State: Utana Legal Name: ABC CORP Grand Totals from all Worksites:

	Qu	arter en	ding Ma	arch 31, 2008
	Numbe	r of Emp	oloyees	
	Jan	Feb	Mar	Quarterly Wages
Total of all worksites:	63	62	63	726,236

NOTICE: The totals on this form must match the corresponding totals on your Employer's Contribution and Wage Report (Form UC-CR4).

What if the totals don't match? Click the Update buttons (below) to update information for any worksite.

Add a worksite that should be in the list.

To remove a worksite: Click the Update button next to the appropriate worksite and follow the instructions on the next page.

Click the Continue arrow at the bottom of the page when you are finished reviewing your data and are ready to submit it to BLS.

			Qu	arter er	nding M	arch 31, 2008
			Numbe	r of Emp	loyees	
	Worksite	Description	Jan	Feb	Mar	Quarterly Wages
Update	ABC CORP 311 1ST ST ANYTOWN, UA 12345-6789		8	7	8	76,236
Update	ABC CORP 11 31ST ST ANYTOWN, UA 12345-6789		30	30	30	400,000
Update	ABC CORP 31 1ST ST ANYTOWN, UA 12345-6789		5	5	5	50,000
Update	ABC CORP 3 N ST ANYTOWN, UA 12345-6789		20	20	20	200,000
Total of all worksite	s:		63	62	63	726,236



This report is authorized by law, 29 U.S.C. 2. Your voluntary cooperation is needed to make the results of this survey complete, accurate, and timely. The information collected on this form by the Bureau of Labor Statistics and the State agencies cooperating in its statistical programs will be used for statistical and Unemployment Insurance program purposes, and other purposes in accordance with law.

If you have questions or concerns about your data, please contact:

Utana Department of Labor PH: (123) 456-7890 FAX: (456) 789-1230

Version: 3.0

URL: https://idcfdmwr.psb.bls.gov/MWR/content/uiAccountInfo.jsp

This is the same as the previous page except for the fact that this is an example of a "Voluntary" state.

If you have questions or comments please send e-mail to: mwr.helpdesk@bls.gov

The respondents are asked about acquisitions, sales, mergers, or reorganizations for the company before submitting data.



Thank You Page

Multiple Worksite Report

Home page | Add an additional account | Select another account | Help | Logout

Summary of your Account on the Web.

UI Account Number: 0000417901 State: Utana Legal Name: ABC CORP
We have received the Data that you submitted. You may wish to print this page for your records

				Qu	Quarter ending March 31, 2008		arch 31, 2008	
				Number of Employe		oloyees	es	
		Worksite	Description	Jan	Feb	Mar	Quarterly Wages	
		ABC CORP		8	7	8	76,236	
	Update	311 1ST ST						
		ANYTOWN, UA 12345-6789						
		ABC CORP		30	30	30	400,000	
	Update	11 31ST ST						
		ANYTOWN, UA 12345-6789						
		ABC CORP		5	5	5	50,000	
	Update	31 1ST ST						
		IANYTOWN, UA 12345-6789						
		ABC CORP		20	20	20	200,000	
	Update	3 NST						
		ANYTOWN, UA 12345-6789						
İ	Total of all worksite	25:		63	62	63	726,236	
You have completed entering data for 25 of 25 accounts.								
Enter data for another ULAccount								
Return to the IDCF Home Page								
Economy at a Glance								
	DES HOME Fage							
						—		
	If you have questions or wish to correct your submitted data, please contact: mwrweb-ua@bls.gov							
	Dtana Departmen	EAX: (456) 789-1220						
	111. (120) 400-7030	TXX. (400) 703-1200						
	If you have question	ons or comments please send e-mail to	o: mwr.helpd	lesk@bl	is.gov			
	Version: 3.0 URL: https://idcfdm	wr.psb.bls.gov/MWR/content/uiAccour	ntInfo.jsp					

Respondents view a "Thank You Page" with a summary of the data that they reported for the UI Account. They are advised that they might wish to print this page for their records.

