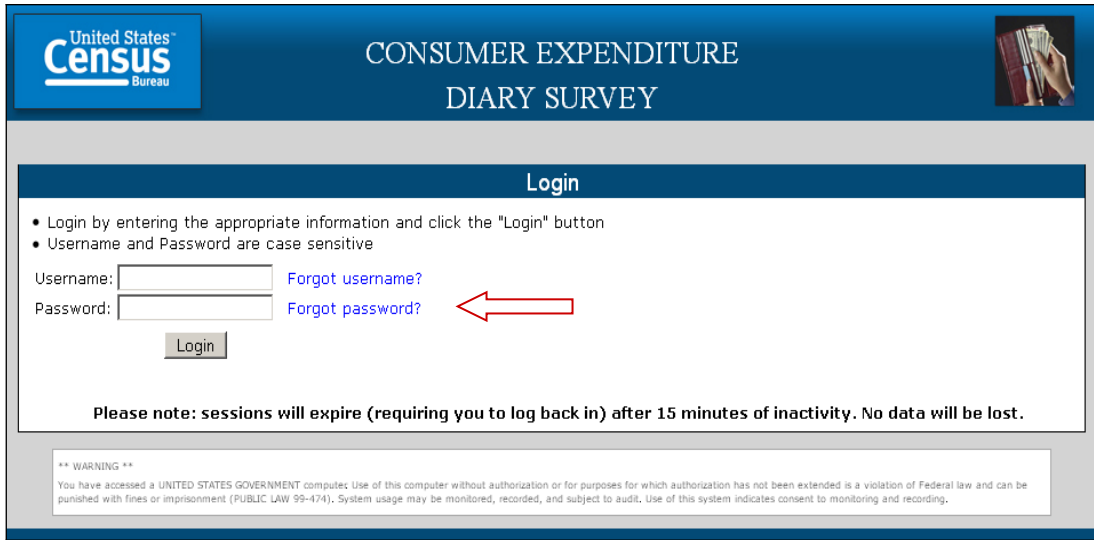


# CE Diary - User Guide

**Thank you** for agreeing to participate in the Consumer Expenditure Survey (CE). We understand that this task takes time; however, your information is very important to us and will be used for many purposes that affect all Americans. Among the most important, it is used to help calculate the Consumer Price Index, or CPI, which is a basic measure of the rate of inflation. For more information about the survey, visit: <http://www.bls.gov/cex> and <http://www.census.gov>.

By law (Title 13, U.S. Code), we must keep your information confidential; we use it for statistical purposes only. If you have comments regarding this survey, please send them to: *Division of Consumer Expenditure Surveys, 2 Massachusetts Avenue N.E., Room 3985, Washington, DC 20212.*

The CE Diary can be accessed at: <https://respond.census.gov/ced/>



The screenshot shows the login interface for the Consumer Expenditure Diary Survey. At the top left is the United States Census Bureau logo. The main heading is "CONSUMER EXPENDITURE DIARY SURVEY". Below this is a "Login" section with instructions: "Login by entering the appropriate information and click the 'Login' button" and "Username and Password are case sensitive". There are input fields for "Username:" and "Password:", each with a "Forgot" link. A red arrow points to the "Forgot password?" link. A "Login" button is positioned below the password field. A note states: "Please note: sessions will expire (requiring you to log back in) after 15 minutes of inactivity. No data will be lost." At the bottom, there is a warning box: "\*\* WARNING \*\* You have accessed a UNITED STATES GOVERNMENT computer. Use of this computer without authorization or for purposes for which authorization has not been extended is a violation of Federal law and can be punished with fines or imprisonment (PUBLIC LAW 99-474). System usage may be monitored, recorded, and subject to audit. Use of this system indicates consent to monitoring and recording."

On this screen, you have the option to change your password:



The screenshot shows the "Change Password" page. At the top left is the United States Census Bureau logo. The main heading is "CONSUMER EXPENDITURE DIARY SURVEY". Below this is a navigation bar with links: "About the Survey", "Help", "User Guide", and "Change Password". The "Change Password" section has a heading "Change Password" and a bold instruction: "To better safeguard the privacy and security of your data, please change your password now. The password that you create will help to ensure that only you have access to your information." Below this are instructions: "Passwords must contain a minimum of the following:" followed by a list: "8 characters in length", "1 uppercase character", "1 lowercase character", "1 number", and "1 special character from the following: ! # \$ \* & ? ~". There are three input fields: "Current Password:", "New Password:", and "New Password again:". A "Change password" button is located below the fields. A note at the bottom states: "Note: The Census Bureau will not have access to your new password so please make note of it in your records. All future forms will continue to show your old password. Please disregard and use the new password you have selected. If you need your password reset please call us on 1-800-327-4389 (select option 3)." There is a "Back" link and a footer with links: "Burden Statement", "Accessibility", "Privacy", and "Security".

On this screen, you will enter your name, email address (if desired) and select the start date to begin entering expenses. We only ask for your email address to send occasional reminders regarding the survey via email.

Complete the CE Diary for the entire two weeks, enter EVERYTHING you spend money on each day – the products you buy, the services you use, the household expenses you have during the week – no matter how large or small they are. You will also enter expenses for household members who are not keeping a diary such as children under the age of 16 and those without internet access.

**NOTE: If you have receipts for expenses, we encourage you to use them to aid in entering expenses. We find receipts to be a useful review mechanism to ensure that all expenses have been entered. If you have a receipt with 5 or more items, you may give the receipt (or a copy of it) to the Field Representative instead of entering the individual items.**

The next four screenshots show examples on how to record your expenses in each of the four CE Diary tabs.

The first tab of the CE Diary is the “Food and Drink Away from Home” tab, with example entries shown below.

**United States Census Bureau**  
**CONSUMER EXPENDITURE DIARY SURVEY**

About the Survey | Help | User Guide | Change Password

Please report expenses for Michelle:

**Food and Drink Away from Home** | Food and Drink for Home Consumption | Clothing, Shoes, Jewelry, and Acc. | All Other Products/Services

Meal Type	Description	Where Purchased	Total Cost with tax and tip	Alcohol Included? (Check all that apply)			Total Alcohol Cost	Date Purchased	Clear
				Wine	Beer	Other			
Breakfast	breakfast sandwich	Employer or School Caf	\$2.75	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		03-16-2013	X
Breakfast	orange juice	Employer or School Caf	\$1.25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		03-16-2013	X
Breakfast	coffee	Employer or School Caf	\$1.35	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		03-16-2013	X
Lunch	sandwich	Fast Food, Take-out, C	\$5.98	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		03-16-2013	X
Lunch	chips	Vending Machines or M	\$1.25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		03-16-2013	X
Snack/Other	soda	Vending Machines or M	\$1.25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		03-16-2013	X
Dinner	Steak dinner	Full Service Places	\$35.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		03-16-2013	X
Dinner	wine	Full Service Places	\$15.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$15.00	03-16-2013	X
Select One		Select One		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Select One	X
Select One		Select One		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Select One	X

Add Rows | Save

Burden Statement | Accessibility | Privacy | Security

The second tab of the CE Diary is for “Food and Drink for Home Consumption”. Some examples are below.

**United States Census Bureau**  
**CONSUMER EXPENDITURE DIARY SURVEY**

About the Survey | Help | User Guide | Change Password

Please report expenses for Michelle:

Food and Drink Away from Home | **Food and Drink for Home Consumption** | Clothing, Shoes, Jewelry, and Acc. | All Other Products/Services

What did you buy or pay for?	Where Purchased?	Total Cost without tax	Check here if purchased for someone not in household	Date Purchased	Clear
wheat bread	Fresh	\$3.19	<input type="checkbox"/>	03-17-2013	X
eggs	Fresh	\$2.99	<input type="checkbox"/>	03-17-2013	X
skim milk	Fresh	\$2.25	<input type="checkbox"/>	03-17-2013	X
chicken wings	Frozen	\$6.60	<input type="checkbox"/>	03-17-2013	X
orange juice	Bottled/Canned	\$2.99	<input type="checkbox"/>	03-17-2013	X
canola oil	Bottled/Canned	\$3.29	<input type="checkbox"/>	03-17-2013	X
baby food (5 jars)	Bottled/Canned	\$4.95	<input type="checkbox"/>	03-17-2013	X
ketchup	Bottled/Canned	\$2.20	<input type="checkbox"/>	03-17-2013	X
apples	Fresh	\$2.65	<input type="checkbox"/>	03-17-2013	X
	Select One		<input type="checkbox"/>	Select One	X

Add Rows | Save

Burden Statement | Accessibility | Privacy | Security

The third tab of the CE Diary is for “Clothing, Shoes, Jewelry, and Accessories” expenses.

United States Census Bureau CONSUMER EXPENDITURE DIARY SURVEY

About the Survey Help User Guide Change Password

Submit Logout

Please report expenses for Michelle:

Food and Drink Away from Home Food and Drink for Home Consumption **Clothing, Shoes, Jewelry, and Acc.** All Other Products/Services

What did you buy or pay for?	Total Cost without tax	Was the item for...	Age	Check here if purchased for someone not in household	Date Purchased	Clear
Jeans x	\$75.00	Female	16 & Over	<input type="checkbox"/>	03-18-2013	X
running shoes	\$59.00	Female	16 & Over	<input type="checkbox"/>	03-18-2013	X
blouse	\$30.00	Female	16 & Over	<input type="checkbox"/>	03-18-2013	X
bib	\$5.00	Male	Under 2 yrs old	<input checked="" type="checkbox"/>	03-18-2013	X
		Select One	Select One	<input type="checkbox"/>	Select One	X
		Select One	Select One	<input type="checkbox"/>	Select One	X
		Select One	Select One	<input type="checkbox"/>	Select One	X
		Select One	Select One	<input type="checkbox"/>	Select One	X
		Select One	Select One	<input type="checkbox"/>	Select One	X
		Select One	Select One	<input type="checkbox"/>	Select One	X
		Select One	Select One	<input type="checkbox"/>	Select One	X

Add Rows Save

Burden Statement Accessibility Privacy Security

The last tab in the CE Diary should be used to record “All Other Products/Services” not already covered in the first three sections.

United States Census Bureau CONSUMER EXPENDITURE DIARY SURVEY

About the Survey Help User Guide Change Password

Submit Logout

Please report expenses for Michelle:

Food and Drink Away from Home Food and Drink for Home Consumption Clothing, Shoes, Jewelry, and Acc. **All Other Products/Services**

What did you buy or pay for?	Total Cost without tax	Check here if purchased for someone not in household	Date Purchased	Clear
cold medicine (non-prescription)	\$6.95	<input type="checkbox"/>	03-19-2013	X
birthday card	\$2.99	<input checked="" type="checkbox"/>	03-19-2013	X
dry cleaning	\$23.87	<input type="checkbox"/>	03-19-2013	X
train fare	\$37.50	<input type="checkbox"/>	03-20-2013	X
postage stamps	\$9.00	<input type="checkbox"/>	03-20-2013	X
electric bill	\$110.00	<input type="checkbox"/>	03-20-2013	X
		<input type="checkbox"/>	Select One	X
		<input type="checkbox"/>	Select One	X
		<input type="checkbox"/>	Select One	X
		<input type="checkbox"/>	Select One	X

Add Rows Save

Burden Statement Accessibility Privacy Security

If you need more space to enter your expenses, you can click on **Add Rows** at the bottom of any of the four CE Diary tabs.

Select One		Select One		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Select One	⊖
Select One		Select One		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Select One	⊖
Select One		Select One		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Select One	⊖
Select One		Select One		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Select One	⊖
Select One		Select One		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Select One	⊖

**Add Rows** **Save**

When you navigate from one section of the CE Diary to the next, your expenses will automatically be saved. You may also click **Save** at the bottom left of the page at any time.

At the end of your two-week record keeping period, you will submit your expenses using the **Submit** button at the top right of the page. You may still access the CE Diary after you hit **Submit**. You'll just need to log back in.

CONSUMER EXPENDITURE  
DIARY SURVEY

About the Survey
Help
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Submit  
Logout

**Please report expenses for Michelle:**

Food and Drink Away from Home
Food and Drink for Home Consumption
Clothing, Shoes, Jewelry, and Acc.
All Other Products/Services

What did you buy or pay for?	Total Cost without tax	<a href="#">Check here if purchased for someone not in household</a>	Date Purchased	Clear
cold medicine (non-prescription)		<input type="checkbox"/>	03-19-2013	✗
birthday card		<input type="checkbox"/>	03-19-2013	✗
dry cleaning		<input type="checkbox"/>	03-19-2013	✗
train fare		<input type="checkbox"/>	03-20-2013	✗
postage stamps	\$9.00	<input type="checkbox"/>	03-20-2013	✗
electric bill	\$110.00	<input type="checkbox"/>	03-20-2013	✗
		<input type="checkbox"/>	Select One	✗
		<input type="checkbox"/>	Select One	✗
		<input type="checkbox"/>	Select One	✗
		<input type="checkbox"/>	Select One	✗

**Add Rows** **Save**

Burden Statement
Accessibility
Privacy
Security

If you have any questions, please call:

Field Representative's name: \_\_\_\_\_

Telephone: \_\_\_\_\_

CE Help Desk: (888) 211-5938

