

Adding expenses to your CE Diary

Every time that you add a new expense, you will see the screen below.

To logout at any time, tap on Logout

To return to your home screen, tap on Home

Select the date of the purchase.

Enter the cost. Include tax for Food & Drink Away from Home. For all other categories, do not include tax.

Select the category. After you select a category, follow-up questions specific to that category will appear below for you to complete. See examples inside.

To cancel and return to your home screen, tap on Cancel

To save the expense entry tap on Save

For help topics while entering your expense tap Info

Describe the expense. If Food & Drink Away from Home, describe the meal. For all other categories, describe the item. See examples inside.

CE Diary

Enter Date

respond.census.gov/cec

Search

Logout

March 16, 2013

Enter Description

\$0.00

Select Category

Cancel

Save

Questions?

Some Frequently Asked Questions are answered on the back of this pamphlet. If you still have questions after reviewing these, please call your field representative.

Frequently Asked Questions

1. What should I do if I forget my User ID or Password?

Call your field representative.

2. How detailed should my descriptions be?

For Food and Drinks Away from Home, briefly describe the meal (e.g. Coffee, Sandwich and Chips. Dinner at Italian Restaurant). For all other expenses, briefly describe the individual item.

3. How can I delete or make changes to an expense that I've saved?

Go to the Home Screen and tap on the "Edit" button next to the item.

4. What should I do when I use coupons, discount cards, or loyalty cards?

Enter the amount you paid, after any discounts.

5. How should I record multiple quantities?

If the items are identical, you can combine them in the same entry and enter the total cost of all the items.

6. How should I record pre-payments such as a subway fare card?

Record the expense when you pay for it, not when you use it.

7. How should I record credit card purchases?

Record the individual expense on the day that you use your credit card to pay for something, not on the day you pay your entire credit card bill.

8. Can I just give you receipts instead of entering the expense?

If you have a receipt with 5 or more items, you may give the receipt (or a copy of it) to your field representative instead of entering the individual items.

9. What about gift certificates or gift cards?

If you buy a gift certificate to give to someone, enter it as a regular expense. If you buy something using a gift card, enter the full amount that you paid, including all payment methods.

10. What do I do about returns and exchanges?

If an item is bought and returned during the diary period, it can be selected on the Home Screen and deleted on the Edit Screen. If it was bought outside the period and returned during the period, do not make any entry. If an item is exchanged during the period, select the item on the Home Screen and make the necessary changes on the Edit Screen.

11. Should I record subsidized/reimbursed expenses?

Only record any extra amount that you or someone in your household paid. Do not record any amount that someone not in your household has or will pay for.

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU



Acting as a collecting agent for
U.S. Department of Labor
Bureau of Labor Statistics

Your Daily Expenses



A quick guide to recording your expenses using the CE Diary

Please record all of your expenses for the following period:

___/___/___ - ___/___/___
start date end date

If you have any questions, please call:

Field representative's name: _____

Telephone: _____

Field representative supervisor's name: _____

Telephone: _____

Getting Started

Enter the following web address into your web browser:
<https://respond.census.gov/cedm>

Enter the provided User ID and Password

You will have the option to set a personalized password. Use a password that you can easily remember!

Tap on the **Info** button to learn more about the CE Survey

Your scheduled start date can be found on the front of this pamphlet

Enter your e-mail address to receive reminders to add your expenses and to help recover your password in case you forget it later.

This is your Home Screen

To add an expense, tap on **Add an expense**

After you've added an expense, you will see it listed here. At any point in the diary, you can tap on the **Home** button to return to this screen to see a summary of your entered expenses.

To view, edit, or delete any of your recorded expenses tap on **Edit** next to that expense.

To change your password, tap on **Settings**.

	Date	Description	Cost
Edit	Mar 16	Strawberries	\$3.20
Edit	Mar 16	Soup and salad	\$6.22
Edit	Mar 16	Electric bill	\$136.25
Edit	Mar 16	Gas	\$46.50
Edit	Mar 15	Dinner at Irish Pub	\$62.00
Edit	Mar 14	Coffee	\$3.00
Edit	Mar 14	Jeans	\$48.98

Food and Drink Away from Home

Select the date of the purchase

Describe the meal. (e.g. coffee, buffet, drinks from cash bar, sandwich & chips)

Enter the cost of the meal including tax

Select the category Food and Drink Away from Home

Select the type of meal

Select the type of vendor

Indicate if alcohol was included (mark all that apply)

Enter the total cost of the alcohol

Food and Drink for Home Consumption

Select the date of the purchase

Describe the item. (e.g. whole milk, eggs, cereal, bananas, case of beer)

Enter the cost of the item without tax

Select the category Food and Drink for Home Consumption

Select the type of packaging

Check if purchased for someone outside your household

Clothing, Shoes, Jewelry, and Accessories

Select the date of the purchase

Describe the item. (e.g. jeans, soccer cleats, ring, baseball cap)

Enter the cost of the item without tax

Select the category Clothing, Shoes Jewelry, and Accessories

Select the gender for whom the item was purchased for

Select the age range for whom the item was purchased for

Check if purchased for someone outside your household

All Other Products and Services

Select the date of the purchase

Describe the item. (e.g. electric bill, dry cleaning, area rug, DVD, car insurance)

Enter the cost of the item without tax

Select the category All Other Products and Services

Check if purchased for someone outside your household