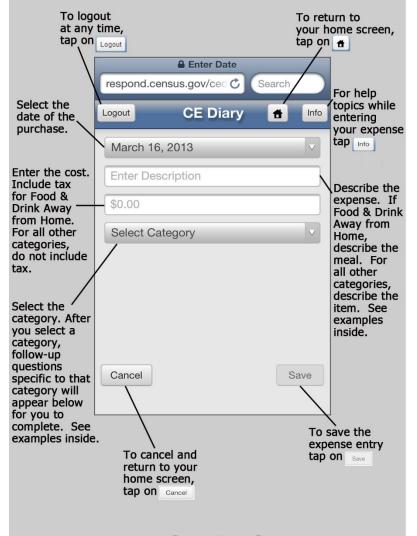
Adding expenses to your CE Diary

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



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

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 Itallian 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 perio	d:
// 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

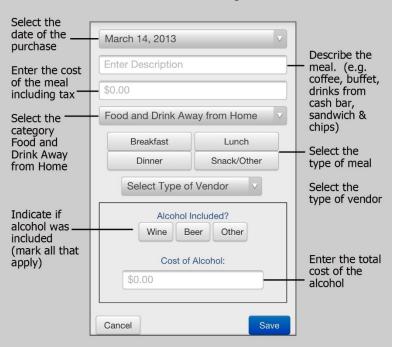
After you've added an expense, you will see it listed here. At any point in the diary, you can tap on the the button to return to this screen to see a summary of your entered expenses.

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

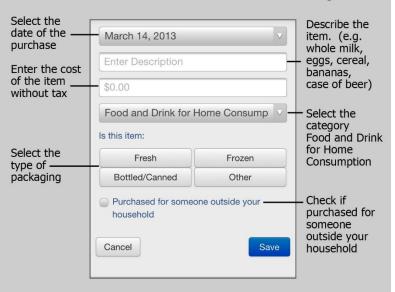
To change your password, tap on • .



Food and Drink Away from Home



Food and Drink for Home Consumption



Clothing, Shoes, Jewelry, and Accessories



All Other Products and Services

