

## 2015 MANAGEMENT AND ORGANIZATIONAL PRACTICES SURVEY FORM MP-10002

### GENERAL INSTRUCTIONS

The U.S. Census Bureau is streamlining operations to conserve taxpayer time and money as we measure our nation's economy through our business surveys. This will enable us to improve efficiency and reduce the cost of printing, mailing and processing paper forms.

In addition to saving money, the benefits of reporting electronically include:

- Built-in calculation features
- Edits that identify potential reporting issues
- Immediate confirmation of submission

#### To report online:

- Visit <https://econhelp.census.gov/mops>
- Click the "Survey Log in" button
- Log in using your user ID and password found on your letter
- From the main menu, click the "Start" button

Other helpful features available through the website include:

- Request a time extension
- Remail forms
- Check filing status of your company's form

#### To report by mail:

If you decide to mail us your completed form, please retain a copy of the form for your records. Mail the form within 30 days of receipt using the enclosed postage paid return envelope.

In the future, we will continue to shift operations away from paper, as well as find ways to open up more cost effective channels of communication with you such as secure email, texting, and web chat. **THANK YOU** for your continued cooperation.

***Estimates are acceptable when responding to questions on this report form.***