MWR Web Screen Guide

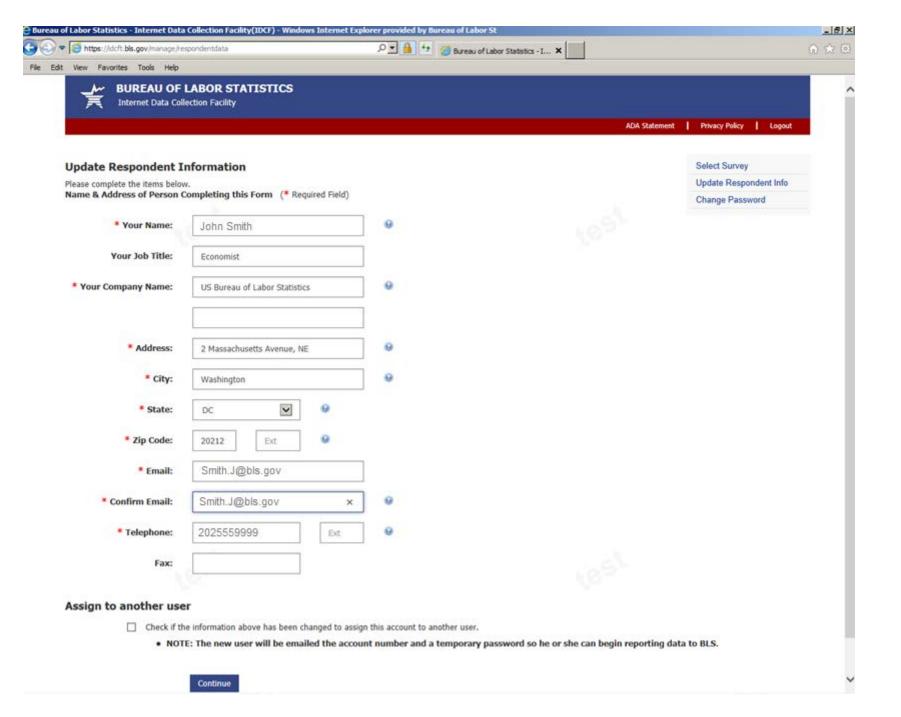
Created June 11, 2014

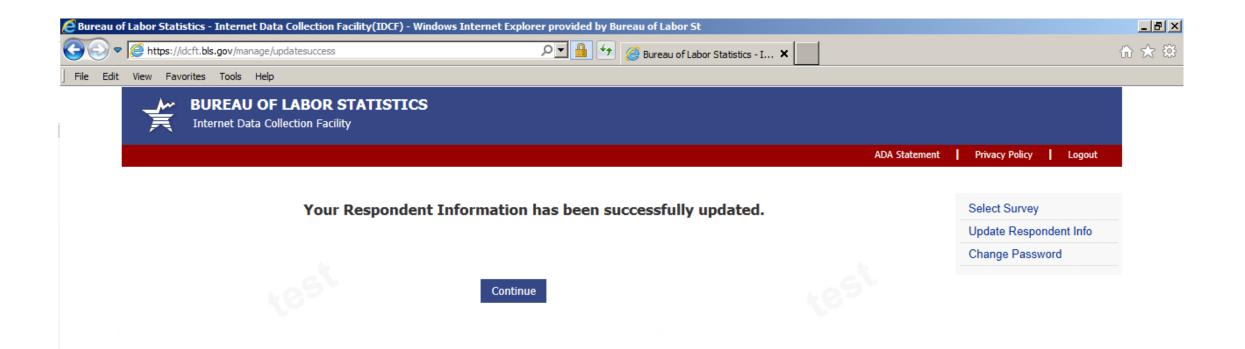
Contains 4 screens from the 'rebranding' effort which are not yet used in production. These are very similar to the current ones.

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Bureau of Labor Statistics Internet Data Collection Facility		ADA Stateme	ent Privacy Policy Logou
Internet Data Collection Facility (IDCF) Logon		ADA Diditante	Test Your Browser
Welcome to the Internet Data Collection Facility (IDCF). To report in your Bureau of Labor Statistics (BLS) survey documents.	your survey data, you must logon with a v	valid password for the	IDCF User ID that is included
User ID: Password:			
Terms and Conditions of Use			
WARNING! You are using an Official United States Government System, on this system may result in criminal prosecution. The Government may re- system constitutes consent to such monitoring and auditing. Unauthorized and are subject to prosecution under the Computer Fraud and Abuse Act I Accept Please read: Due to security reasons, your session will time out after 30 continue.	monitor and audit the usage of this system, an d attempts to upload information and/or chang of 1986 and Title 18 U.S.C. Sec. 1001 and 103	d all persons are hereby e information on these v 0.	 notified that the use of this web sites are strictly prohibited
If you have questions or comments please complete and submit th Version: 10.0 URL: https://idcf.bls.gov/WEB-INF/views/authentication/login.jsp	e <u>Help Request Form</u> 🚾		

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 Please review your info 	ormation listed below, and click the "Upp	date" button to make any changes.		Change Password
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Select the appropriate Respondent Info	survey and click the "Continue" button ormation John Smith	When you are ready to enter data. US Bureau of Labor Statistics		Change Password
Select the appropriate Respondent Info Update	survey and click the "Continue" button ormation John Smith Smith.J@bls.gov	when you are ready to enter data. US Bureau of Labor Statistics 2 Massachusetts Avenue, NE Washington DC 20212		Change Password
Select the appropriate Respondent Info	survey and click the "Continue" button ormation John Smith Smith.J@bls.gov	When you are ready to enter data. US Bureau of Labor Statistics 2 Massachusetts Avenue, NE		Change Password

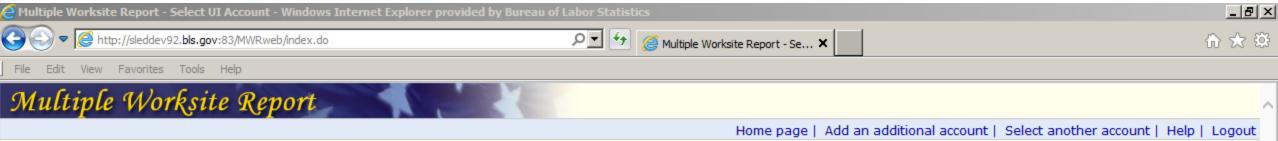
Maintenance activities may be conducted on Sundays from noon to 6:00 p.m. Eastern Time in order to keep the Internet Data Collection Facility (IDCF) at its peak performance and to cause as little disruption in service as possible to our customers. If the system is unavailable, please try back at a later time.





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Select the appropriate Respondent Info Update	survey and click the "Continue" button ormation John Smith Smith.J@bls.gov	when you are ready to enter data. US Bureau of Labor Statistics 2 Massachusetts Avenue, NE Washington DC 20212		Change Password
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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		Utana		
Select		Utana		

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 05/31/2016. Without a currently valid OMB number, BLS would not be able to conduct this survey.

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

Version: 4.1.2 URL: https://sleddev92.bls.gov:83/MWRweb/content/selectUI2.jsp

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	Home page	Add an additional account	Select another account H	lelp Logout
UI Account Information Here is the information for UI Account Number				

Legal Name				
State	Utana			
UI Account Number				

(You can correct the Legal Name, if you wish)



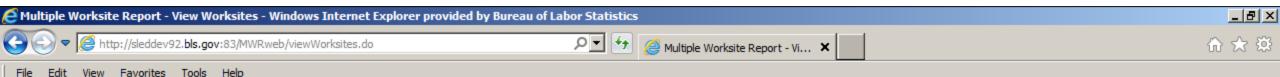
The Multiple Worksite Report is MANDATORY in Utana

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, Bureau of Labor Statistics PH: (340)776-3700 ext 2042

Version: 4.1.2 URL: https://sleddev92.bls.gov:83/MWRweb/content/uiAccountInfo.jsp



Multiple Worksite Report

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

UI Account Number: State: Utana Legal Name:

To enter employment and wage data for each worksite, click the Select buttons.

To sort worksites, click on a column header. The first click will sort ascending (🔺), and the next click will sort descending (🔻).

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

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						00801
Select						00801
Select						00801
Select						00801

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UI Account Number					
State Utana					
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(You can correct the Legal Name, if you wish)					
Continue					
The Multiple Worksite Report is authorized by law, 29 U.S.C	.2.Your cooperation is neede	ed to make the result	s of this survey comp	lete, accurate, and tim	ely. The
information collected on this form by the Bureau of Labor in accordance with law.	Statistics and the State agen	cies cooperating in it	ts statistical program	purposes, and other p	urposes
If you have questions or comments please send e-mail to: mwr.helpde	sk@bls.gov				
If you have questions or concerns about your data, please contact: Utana Department of Labor, Bureau of Labor Statistics PH: (340)776-3700 ext 2042					

Version: 4.1.2 URL: https://sleddev92.bls.gov:83/MWRweb/content/uiAccountInfo.jsp

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

UI Account Number:

State: Utana Legal Name:

To enter employment and wage data for each worksite, click the select buttons.

To sort worksites, click on a column header. The first click will sort ascending (🔺), and the next click will sort descending (🔻).

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

Add a worksite to this list

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						00801
Select						00801
Select						00801
Select						00801

The Multiple Worksite Report 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 program purposes, and other purposes in accordance with law.

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Step 1 - Add a Worksite					
UI Account Number: State: Utana Legal Name:					
(* Required Field)					
Business Name Subsidiary A					
* One location: Does this worksite consist of a single physical location in Utana?					
Yes O No					
Worksite Description Corporate					
*Address 123 Main St					
*City Anywhere City					
State Utana					
*ZIP ZIP4					
☑ Don't know the ZIP code					
Previous Save & Continue					

Document Footer

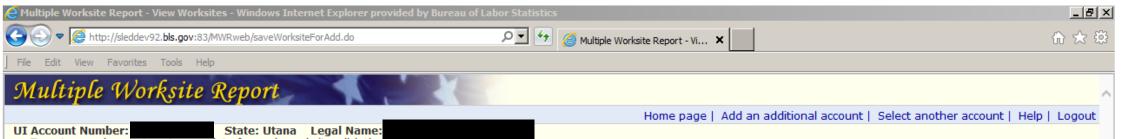
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(* Required Field)				
Business Name Subsidiary A				
* One location: Does this worksite consist of a single physical location in Utana?				
○Yes ●No				
* Worksite Description Statewide Previous Save & Continue				
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If 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, Bureau of Labor Statistics PH: (340)776-3700 ext 2042				
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Multiple Worksite Report		~
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Step 2 - Add a Worksite UI Account Number: State: Utana Legal Name:		
(* Required Field)		
Business Name: Subsidiary A		
Worksite Description: Corporate		
Address: 123 Main St		
City: Anywhere City		
State: Utana		
ZIP:		
* County: Select the county		
☑ Don't know the county		
When did this worksite open? (mm/yyyy)		
05 2014		
You can leave the month or year blank, if you don't know them.		
* Does this worksite conduct the same type of business activities as all the others in t	his UI account?	
YES, it conducts the same type of business		
NO, it conducts a different type of business		
$^{m{*}}$ Describe the type of business or economic activity that is performed at this site:		
Corporate HQ	×	
Previous Save & Continue		

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UI Account Number: State: Utana Legal Name:		
Please correct the errors on the page		
([*] Required Field)		
Business Name:		
Worksite Description:		
Address: 123 Main St		
City: Anywhere City		
State: Utana		
ZIP:		
* County: Select the county		
Don't know the county		
When did this worksite open? (mm/yyyy)		
		arter. Please enter the month and year in which
you had employees during the pay period including the	12th of the month. The year and mont	h must be in the 2011Q1 quarter.
You can leave the month or year blank, if you don't know them.		
* Does this worksite conduct the same type of business activities as all the others in O YES, it conducts the same type of business	this OI account?	
 NO, it conducts a different type of business 		
* Describe the type of business or economic activity that is performed at this site:		
Corporate HQ	×	
p i		
Previous Save & Continue		
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, Bureau of Labor Statistics PH: (340)776-3700 ext 2042		



To enter employment and wage data for each worksite, click the Select puttons.

To sort worksites, click on a column header. The first click will sort ascending (🔺), and the next click will sort descending (🔻).

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

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						00801
Select						00801
Select						00801
Select						00801
Select		Subsidiary A	Corporate	123 Main St	Anywhere City	

The Multiple Worksite Report is MANDATORY in Utana

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Multiple Worksite Report		^
	Home page Add an additional account	Select another account Help Logout
UI Account Number: State: Utana Legal Name:		
Business Name:		
Worksite Description:		
Address:		
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, 2010			Quarter ending March 31, 2011				
Number of Employees		Number of Employees					
Oct	Nov	Dec	Quarterly Wages	Jan	Feb	Mar	Quarterly Wages
2	2	2	\$ 14,045.00				\$.00

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If you have questions or concerns about your data, please contact: Utana Department of Labor, Bureau of Labor Statistics PH: (340)776-3700 ext 2042

Version: 4.1.2 URL: https://sleddev92.bls.gov:83/MWRweb/content/updateEmployment1.jsp

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Business Name			
* One location: Does this worksite consist of a single physical location in Utana?			
⊙Yes ○No			
Worksite Description			
*Address			
*City			
State Utana			
*ZIP 00801 ZIP4			
Don't know the ZIP code			
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Multiple Worksite Report

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

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Step 2 - Update o UI Account Number:		egal Name:
(* Required Field)		
Business Name:		
Worksite Description:		
Address:		
City:		
State:	Utana	
ZIP:		
* County:	Select the county	
	Don't know the county	
Previous	Save & Contin	ue

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

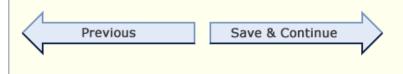
If you have questions or concerns about your data, please contact: Utana Department of Labor, Bureau of Labor Statistics PH: (340)776-3700 ext 2042

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		Home page	Add an additional acco	unt Select another account	Help Logout
UI Account Number: State: Utana Legal Name:					
Business Name:					
Worksite Description:					
Address:					
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, 2010			Quarter ending March 31, 2011				
Nu	mber of Emplo	oyees		Numb	er of Emplo	<u>yees</u>	
Oct	Nov	Dec	Quarterly Wages	Jan	Feb	Mar	Quarterly Wages
	2 2	2	\$ 14,045.00	200	200	200	\$ 1404500 × .00



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Version: 4.1.2 URL: https://sleddev92.bls.gov:83/MWRweb/content/updateEmployment1.jsp

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UI Account Number: State: Utana Legal Name:				
Business Name:				
Worksite Description:				
Address:				
Update this worksite information				

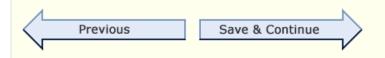
Please note the warnings on the page

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.

Qu	arter ending	December :	31, 2010	Quarter ending March 31, 2011				
Num	Number of Employees			Numb	er of Emplo	yees		
Oct	Nov	Dec	Quarterly Wages	Jan	Feb	Mar	Quarterly Wages	
2	2	2	\$ 14,045.00	200	200	200	\$ 1,404,500 .00	

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

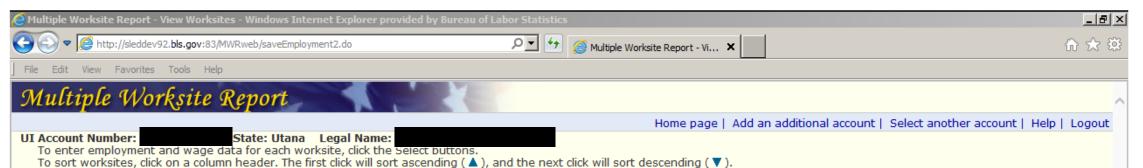


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Oct	Nov	Dec		Jan	Feb	Mar					
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Tip: When you update a worksite, you can place any useful text in its Description. Example: Store #3. Additional benefit: When you sort the list by Description, the system will display the worksites in that order.

Add a worksite to this list

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	yes					
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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, Bureau of Labor Statistics PH: (340)776-3700 ext 2042

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Use this screen if you have Accounts.	received an MWR pape	er form that invites you to re	port MWR data for an additional UI account.	Doing this will allow you to have a single IDCF logon for all the UI
If you have other UI account	ts you would like to repo	ort on the web in future quart	ters, please contact mwr.helpdesk@bls.gov wi	th the name of the state and the UI account number.
These are the UI Account(s)	that you already report	t for in MWRweb:		
State UI Account Number?	Legal Name			
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Utana 0027831001				
Please enter information ab	out the UI Account that	you want to add:		
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Temporary Account Number	: <u> </u>	The "ID" value from the MW	R paper form. Has 12 digits and begins with 10	6.
Continue				
If you have questions or con	nments please send e-n	mail to: mwr.helpdesk@bls.g o	DV	
If you have questions or cor Utana Department of Labo PH: (340)776-3700 ext 204	r, Bureau of Labor Statis	please contact: stics		
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: The totals on this form must match the co	rresponding) totals	on your	Employer's Contril	tion and Wage Report (Form UC	-CR4).	
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PH: (340)776-3700 ext 2042

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Multiple Worksite Report

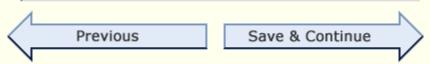
Home page | Add an additional account | Select another account | Help | Logout

Acquisition, Sale, Merger or Reorganization

In the quarter ending March 31, 2011, has this company: (Select all that apply):

- Acquired another company?
- Been sold to another company?
- Been in a merger?
- Reorganized?
- ✓ Opened a new UI Account?
- None of the above

Please provide the name(s) of the other business(es) involved in the change:



Once you submit your data, you will not be able to make further updates. Contact the State office shown at the bottom of the screen if you need to correct your data, or if there is an error in a prior quarter report.

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, Bureau of Labor Statistics PH: (340)776-3700 ext 2042

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