

How-To Video Script Outlines

A. Login Screens (eCorr)

- Steps to create a new account
- Creating a profile and answering security questions
- Entering the authentication code to access your survey

Already have an account?

If you have already created a Census Account, you may access the login below.

LOGIN

Don't have an account?

Register for your Census Account to access your survey.

REGISTER

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. Any information you enter into this system may be used by the Census Bureau for statistical purposes, including but not limited to improving the efficiency of our data collection programs. For information regarding the use of this system, and how your privacy is protected, visit our online privacy webpage at http://www.census.gov/privacy/privacy_policy/. Use of this system indicates consent to the collection, monitoring, recording, and use of information provided inside this system.

Create Your Economic Respondent Portal Account



Your account is intended for your use only. Do not share your account information. Once you have created your account, you will have the option to delegate to others to assist you in reporting.

Personal Information *All Fields required*

FIRST NAME	LAST NAME
<input type="text"/>	<input type="text"/> Last Name is required

EMAIL

EMAIL is Required and will be your userid

CONFIRM EMAIL

EMAIL Confirmation is Required

PHONE

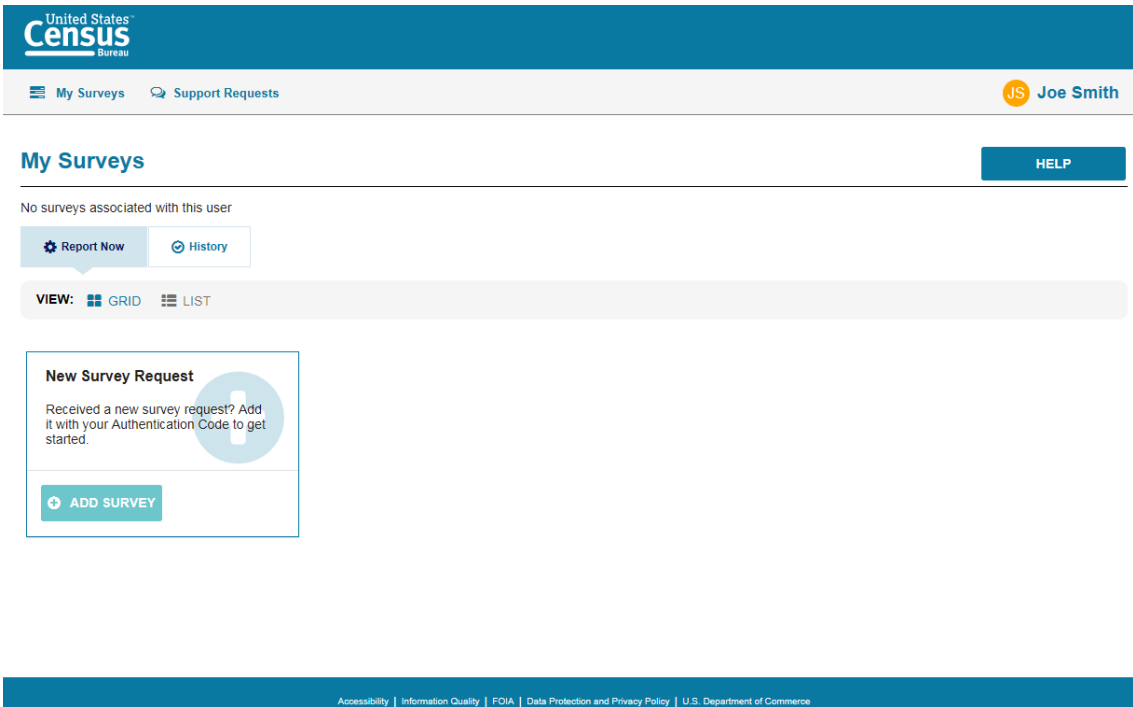
Phone Required.

Security Questions (5) *All Fields required*

Questions and answers must be unique. Answers must have a minimum of 4 characters and are not case sensitive.

QUESTION 1

Choose A Question



B. Dashboard Overview (From here and below are Centurion)

- Overview Page: This page describes the basic steps a respondent needs to take to successfully submit their survey.



Overview

Reporting Steps

Step 1 - Report

First, you will need to update our record by adding locations as needed from the Report Dashboard. Then you will be asked to report various types of information for your company's locations.

Our reporting system offers two ways to enter data:

Option 1: Online form for individual locations

Option 2: Excel Spreadsheets for multiple location reporting

Step 2 - Review

Review your responses and make any necessary corrections.

Step 3 - Submit

Once errors and warnings are resolved, submit your data to the Census Bureau.

[Back](#)

[Continue](#)

- Site Navigation
 - a. The Banner; Horizontal Scrolling; Forward Back Navigation
- Main Dashboard Features

a. Filtering; Sorting; Undoing Changes

2017 Economic Census

OMB No.: 0607-0998, Approval Expires: 05/31/2020 | OMB No.: 0607-0937, Approval Expires: 05/31/2020 | OMB No.: 0607-0444, Approval Expires: 05/31/2018

Go to Overview | Go to Step 1 - Report | Go to Step 2 - Review | Go to Step 3 - Submit

Due Date: June 12, 2018

Step 1 - Report Dashboard

- Update our record of your company's locations by adding locations as needed using the Add Location button at the bottom of the screen. (Note: To see the list of locations of a consolidated report, click "(View All)" under the "Number of Establishments in Survey" column.)
- Begin reporting using one of the following options:
 - Option 1:** Start the survey for each location listed in the table below OR
 - Option 2:** Download, and then Upload a completed spreadsheet template to complete the survey for many locations at once

Download Spreadsheet Template | Upload Completed Template

Status	Print / Preview Survey Questions	Errors / Warnings	Number of Establishments in Survey	Survey	Title	CFN	Store / Plant
Resume	Preview Survey	0/5		WH-42311	Motor Vehicles	ADD_500002	
Resume	Preview Survey	0/0		WH-42311	Motor Vehicles	ADD_500001	
Start	Preview Survey	0/0		RT-45231	Warehouse Clubs and...	7609010043	SD1
Start	Preview Survey	0/0		OS-8111X	Repair, Laundry, and O...	7609010042	VA7
Start	Preview Survey	0/0		WH-42311	Motor Vehicles	7609010041	MA1
Start	Preview Survey	0/0		RT-45231	Warehouse Clubs and...	7609010033	MI4
Start	Preview Survey	0/0		OS-8111X	Repair, Laundry, and O...	7609010032	VA7
Start	Preview Survey	0/0		WH-42311	Motor Vehicles	7609010031	SCH NY
Start	Preview Survey	0/0		RT-45231	Warehouse Clubs and...	7609010023	SD1
Start	Preview Survey	0/0		OS-8111X	Repair, Laundry, and O...	7609010022	VA7

Total Items: 14

Print Surveys to PDF | Add Location | Delete Added Location

Overview | Step 2 - Review

- How to begin the survey

C. Print Preview

- Printing Full Survey
- Printing Survey with Responses

Print Surveys to PDF

Select the Surveys to print to PDF by clicking the appropriate checkbox(es), and then, clicking the "Continue" button:

<input type="checkbox"/>	Survey ▲	Title
	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>
<input checked="" type="checkbox"/>	OS-8111X	Repair, Laundry, and Other Selected Services (Enterprise Support)
<input type="checkbox"/>	RT-45231	Warehouse Clubs and Supercenters
<input type="checkbox"/>	WH-42311	Motor Vehicles

D. Add/Delete Locations

- Adding a New Location
 - a. Where to find the new information

Add Locations

Please enter the number of locations you want to add:

Survey	Title	Number of Locations
OS-8111X	Repair, Laundry, and Other Selected Services (Enterprise Support)	<input type="text"/>
RT-45231	Warehouse Clubs and Supercenters	<input type="text"/>
WH-42311	Motor Vehicles	<input type="text"/>

[Return to Report Dashboard](#)

[Add These Locations](#)

- Deleting an Added Location
- Deleting a Pre-listed Location

E. Messages Feature

- Location of the messages
- Types of messages received

Messages

Below are the files that you have attempted to upload or download and their status.
 Rows in blue are messages that have not been read.

Action	Subject	Message	Date
Download	Spreadsheet Download	Your file batch_receipts_7609002018_171010143755.zip is ready to be downloaded	10/10/17 2:37 PM
Download	Spreadsheet Download	Your file 2017_All_locations_7609002018_171010122357.zip is ready to be downloaded	10/10/17 12:23 PM
Download	Spreadsheet Download	Your file batch_receipts_7609002018_171010112410.zip is ready to be downloaded	10/10/17 11:24 AM

[Close](#)

F. Downloading Spreadsheet

- How to download the spreadsheet
- General guidance for excel sheet do's and don'ts
- All locations action explanation

📄 Download Wizard ✕

📄 Spreadsheet

Select the spreadsheet(s) to download by clicking the appropriate checkbox(es), and then, clicking the "Continue" button:

	Survey ▲	Title ▼
<input type="checkbox"/>	OS-8111X	Repair, Laundry, and Other Selected Services (Enterprise Support)
<input type="checkbox"/>	RT-45231	Warehouse Clubs and Supercenters
<input type="checkbox"/>	WH-42311	Motor Vehicles

Total Items: 3

All Locations

Create a spreadsheet that contains selected questions that are common to most locations. This spreadsheet does not fulfill your reporting obligations, but may be useful in reconciling your list of locations with what the Census Bureau has on file.

Return to Report Dashboard

Continue

G. Uploading Spreadsheet

- How to upload the completed spreadsheet

The screenshot shows the '2017 Economic Census' website interface. At the top, there is a navigation bar with the 'United States Census Bureau' logo, links for 'Help Site', 'How-To Videos', 'About', and 'Contact', a 'Messages' notification, and a 'Logout' button. Below the navigation bar, the page title is '2017 Economic Census' with OMB numbers and approval expiration dates. A progress bar contains four steps: 'Go to Overview', 'Go to Step 1 - Report' (highlighted in orange), 'Go to Step 2 - Review', and 'Go to Step 3 - Submit'. The main content area is titled 'Upload Wizard' and includes a list of guidelines: 'Your spreadsheet must be saved as a .xlsx file.', 'You can only upload one spreadsheet at a time.', 'Make sure you have reported dollar amounts in thousands of dollars.', 'Use the "Browse..." button below to select the file you would like to upload.', and 'Click "Upload"'. Below the guidelines is a 'File to Upload:' field with a 'Browse...' button and an 'Upload' button. At the bottom, there is a table with columns for 'Status', 'Survey', 'Filename', 'Date', and 'View Report', each with a 'Filter' input. The table is currently empty, showing 'Total Items: 0'. A 'Return to Report Dashboard' button is located at the bottom of the page.

H. Reviewing Your Responses

- Fixing Errors and Warnings
- Downloading Errors and Warnings

👍 Step 2 - Review

Please review your responses and make any necessary corrections by selecting the 'Fix' button, which will return you to the screen where you can make the appropriate update.

Errors **must** be corrected before the location can be submitted.

To download all errors and warnings to a spreadsheet, click the "Download Errors/Warnings" button.

This report contains the data you have reported totaled by Employer Identification Number (EIN). You can compare these totals to your records to ensure the data you have reported are correct.

Fix	Errors / Warnings	Item #	Explanation	Survey	Title	CFN
	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>
<input type="button" value="Fix"/>	Error		Error: Location is not started.	WH-42311	Motor Vehicles	7609010031
<input type="button" value="Fix"/>	Error		Error: Location is not started.	WH-42311	Motor Vehicles	7609010021
<input type="button" value="Fix"/>	Error		Error: Location is not started.	WH-42311	Motor Vehicles	7609010011
<input type="button" value="Fix"/>	Warning	Location Information	Warning: Please provide a response for ZIP Code in Physical Address.	WH-42311	Motor Vehicles	ADD_500002
<input type="button" value="Fix"/>	Warning	Location Information	Warning: Please provide a response for State in Physical Address.	WH-42311	Motor Vehicles	ADD_500002
<input type="button" value="Fix"/>	Warning	Location Information	Warning: Please provide a response for City, Town, Village, etc. in Physical Address.	WH-42311	Motor Vehicles	ADD_500002
<input type="button" value="Fix"/>	Warning	Location Information	Warning: Please provide a response for Number and Street in Physical Address.	WH-42311	Motor Vehicles	ADD_500002

Total Items: 19

I. Submitting Your Survey

- How to submit the survey
- Printing the completed survey
- Confirming Survey has been submitted successfully

Go to Overview

Go to Step 1 - Report

Go to Step 2 - Review

Go to Step 3 - Submit

Step 3 - Submit

After you have the location(s) selected that you want to submit below, click the "Continue" button to continue to Submission Certification.

Location(s) with a "Can Submit" column value of "Yes" are already selected for submission except previously submitted locations with no data changes since the last submission, which do not need to be submitted again.

You can deselect/select a location for submission with a "Can Submit" column value of "Yes" by clicking on the check mark for that location.

If a location can't be submitted or still has "Errors/Warnings" to fix in the table below, click the "Return to Review" button for that location to see the issues to resolve on the "Step 2 - Review" screen.

<input type="checkbox"/>	Can Submit ¹	Responses	Errors / Warnings	Review	Last Submission	Data Changed Since Last Submission ²	Survey	CFN ³
					Filter	Filter	Filter	Filter
<input type="checkbox"/>	No	View Responses	0/0	Return to Review			WH-42311	7609010011
<input type="checkbox"/>	No	View Responses	0/0	Return to Review			OS-8111X	7609010012
<input type="checkbox"/>	No	View Responses	0/0	Return to Review			RT-45231	7609010013
<input type="checkbox"/>	No	View Responses	0/0	Return to Review			WH-42311	7609010021
<input type="checkbox"/>	No	View Responses	0/0	Return to Review			OS-8111X	7609010022
<input type="checkbox"/>	No	View Responses	0/0	Return to Review			RT-45231	7609010023
<input type="checkbox"/>	No	View Responses	0/0	Return to Review			WH-42311	7609010031
<input type="checkbox"/>	No	View Responses	0/0	Return to Review			OS-8111X	7609010032
<input type="checkbox"/>	No	View Responses	0/0	Return to Review			RT-45231	7609010033
<input type="checkbox"/>	No	View Responses	0/0	Return to Review			WH-42311	7609010041

Total Items: 14

Step 2 - Review

Continue