

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

The screenshot shows the top navigation bar of the Census Bureau website. On the left is the 'United States Census Bureau' logo. On the right is a hamburger menu icon. Below the navigation bar, the breadcrumb 'Census.gov > Respondent Portal' is on the left, and a link 'Learn more about Census Surveys' with an information icon is on the right. The main heading 'Respondent Portal' is centered. Below this, there are two columns. The left column is titled 'Already have an account?' and contains the text 'If you have already created a Census Account, you may sign in below.' and a teal 'SIGN IN' button. The right column is titled 'Don't have an account?' and contains the text 'Register for your Census Account to access your survey.' followed by a link 'Need help registering?' with a help icon, and a teal 'REGISTER' button. At the bottom, a dark blue footer bar contains the text 'Accessibility | Information Quality | FOIA | Data Protection and Privacy Policy | U.S. Department of Commerce'.



Create Your Economic Respondent Portal Account

HELP



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 <input type="text"/>	LAST NAME <input type="text"/>
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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



United States
Census
Bureau

[My Surveys](#) [Message Status](#) [Manage Account](#) [Sign Out](#) JP **John Public**

My Surveys

[HOW DO I?](#)

No surveys associated with this user

[Report Now](#) [History](#)

VIEW: [GRID](#) [LIST](#)

New Survey Request

Received a new survey request? Add it with your Authentication Code to get started.

[ADD AUTHENTICATION CODE](#)

The screenshot shows the top navigation bar of the 2017 Economic Census website. It includes the United States Census Bureau logo, links for Help Site, How-To Videos, About, and Contact, a Messages notification with a '0' badge, and a Logout button. Below the navigation bar, the page title is '2017 Economic Census' and there are three OMB approval numbers: 0607-0998, 0607-0937, and 0607-0444. The main content area features a large heading 'Welcome to the 2017 Economic Census' and a sub-heading 'Due Date: June 12, 2018'. A paragraph explains that a response is required by law and that the information is confidential. Another paragraph mentions OMB approval. Below this is a 'Continue' button and a note about session expiration. At the bottom right, there are links for Burden Statement, Accessibility, Privacy, and Security.

United States
Census
Bureau

Help Site How-To Videos About Contact

Messages 0 Logout

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: 01/31/2021

Welcome to the 2017 Economic Census

Due Date: **June 12, 2018**

YOUR RESPONSE IS REQUIRED BY LAW. Title 13 United States Code (U.S.C.), Sections 131, 182, and 191 authorizes this collection. Sections 224 and 225 require your response. The U.S. Census Bureau is required by Section 9 of the same law to keep your information **CONFIDENTIAL** and can use your responses only to produce statistics. The Census Bureau is not permitted to publicly release your responses in a way that could identify your business, organization, or institution. Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data.

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number for Economic Census is 0607-0998, for Economic Census of Island Areas is 0607-0937, and for the Report of Organization is 0607-0444 and appears at the upper right of this screen. Without this approval we could not conduct these surveys.

Report for this survey by clicking the "Continue" button:

Continue

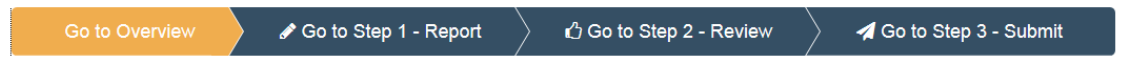
Note: Your session will expire if you remain on one screen for 45 minutes without navigating to another screen. To ensure data are saved, navigate to the next screen.

[Burden Statement](#) | [Accessibility](#) | [Privacy](#) | [Security](#)

[Link to How-To Videos](#)

B. Dashboard Overview

- 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 and sorting

United States
Census
BUREAU

[Help Site](#) | [How-To Videos](#) | [About](#) | [Contact](#)

Messages 1
Logout

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: 05/31/201

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

1. 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.)

2. 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
				Filter	Filter	Filter	Filter
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...	7809010043	SD1
Start	Preview Survey	0/0		OS-8111X	Repair, Laundry, and O...	7809010042	VA7
Start	Preview Survey	0/0		WH-42311	Motor Vehicles	7809010041	MA1
Start	Preview Survey	0/0		RT-45231	Warehouse Clubs and...	7809010033	MI4
Start	Preview Survey	0/0		OS-8111X	Repair, Laundry, and O...	7809010032	VA7
Start	Preview Survey	0/0		WH-42311	Motor Vehicles	7809010031	SCH NY
Start	Preview Survey	0/0		RT-45231	Warehouse Clubs and...	7809010023	SD1
Start	Preview Survey	0/0		OS-8111X	Repair, Laundry, and O...	7809010022	VA7

Total Items: 14

Print Surveys to PDF

+ Add Location

x Delete Added Location

Overview

Step 2 - Review

- How to begin the survey

C. Preview of Survey Questions

- Printing Full Survey

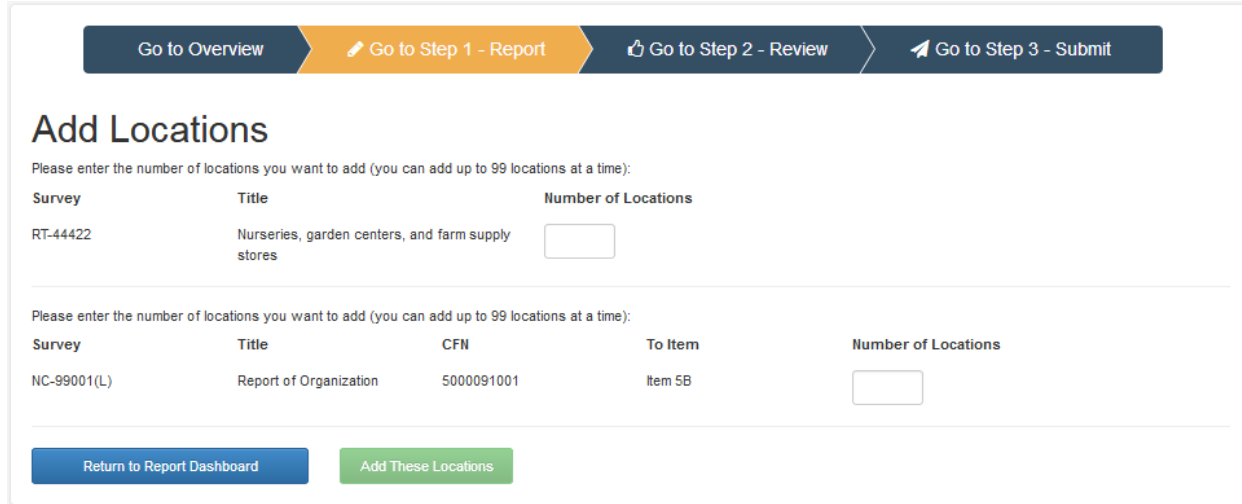
Print Surveys to PDF ×

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 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



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

Add Locations

Please enter the number of locations you want to add (you can add up to 99 locations at a time):

Survey	Title	Number of Locations
RT-44422	Nurseries, garden centers, and farm supply stores	<input type="text"/>

Please enter the number of locations you want to add (you can add up to 99 locations at a time):

Survey	Title	CFN	To Item	Number of Locations
NC-99001(L)	Report of Organization	5000091001	Item 5B	<input type="text"/>

[Return to Report Dashboard](#) [Add These Locations](#)

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

E. Messages Feature

- Location of the messages
- Types of messages received

Messages

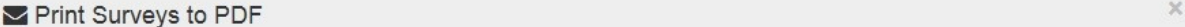
Below are the files that you have attempted to upload or download and their status.
Rows in blue are messages that have not been read.

Action	Subject	Message	Date
Open	Submission Report	Your Submission Report is available	3/16/18 12:28 PM
Open	Spreadsheet Upload	Upload results of RT-44422, File: SPREADSHEET_RT_44422_upload.xlsx	3/14/18 12:15 PM
Download	Spreadsheet Download	Your file 2017_Full_survey_5000091000_180314113956.zip is ready to be downloaded	3/14/18 11:39 AM
Download	PDF Download	Your file PDF_Previews_5000091000_180314095611.zip is ready to be downloaded	3/14/18 9:56 AM

[Close](#)

F. Downloading Spreadsheet

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



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 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

G. Uploading Spreadsheet

- How to upload the completed spreadsheet

The screenshot shows the 'Upload Wizard' interface for the 2017 Economic Census. 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', and buttons for 'Messages' (with a notification icon) and 'Logout'. 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 instructions: 'Please Follow the following guidelines:' followed by a bulleted list: '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 instructions, there is a 'File to Upload:' label, an empty text input field, and a 'Browse...' button with a folder icon. An orange 'Upload' button is positioned below the input field. At the bottom of the wizard, there is a table with columns for 'Status', 'Survey', 'Filename', 'Date', and 'View Report', each with a dropdown menu and a 'Filter' input field. The table is currently empty, showing 'Total Items: 0'. A blue button labeled 'Return to Report Dashboard' 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


[Help Site](#) [How-To Videos](#) [About](#) [Contact](#)

[Messages](#) [Logout](#)

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

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	
					<small>Filter</small>	<small>Filter</small>	<small>Filter</small>	<small>Filter</small>	
<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	7609010044	

Total Items: 14

Step 2 - Review
Continue