

(Form Number)
(07-12-2016)



UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau

Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

A Message from the Director, U.S. Census Bureau:

The U.S. Census Bureau has selected your business to participate in the **2016 Report of Organization, NC-99001**. The Report of Organization is used to update the Census Bureau's list of businesses, and it provides key source data for the County Business Patterns program and other statistical series. Companies, business analysts, and trade associations use this information in planning investments, production, and marketing.

Due Date: March 15, 2017

To access our secure online reporting system, you will need to follow these steps:

1. **Create Account** – Go to the **myCensus** webpage: <https://mycensus.census.gov> and click "Create Account". You will need to enter a valid email address. As part of the registration process you will create your own password and security questions. You must confirm your email address to finish setting up your account. You will use this account every time you access the survey.
2. **Add Survey** – Once you have created an account, you will be taken to the **myCensus** webpage. Click on the "**Add a Survey**" button and enter your Authentication Code (below). Please note that this is a one-time-use secure code that will expire once it is used.

Authentication Code: ARFD-34QB-M8W9 (one-time-use only)

3. **Start Survey** – Next you will be taken to your "Survey Dashboard." Click "Start " on the **2016 Report of Organization** card to access the reporting system. You can return to the survey anytime, by accessing the **myCensus** webpage using the website indicated in Step 1 and using the account credentials you created. You will not need to re-enter the Authentication Code after its first use.

Your response is required by law. Title 13 United States Code, Sections 131 and 182 authorizes this collection. Title 13 U.S.C., Sections 224 and 225 require businesses and other organizations that receive this questionnaire to answer the questions and return the report to the U.S. Census Bureau. Title 13 U.S.C., Section 9 also requires that we keep your answers strictly confidential. The information you provide may be seen only by persons sworn to uphold the confidentiality of Census Bureau information and may be used only for statistical purposes. Further, copies retained in your files are immune from legal process. We estimate the time to complete this survey varies from 30 minutes for the smallest companies to 25 hours for the largest companies with an average of 3 hours 24 minutes. On the back of this letter you will find disclosure descriptions regarding Office of Management and Budget number, authority and confidentiality, and burden estimate statement.

For assistance completing the survey, visit us online at <https://econhelp.census.gov/cosasm> or call our customer help line at **1-800-233-6136**, Monday through Friday, 8:00 a.m. to 4:30 p.m. Eastern time. Please reference the Census Reporting Number at the bottom of this letter when calling for support.

Thank you in advance for your time and cooperation, and for helping the U.S. Census Bureau measure America's people, places, and our economy. Your response makes a difference.

Sincerely,

A handwritten signature in black ink, appearing to read "John H. Thompson".

John H. Thompson
Director
U.S. Census Bureau

Census Reporting Number: 7891234569

