

## Centurion Instrument Screen Shots



### Welcome to the 2016 Annual Survey of Manufactures

**YOUR RESPONSE IS REQUIRED BY LAW.** Title 13 United States Code, Sections 131 and 182 authorizes this collection. Sections 224 and 225 requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the U.S. Census Bureau. By section 9 of the same law, **YOUR CENSUS REPORT IS CONFIDENTIAL.** It 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 respondents' files are immune from legal process.

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number is 0607-0449 and appears at the upper right of this screen. Without this approval we could not conduct this survey.

- Due Date: March 1, 2016
- To request a time extension: go to our [Self-Service Login](#)
- For reporting instructions and additional information, please visit our [Business Help Site](#) or call 1-800-233-6136 (8:00am-4:30pm ET/M-F)

[Continue](#)

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

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OMB No.: 0000-0000 | Approval Expires: 4/30/2017

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Overview

Step 1 - Report

Step 2 - Review

Step 3 - Submit

## Overview

### Reporting Steps

#### Step 1 - Report

First you will need to update our record of your company's locations:

- Add new or acquired locations
- Indicate locations that are closed, inactive, sold etc
- Update addresses that may have changed

Then you will be asked to report various types of information for your company's locations, including:

- Employment and payroll data
- Sales of products and services
- Assets
- Expenses

#### 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

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## Reporting Options

Our reporting system offers two ways to enter data:

#### Online form for individual locations

- › On the Dashboard, click "Start" to begin reporting for any location

#### Excel Spreadsheets for multiple location reporting

- › On the Dashboard, click "Export to Spreadsheet" to get started

#### Other Important features:

##### Auto-save

- Your data will be saved as long as you use the "Next" and "Back" buttons in the online form.
- Please note that the auto-save function does not work if you use your browser's forward and back buttons.
- The system will also save any data you upload via our spreadsheet templates.
- You can log out and return as many times as needed before submitting.

##### Reporting Guides

- You can download reporting guides in PDF format containing all questions and instructions.
- Please note that these are for reference only, and **cannot be used to submit your response.**
  - › On the Dashboard, click "Help" at the top to see a list of reporting guides.

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## Step 1 - Report Dashboard

A. Review our list of your locations below

B. Add locations if missing

C. Start reporting data by

- Individual locations (click "Start" buttons)
- All locations (click "Export to Spreadsheet" button)

Action	Que. #	Num. Esta. #	Survey	CFN	Store Nu...	Name	Street	City	State	Zip	EIN	NAICS
Start			NC-99001	700002016		Test Exam...	Street Add...	Jacksonville	FL	32765		
Resume			MA-10000	700022016	2	Test Exam...	Street Add...	Seattle	WA	45634		
Resume			MA-10000	700032016	3	Test Exam...	Street Add...	New York	NY	10101		
Start			MA-10000	700042016	4	Test Exam...	Street Add...	San Franci...	CA	56761		
Start			MA-10000	700052016	5	Test Exam...	Street Add...	Richmond	VA	34567		
Start			MA-10000	700012016	1	Test Exam...	Street Add...	Milford	MA	017571234		

Total Items: 6

+ Add Location

x Delete Added Location

Export to Spreadsheet

Import from Spreadsheet

Summary Data

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Step 2 - Review

NC-99001

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MAILING ADDRESS [Help](#)

**MAILING ADDRESS**

The reporting unit for this questionnaire is an **establishment** which is generally a single physical location where business is conducted or where services or industrial operations are performed. Please make updates to the physical location address in the Physical Location Information Section.

ATTN

Name 1

Store/Plant

Name 2

Street

City

State

ZIP Code

**For Census Bureau Use Only**

CFN

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## Add Locations

Please enter the number of locations you want to add for each form:

Location Type	Number of Locations
MA-10000	<input type="text" value="0"/>
NC-99001	<input type="text" value="0"/>

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[Add Locations](#)

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✓ Location Add Success!

1 MA-10000 added.  
2 location(s) added to the NC-99001 form.

Add More Locations Return to Dashboard

## Add Locations

Please enter the number of locations for each location type.

Location Type	Number of Locations
MA-10000	1
NC-99001	2

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## Delete Locations

Please select the locations you want to delete:

Forms Location on Forms

✓	Status	Num. Esta..	Survey	CFN	Store Nu...	Name	Street	City	State	Zip	EIN	NAICS
✓			MA-10000	2334234324		NEW LOC...	NEW ADD...	NEW CITY	MD	995850000		

Total Items: 1

Select All Unselect All Delete Selected Locations

Return to Dashboard

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✓ Location Delete Success! ✕

1 location(s) deleted.

Delete More Locations [Return to Dashboard](#)

## Delete

Please select the locations you want to delete:

Forms [Location on Forms](#)

✓	Status	Num. Esta...	Survey	CFN	Store Nu...	Name	Street	City	State	Zip	EIN	NAICS
Total Items: 0 (Selected Items: 1)												

Select All Unselect All [Delete Selected Locations](#)

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### Summary of Reported Data

EIN	Employment	1st Quarter Payroll	Annual Payroll	Receipts
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
123456449				
123456789				
123456789				
123456789				
123456789		325	1300	
total: 0		total: 325	total: 1300	total: 0
Total Items: 6				

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[Export to Spreadsheet](#)

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