

Email to QBS-Only Respondents (not in ARS)

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**From:** [AnnualRefilingSurvey@bls.gov](mailto:AnnualRefilingSurvey@bls.gov)

**To:** *[Respondent Email]*

**Subject:** Quick Business Survey (QBS) Notice

Dear *[Respondent Name]*,

The U.S. Bureau of Labor Statistics (BLS) needs your help to collect new information on the U.S. economy. We request that you help us by completing the Quick Business Survey (QBS). The information you provide will assist us in understanding the types of business information available from employers, and in developing new products from this information that are relevant to both the general public and to policy makers. The QBS is an online survey and your email address was obtained from your State Unemployment Insurance (UI) filing, or because you completed the Annual Refiling Survey (ARS) online in the past.

Please log on to our secure website to complete the QBS at: <https://idcfqbs.bls.gov/>

**WEB ID 1:** *[991234567890]*

**WEB ID 2:** *[992345678901]*

**PASSWORD:** Your 8-character password has been sent in a separate email. If you cannot locate the password email in your inbox or SPAM folder, you can submit a request to have your password resent: <http://data.bls.gov/cgi-bin/forms/ars/?respondents/ars/home.htm>

Please complete the QBS within **14 days**. If you are having difficulty accessing the system, please see our illustrated step-by-step instructions on: [www.bls.gov/respondents/ars/qbs.htm](http://www.bls.gov/respondents/ars/qbs.htm)

Additional information regarding this survey can be found at: [www.bls.gov/respondents/ars/qbs.htm](http://www.bls.gov/respondents/ars/qbs.htm)

The BLS QBS is authorized by 29 U.S. Code, Section 2. The U.S. Office of Management and Budget (OMB) has approved the questionnaire and has assigned 1220-xxxx as the study's control number. This control number expires on **Month, Day, Year**. Without OMB approval and this number, we would not be able to conduct this survey.

The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies, will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act of 2002 (Title 5 of Public Law 107-347) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent. Per the Federal Cybersecurity Enhancement Act of 2015, Federal information systems are protected from malicious activities through cybersecurity screening of transmitted data

Thank you,  
U.S. Department of Labor  
Bureau of Labor Statistics

*The Bureau of Labor Statistics (BLS) is committed to the responsible treatment of confidential information and takes rigorous security measures to protect confidential information in its possession. This email contains confidential information. If you believe you are not the intended recipient of this message, please notify the sender and delete this email without disclosing, copying, or further disseminating its contents.*