**Subject:** ONLINE REPORTING OPEN: Quarterly Services Survey

NAME

COMPANY

The **Quarterly Services Survey** is now open for **[quarter, year]**. Please use the following information to access the survey:

**Reporting Period: Quarter ending Mmmmm DD, YYYY**

**Authentication Code: XXXX-XXXX-XXXX**

**Due Date: XXXXX XX, 201X**

1. **Sign in** OR **register** at https://portal.census.gov
2. **Add** your authentication code
3. **Report** by clicking on “REPORT NOW”

For assistance with completing this survey, please **do not reply to this email**. Please sign into your Census Bureau account or call our customer help line at 1-800-772-7851, Monday through Friday, 8:30 a.m. to 5:00 p.m. Eastern time.

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

Sincerely,

Stephanie L. Studds

Chief, Economic Indicators Division

U.S. Census Bureau