

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