

Subject: RESPONSE REQUESTED: Quarterly Services Survey

NAME
COMPANY

Recently, the U.S. Census Bureau requested your participation with the **Quarterly Service Survey**. If you have submitted your survey in the past few days, **thank you**. If you have not yet reported, please do so **within 5 days** using the following information:

Reporting Period: Quarter ending Mmmmm DD, YYYY
Authentication Code: XXXX-XXXX-XXXX

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

Title 13, United States Code, Sections 131 & 182 authorizes the U.S. Census Bureau to conduct this collection. The Census Bureau is required by Section 9 of the same law to keep your information confidential and can use your responses only to produce statistics. The Census Bureau is not permitted to publicly release your responses in a way that could identify your business, organization, or institution. Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data.

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