

## Attachment 5 - Reminder Email

**Subject:** Important Notice from the U.S. Census Bureau

NAME1

NAME2

The U.S. Census Bureau recently requested your response to the **2018 Annual Services Report**. If you have not yet submitted this survey, please follow these instructions to access, complete, and submit your survey:

1. **Access** your Census Bureau account at <https://portal.census.gov> and locate this survey under “My Surveys.”
2. **Click** on “Report Now” to begin or resume reporting.
3. **Submit** your responses once you reach the end of the reporting instrument.

If you have already submitted this survey, please follow these instructions to verify your filing status:

1. **Access** your Census Bureau account at <https://portal.census.gov> and locate this survey under “My Surveys.”
2. **Click** on “Options” and then “Filing Status.” Look for an entry under the “Date Received” column. If you do not see a date, and it has been more than 48 hours since you submitted your response, please contact us at the phone number below.

**Please do not reply directly to this automated email.** For assistance with completing this survey, please sign into your Census Bureau account and send us a secure [message](#). You may also call our customer help line at 1-877-787-9860, Monday through Friday, 8:00 a.m. to 5:00 p.m. Eastern time.

**Thank you** in advance for your time and participation, and for helping the U.S. Census Bureau measure America’s people, places, and economy.

Sincerely,

Kimberly P. Moore  
Chief, Economy-Wide Statistics Division  
U.S. Census Bureau

[Click here](#) for information on starting your Service Annual Survey.