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| Email Type | Audience | Distribution | Timing | Email Text |
| Welcome | All participating households that provide an email address | National Processing Center | Within 24 hours of diary placement | Subject: Welcome to the Consumer Expenditure Survey – How to start using your diary  Dear CE Diary Household,  Welcome to the Consumer Expenditure Diary Survey! In this email, you will find all of the information you need to help get you started.   |  |  | | --- | --- | | **Step 1** | Click or tap on this link to go to your diary  <https://respond.census.gov/lsf> | | **Step 2** | Enter the username and password from the user guide provided to you by your Census Field Representative | | **Step 3** | Select the date you are/were scheduled to begin your diary: {Fill Diary Start Date} |   If you have any questions about filling out the diary, please refer to your user guide or feel free to contact your Field Representative or your Census Bureau Regional Office at <RO Name and Toll Free #>.  We appreciate your time and effort, and look forward to seeing you again in about two weeks!  Sincerely, U.S. Census Bureau  **For additional help on filling out your diary,** please go to the following online resources**:** <Diary User Guide url> <Video Tutorials url>  **For help logging in to your diary**:  Contact our Help Desk at 877-744-1522 or CEhelpdeskemail@census.gov  Help Desk hours:  Monday – Friday, 9am – 10pm Eastern  Saturday, 11am – 9:15pm Eastern  Sunday, 11am – 9:15pm Eastern  *Please do not reply to this message; it was sent from an unmonitored email address.* |
| Reminder | Participating households who have not logged in or not entered any expenses | Field Representative | 8 days after placement | Subject: How to start using your Consumer Expenditure Survey diary  Dear CE Diary Household,  We noticed you might need help with your Consumer Expenditure diary. How can we help you get started?  **To log into your diary,** tap or clickhere <https://respond.census.gov/lsf>  **For help logging into your diary**, please contact our Help Desk toll free at (877) 744-1522 or CEhelpdeskemail@census.gov  **For guidance on filling out your diary**, go to the following these online resources:  <Diary User Guide url> <Video Tutorials url>  **For any other questions about the diary**, please contact your field representative, <FR Name>} at <FR phone number>.  Thank you for participating – your cooperation makes a difference!  Help Desk hours:  Monday – Friday, 9am – 10pm Eastern  Saturday, 11am – 9:15pm Eastern  Sunday, 11am – 9:15pm Eastern |