

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	<p>Subject: Welcome to the Consumer Expenditure Survey – How to start using your diary</p> <p>Dear CE Diary Household,</p> <p>Welcome to the Consumer Expenditure Diary Survey! In this email, you will find all of the information you need to help get you started.</p> <p>Step 1 Click or tap on this link to go to your diary https://respond.census.gov/lsf</p> <p>Step 2 Enter the username and password from the user guide provided to you by your Census Field Representative</p> <p>Step 3 Select the date you are/were scheduled to begin your diary: {Fill Diary Start Date}</p> <p>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 #>.</p> <p>We appreciate your time and effort, and look forward to seeing you again in about two weeks!</p> <p>Sincerely, U.S. Census Bureau</p> <p>For additional help on filling out your diary, please go to the following online resources: <Diary User Guide url> <Video Tutorials url></p>

				<p>For help logging in to your diary: Contact our Help Desk at 877-744-1522 or CEhelpdeskemail@census.gov</p> <p><u>Help Desk hours:</u> Monday – Friday, 9am – 10pm Eastern Saturday, 11am – 9:15pm Eastern Sunday, 11am – 9:15pm Eastern</p> <p><i>Please do not reply to this message; it was sent from an unmonitored email address.</i></p>
Reminder	Participating households who have not logged in or not entered any expenses	Field Representative	8 days after placement	<p>Subject: How to start using your Consumer Expenditure Survey diary</p> <p>Dear CE Diary Household,</p> <p>We noticed you might need help with your Consumer Expenditure diary. How can we help you get started?</p> <p>To log into your diary, tap or click here https://respond.census.gov/lst</p> <p>For help logging into your diary, please contact our Help Desk toll free at (877) 744-1522 or CEhelpdeskemail@census.gov</p> <p>For guidance on filling out your diary, go to the following these online resources: <Diary User Guide url> <Video Tutorials url></p> <p>For any other questions about the diary, please contact your field representative, <FR Name>} at <FR phone number>.</p> <p>Thank you for participating – your cooperation makes a difference!</p>

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