

# WebPro Screens

## Login Screen

**BUREAU OF LABOR STATISTICS**  
Internet Data Collection Facility

[ADA Statement](#) | [Privacy Policy](#)

### Internet Data Collection Facility (IDCF) Logon

[Test Your Browser](#)

Welcome to the Internet Data Collection Facility (IDCF).  
To report your survey data, you must logon with a valid password for the IDCF User ID that is included in your Bureau of Labor Statistics (BLS) survey documents.

User ID:  

Password:  

[Forgot Password?](#)

#### Terms and Conditions of Use

**WARNING!** You are using an Official United States Government System, which may be used only for authorized purposes. Unauthorized modification of any information stored on this system may result in criminal prosecution. The Government may monitor and audit the usage of this system, and all persons are hereby notified that the use of this system constitutes consent to such monitoring and auditing. Unauthorized attempts to upload information and/or change information on these web sites are strictly prohibited and are subject to prosecution under the Computer Fraud and Abuse Act of 1986 and Title 18 U.S.C. Sec. 1001 and 1030.

**I Accept**

**Please read:**  
Due to security reasons, your session will time out after 30 minutes of system inactivity. You will need to logon to the website again to continue.

If you have questions or comments please complete and submit the [Help Request Form](#) | Version: 10.1.1

## Survey Screen

**BUREAU OF LABOR STATISTICS**  
Internet Data Collection Facility

[ADA Statement](#) | [Privacy Policy](#) | [Logout](#)


### Welcome to the Internet Data Collection Facility

[Select Survey](#)  
[Update Respondent Info](#)  
[Change Password](#)

- Please review your information listed below, and click the "Update" button to make any changes.
- Select the appropriate survey and click the "Continue" button when you are ready to enter data.

#### Respondent Information

<a href="#">Update</a>	<b>Test Automation</b> IDCF_QCT@bls.gov 123-456-7890	<b>SOII Regular</b> Test Test DC 12345
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Please select a survey:  

**Continue**

*Maintenance activities may be conducted on Sundays from noon to 6:00 p.m. Eastern Time in order to keep the Internet Data Collection Facility (IDCF) at its peak performance and to cause as little disruption in service as possible to our customers. If the system is unavailable, please try back at a later time.*

If you have questions or comments please complete and submit the [Help Request Form](#) | Version: 10.1.1

# Dear Employer Screen

**BUREAU OF LABOR STATISTICS**  
 Current Employment Statistics
 
[Update Respondent Information](#) | [Help](#) | [Logout](#)

Dear Employer,

Welcome to the Current Employment Statistics (CES) Internet data reporting page. The CES program collects employment and payroll information from over 300,000 businesses on a monthly basis and provides detailed industry data on employment, hours, and earnings for the nation. Your data help provide business and government officials with vital economic information on our nation's economy. Thank you for being a part of our nation's job count!

[Continue](#) →

This report is authorized by law 29 U.S.C.2. We request your cooperation to make the results of this survey comprehensive, accurate, and timely. The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies, will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act of 2002 (Title 5 of Public Law 107-347) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent. Per the Federal Cybersecurity Enhancement Act of 2015, Federal information systems are protected from malicious activities through cybersecurity screening of transmitted data.

Please note this report is mandatory in Oregon, under the Oregon Revised Statute 657.660; in South Carolina, under Section 41-29-120 of the Code of Laws of South Carolina (for firms employing more than twenty individuals); and in Puerto Rico, under State Law 15, Sections 5, 6 and 15, amended and approved on April 14, 1931.

We estimate that it will take an average of 10 minutes to complete this form each month including time to review instructions, search existing data sources, gather and maintain the necessary data, and complete and review this information. If you have any comments regarding these estimates or any other aspects of this survey, send them to the Bureau of Labor Statistics, Division of Current Employment Statistics (1220-0011), 2 Massachusetts Avenue, NE, Washington, DC 20212. You are not required to respond to the collection of information unless it displays a currently valid OMB control number. Form Approved OMB No. 1220-0011.

If you have questions or comments, please send e-mail to: [ceswebhelp@bls.gov](mailto:ceswebhelp@bls.gov) | Version : 5.4

# Data Entry Screen

**BUREAU OF LABOR STATISTICS**  
 Current Employment Statistics
 
[Update Respondent Information](#) | [Logout](#)

## Data Entry

The online spreadsheet below offers a number of features to facilitate data entry. Learn more about these data entry features [here](#).

- Copy & paste across cells
- Sort rows ascending/descending
- Rearrange rows by drag & drop

March 2017
April 2017
May 2017
 Please report data for the pay period that includes the 12<sup>th</sup> of the month.

	Location Infor		Pay Frequency		Count	Women	All Employees			Production Employees			
	Location	Payroll	Commissions				Payroll (Excluding Commissions)	Commissions (Paid at least monthly)	Hours (Including Overtime)	Count	Payroll (Excluding Commissions)	Commissions (Paid at least monthly)	Hours (Including Overtime)
1	New store	Semi-monthly	▼ Monthly	▼									
2	Store # 2	Semi-monthly	▼ Monthly	▼									
3	Store # 7	Semi-monthly	▼ Monthly	▼									
4	Store # 10	Semi-monthly	▼ Monthly	▼									
5	Store # 6	Semi-monthly	▼ Monthly	▼									
6	Potato	Semi-monthly	▼ Monthly	▼									
7	Store # 4	Weekly	▼ Monthly	▼									
8	Store # 9	Semi-monthly	▼ Monthly	▼									
9	Store # 1	Semi-monthly	▼ Monthly	▼									

[Continue](#)

If you have questions or comments, please send e-mail to: [cesweb@bls.gov](mailto:cesweb@bls.gov)

Version: 1.0

# Editing Screen

## Missing Data

There are data missing from the locations below. Please provide at least the All Employee count highlighted in the cells below.

March 2017   April 2017   **May 2017**   Please report data for the pay period that includes the 12<sup>th</sup> of the month.

	Location Information		Pay Frequency		Count	Women	All Employees			Production Employees			Explanation
	Location	Report #	Payroll	Commissions			Payroll (Excluding Commissions)	Commissions (Paid at least monthly)	Hours (Including Overtime)	Count	Payroll (Excluding Commissions)	Commissions (Paid at least monthly)	
1	New store	876576899	Semi-monthly	▼ Monthly ▼									Please select an option ▼
2	Store # 2	779444331	Semi-monthly	▼ Monthly ▼									Please select an option ▼
3	Store # 7	887799007	Semi-monthly	▼ Monthly ▼									Please select an option ▼
4	Store # 10	876576899	Semi-monthly	▼ Monthly ▼									Please select an option ▼
5	Store # 6	867923177	Semi-monthly	▼ Monthly ▼									Please select an option ▼
6	Potato	789987789	Semi-monthly	▼ Monthly ▼									Please select an option ▼
7	Store # 4	749302659	Weekly	▼ Monthly ▼									Please select an option ▼
8	Store # 9	343536373	Semi-monthly	▼ Monthly ▼									Please select an option ▼
9	Store # 1	226789001	Semi-monthly	▼ Monthly ▼									Please select an option ▼

[Back](#)   [Continue](#)