



January 15, 2021

Attn: CONTACT TITLE  
Con\_Firm  
Con\_Address  
Con\_City, Con\_State Con\_Zipcode

Dear CONTACT PREFIX CONTACT LASTNAME:

You recently indicated an interest in reporting your Job Openings and Labor Turnover Survey (JOLTS) data each month using our Internet system. I would like to welcome you to JOLTS Internet reporting. The JOLTS Internet reporting site is available 24 hours a day, 7 days a week for you to enter your data.

To begin reporting through the Internet, please go to the BLS Internet Data Collection System site at <https://joltsdata.bls.gov>. Please note that the 's' in 'https' is required. Once you've reached our site, enter your JOLTS report number and the letters displayed in the box and then click the "I Accept" button.

To help you remember to report your data, we will send you an Advance Notice message monthly by e-mail to remind you that we will soon be collecting data for a new month. If we do not hear from you as our deadline approaches, we may also send you a second reminder message by e-mail.

We look forward to receiving your data by the Internet.

If you have any questions or concerns, please feel free to contact us at 1-800-341-4620 or by e-mail at [JOLTSWebHelp@bls.gov](mailto:JOLTSWebHelp@bls.gov).

Thank you for your cooperation.

Best regards,

Michelle Kilgore  
Data Collection Center Manager  
Bureau of Labor Statistics

Enclosures