

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.