

**T1 – Email Reminder Text:**

Dear Contact Name,

It's that time again - time to submit your company's employment and wages data for the Multiple Worksite Report (MWR) using the Internet. The report for this quarter is due on 1/31/2019. You will not receive a printed copy of the form in the mail.

Please log on to our website (<https://idcf.bls.gov>) to complete your report.

Your User ID is: **(CS12345678)**

If you have already provided your MWR data, please ignore this message and accept our thanks for your cooperation.

If you are having difficulty accessing the system, please email us at [mwr.helpdesk@bls.gov](mailto:mwr.helpdesk@bls.gov)

Questions about your data? Contact information for your State office is available here: [www.bls.gov/cew/cewmwr03.htm](http://www.bls.gov/cew/cewmwr03.htm)

Thank you,  
U.S. Department of Labor  
Bureau of Labor Statistics

*The Bureau of Labor Statistics (BLS) is committed to the responsible treatment of confidential information and takes rigorous security measures to protect confidential information in its possession. Per the Cybersecurity Enhancement Act of 2015, Federal information systems are protected from malicious activities through cybersecurity screening of transmitted data. This email contains confidential information. If you believe you are not the intended recipient of this message, please notify the sender and delete this email without disclosing, copying, or further disseminating its contents.*

**T2 and T3 – Email Reminder Text (Single UI Account):**

Dear Contact Name,

As of 01/22/2019 at 08:00 AM EST, we have not yet received your Multiple Worksite Report (MWR) on the web. The report for this quarter is due on 1/31/2019. You will not receive a printed copy of the form in the mail.

Please log on to our website: (<https://idcf.bls.gov>) to complete your report.

Your User ID is: **CS12345678**

If you have already provided your MWR data, please ignore this message and accept our thanks for your cooperation.

If you are having difficulty accessing the system, please email us at [mwr.helpdesk@bls.gov](mailto:mwr.helpdesk@bls.gov)

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**T2 and T3 – Email Reminder Text (Multi UI Account):**

Dear Contact Name,

As of 01/22/2019 at 08:00 AM EST, we have not yet received your Multiple Worksite Report (MWR) on the web for 2 of your 2 firms. The report for this quarter is due on 1/31/2019. You will not receive a printed copy of the form in the mail.

Please log on to our website (<https://idcf.bls.gov>) to complete your report.

Your User ID is: **CS12345678**

If you have already provided your MWR data, please ignore this message and accept our thanks for your cooperation.

If you are having difficulty accessing the system, please email us at [mwr.helpdesk@bls.gov](mailto:mwr.helpdesk@bls.gov)

Questions about your data? Contact information for your State office is available here:  
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**T4 – Email Reminder Text (Single UI Account):**

Dear Contact Name,

As of 02/25/2019 at 08:00 AM EST, you have not completed the Multiple Worksite Report for the quarter ending 12/31/2018. Please log on to our website (<https://idcf.bls.gov>) to complete your report.

Your User ID is: **CS12345678**

You may complete your report no later than 2/27/2019.

If you are having difficulty accessing the system, please email us at [mwr.helpdesk@bls.gov](mailto:mwr.helpdesk@bls.gov)

Questions about your data? Contact information for your State office is available here:  
[www.bls.gov/cew/cewmwr03.htm](http://www.bls.gov/cew/cewmwr03.htm)

Thank you,  
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**T4 – Email Reminder Text (Multi UI Account):**

Dear Contact Name,

As of 02/25/2019 at 08:00 AM EST, you have not completed the Multiple Worksite Report for 1 of your 2 firms for the quarter ending 12/31/2018. Please log on to our website (<https://idcf.bls.gov>) to complete your report.

Your User ID is: **CS12345678**

You may complete your report no later than 2/27/2019.

If you are having difficulty accessing the system, please email us at [mwr.helpdesk@bls.gov](mailto:mwr.helpdesk@bls.gov)

Questions about your data? Contact information for your State office is available here: [www.bls.gov/cew/cewmwr03.htm](http://www.bls.gov/cew/cewmwr03.htm)

Thank you,  
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**T4 – Email Reminder Text (No reporting activity from previous quarter):**

Dear Contact Name,

As of 02/25/2019 at 08:00 AM EST, you have not completed the Multiple Worksite Report for the quarter ending 12/31/2018. Please log on to our website (<https://idcf.bls.gov>) to complete your report.

Your User ID is: **CS12345678**

**If you do not use the website to file your report this quarter, you will begin to receive paper forms by mail.**

You may complete your report no later than 2/27/2019.

If you are having difficulty accessing the system, please email us at [mwr.helpdesk@bls.gov](mailto:mwr.helpdesk@bls.gov)

Questions about your data? Contact information for your State office is available here: [www.bls.gov/cew/cewmwr03.htm](http://www.bls.gov/cew/cewmwr03.htm)

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