

**From:** [COVID-19Survey@bls.gov](mailto:COVID-19Survey@bls.gov)

**Sent:** Date

**To:** [Respondent Email]

**Subject:** U.S. Business Response Survey to the Coronavirus Pandemic

Dear [Respondent Name],

Over the past few months the novel Coronavirus pandemic has affected businesses and workers across the United States and the world. The U.S. Bureau of Labor Statistics (BLS) has launched a new survey to ask U.S. businesses how they are changing the ways in which they operate due to the pandemic. We request that you answer a few brief questions about how the Coronavirus pandemic has affected your business. Your response is important to ensure that the data we produce are accurate, timely, and relevant. Don't miss this opportunity to ensure that your business is included.

Please log on to our secure website to complete your report: <https://idcfars.bls.gov/>

**WEB ID 1: [991234567890]**

**PASSWORD:** Your 8-character password has been sent in a separate email. If you cannot find the password email in your inbox or SPAM folder, please go to our secure website and click on *Reset Password*. You will receive an email, at this same email address, with instructions for resetting your password online.

Please provide your response within **14 days**. If you are having difficulty accessing the system, please see our illustrated step-by-step instructions at <https://www.bls.gov/respondents/COVID-19/webreporting.htm>

This survey is approved with O.M.B. No. [xxx-xxxx]. The information collected will be used for statistical purposes in accordance with the law. Additional information and instructions for this survey can be found at: [www.bls.gov/respondents/COVID-19.htm](http://www.bls.gov/respondents/COVID-19.htm)

Thank you for your participation in keeping us informed of your situation. We greatly value your input.

U.S. Department of Labor  
Bureau of Labor Statistics

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**Sent:** Date

**To:** [Respondent Email]

**Subject:** U.S. Business Response Survey to the Coronavirus Pandemic - PASSWORD

Dear [Respondent Name],

To complete the U.S. Business Response Survey to the Coronavirus Pandemic online, please use the Web ID from the email you received one minute ago along with your password below to log on to our secure website: <https://idcfars.bls.gov/>

**PASSWORD: Aa123456**

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

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