Attachment A

Subject: Report May Employment to Current Employment Statistics (CES)

Dear Jane Doe:

Thank you for reporting your payroll information last month to the Current Employment Statistics (CES) program. The data you provide are used to produce the monthly *Jobs Report* and are critical to understanding the pulse of our nation's economy.

We appreciate your help and are now asking you to report your payroll information online for the pay period that includes the 12th of May.

How do I report online?

Clicking the CES Report # shown below will take you directly to our reporting site. Please see the FAQs at the end of this email if you encounter any problems.

CES Report # (click to report)	Street	City	State
660000001	XXXX Constitution Ave.	Washington	DC
660000002	XXX Pratt St.	Baltimore	MD

I prefer to report my payroll data some other way, or I have a question

If you prefer to report by telephone or have any questions about reporting, please contact your assigned data collection specialist, **John Interviewer** at **1-888-123-4567, ext. 123456**.

If we don't hear from you soon, John will reach out by telephone.

Thank you for helping us provide accurate information about the U.S. economy.

Bureau of Labor Statistics
U.S. Department of Labor

FAQs

1. I tried clicking the link and it doesn't work, how do I get to the site? Copy and paste the following into the address bar of your web browser: **cesdata.bls.gov**

2. Do I need a log-in or password to submit data on the website? The only thing you need is your 9-digit CES report number, which is provided above. Additionally, this number is embedded in the link we provided so simply clicking the link will take you to our site and, for most internet browsers, pre-fill the 9-digit report number for you.

For security, you will be asked to enter a short string of numbers to confirm you are a human.

3. Do I need to complete all of the items on the data entry page, I normally only answer some of these when I report by phone? You only need to provide data for the items that you normally provide by phone.