



## Instructions:

1. Log into the secure website at <https://idcf.bls.gov> using the temporary User ID and Password on the front side.
2. Follow the system prompts to set up your permanent account by choosing a new password and taking note of your new User ID.
3. Verify your contact information.
4. In the dropdown box next to 'Please select a survey,' select **the Multiple Worksite Report** and click *Continue*.

Note: Each time you log back in, you must select the Multiple Worksite Report from this page in order to continue to the Industry Verification Form. This step is necessary due to these surveys' joint web development.

5. Select your UI Account Number and click *Continue*.
6. On the following page, select the button for **Industry Verification** and click *Continue*, followed by the BLS 3023 NVM description page, where you can click *Continue* once again.
7. For any Business Activity that is incorrect, select *Edit* in the Business Activity column and follow the instructions to find the most accurate description of your business and enter a brief description of your Main Business Activity. Your firm may be engaged in other activities at other locations.
8. For any Worksite address that is incorrect, select *Update* in the Worksite column and update accordingly.
9. After verifying your Worksite Business Activities and addresses are correct, select the radio button "I verify that the main business activities listed above are correct" and select *Submit Data to BLS*.
10. The website will continue to the "Thank You" page where you can review and print your submitted data. Click the *Logout* link at the top right corner of the page and close your browser.

Note: You may have already completed your Multiple Worksite Report on paper for this quarter, but if you prefer online reporting, you can also click *Continue* to select your UI account to file your Multiple Worksite Report online. If you choose this option, you will no longer receive a paper Multiple Worksite Report in the mail each quarter. You will be set up to receive email reminders for filing this quarterly report online.