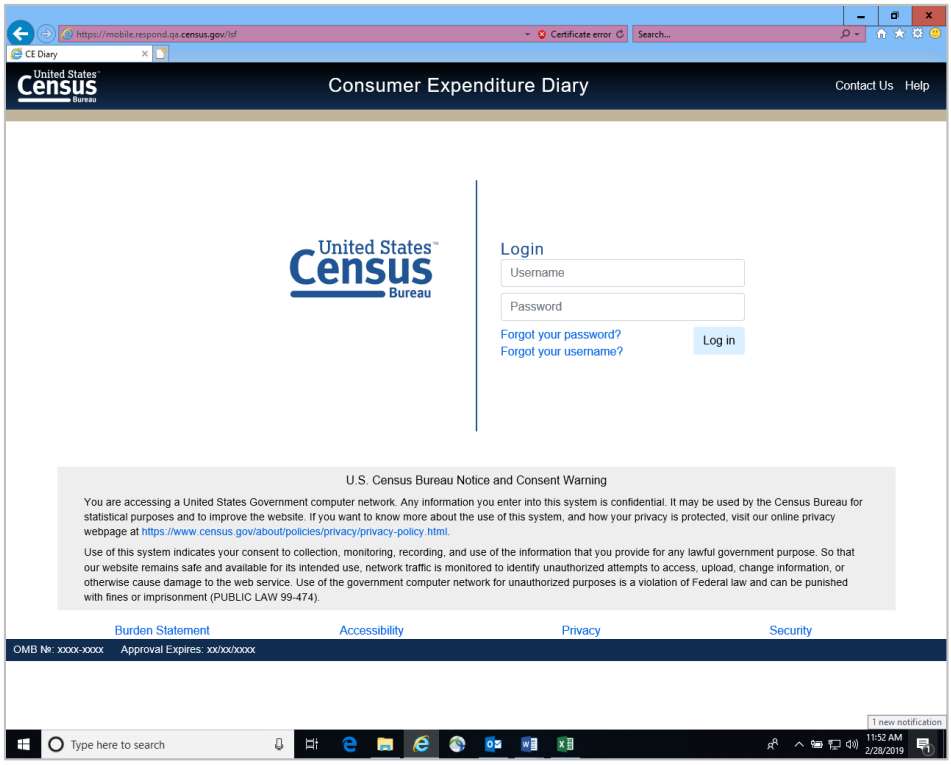
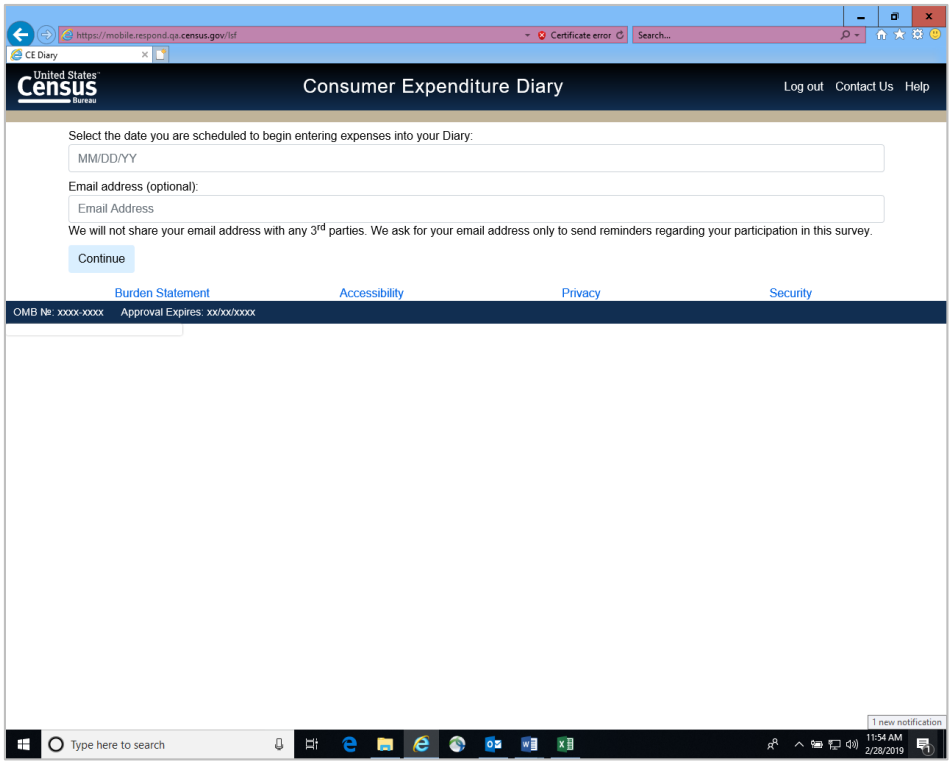
Desktop Version – Screenshots

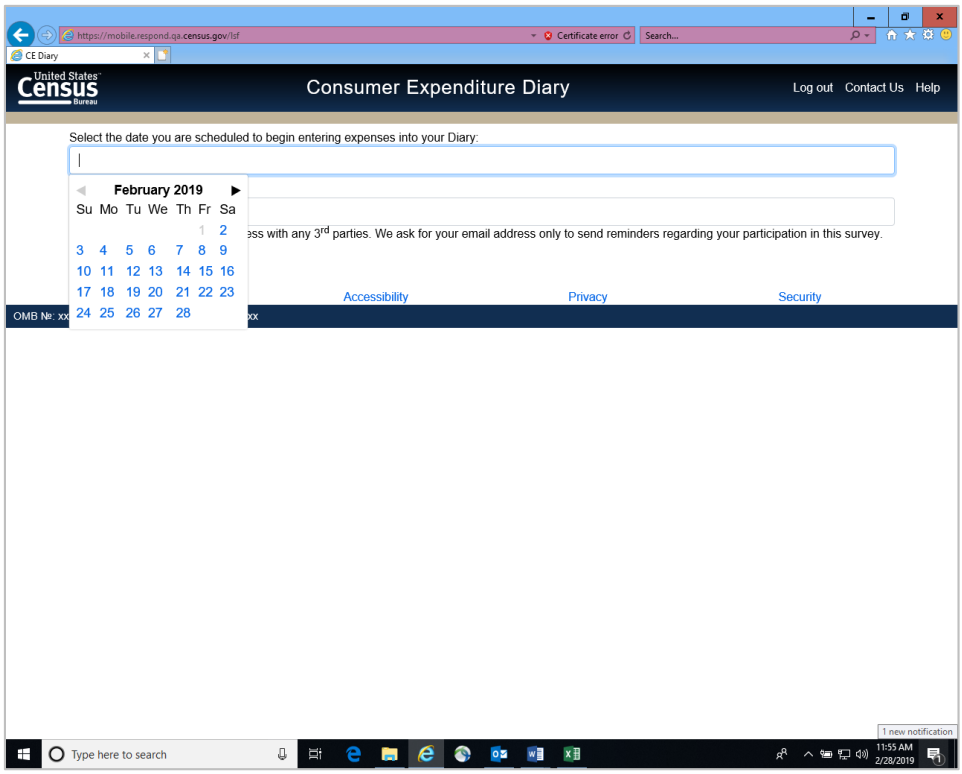
Login Screen:



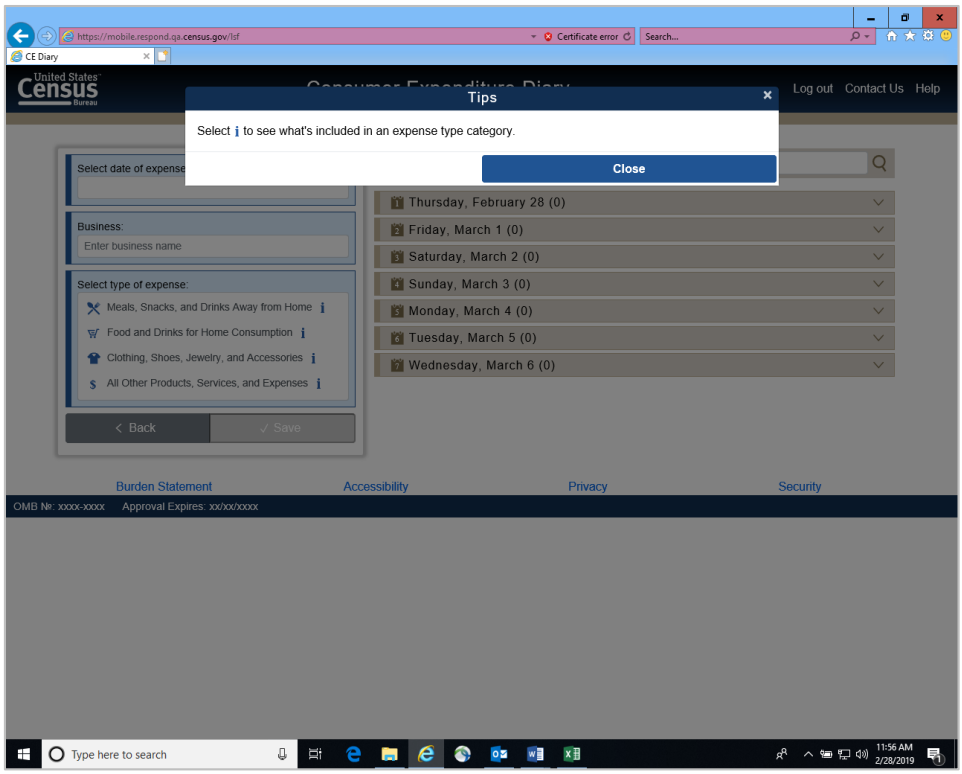
Start Date and Email Address:



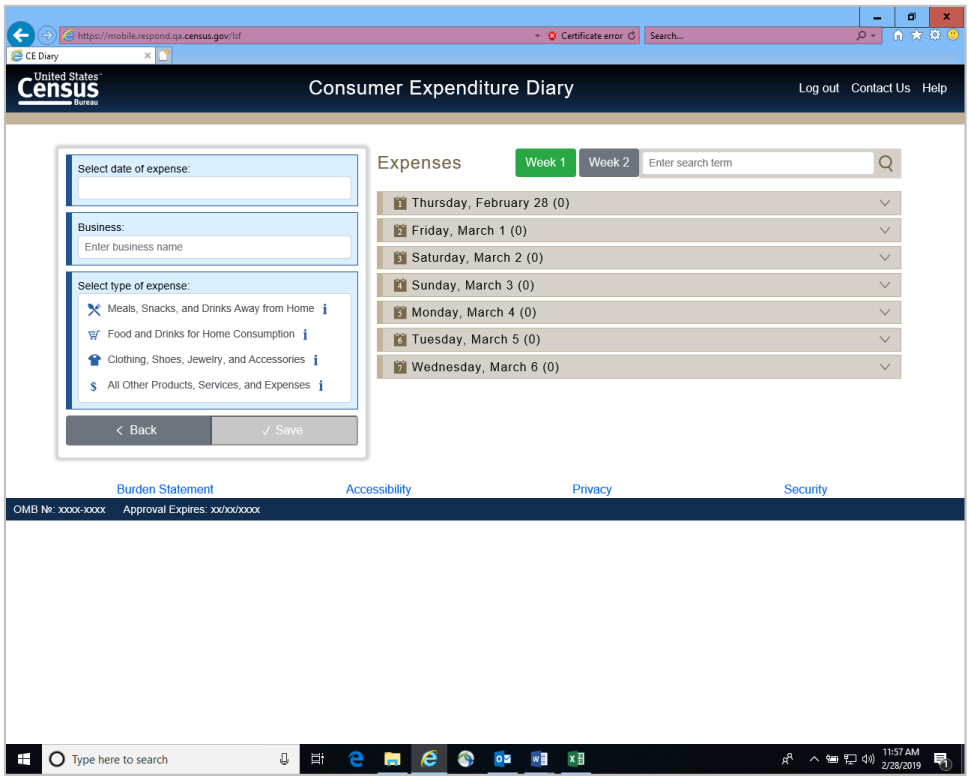
Start Date Calendar:



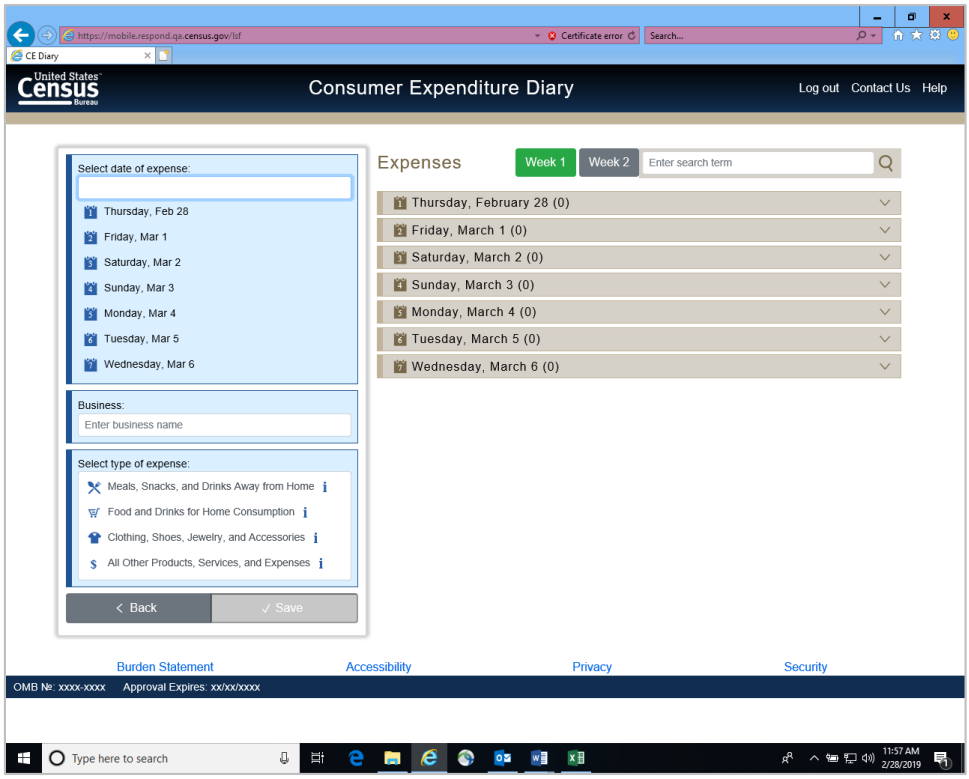
Pop-up about Category Information links



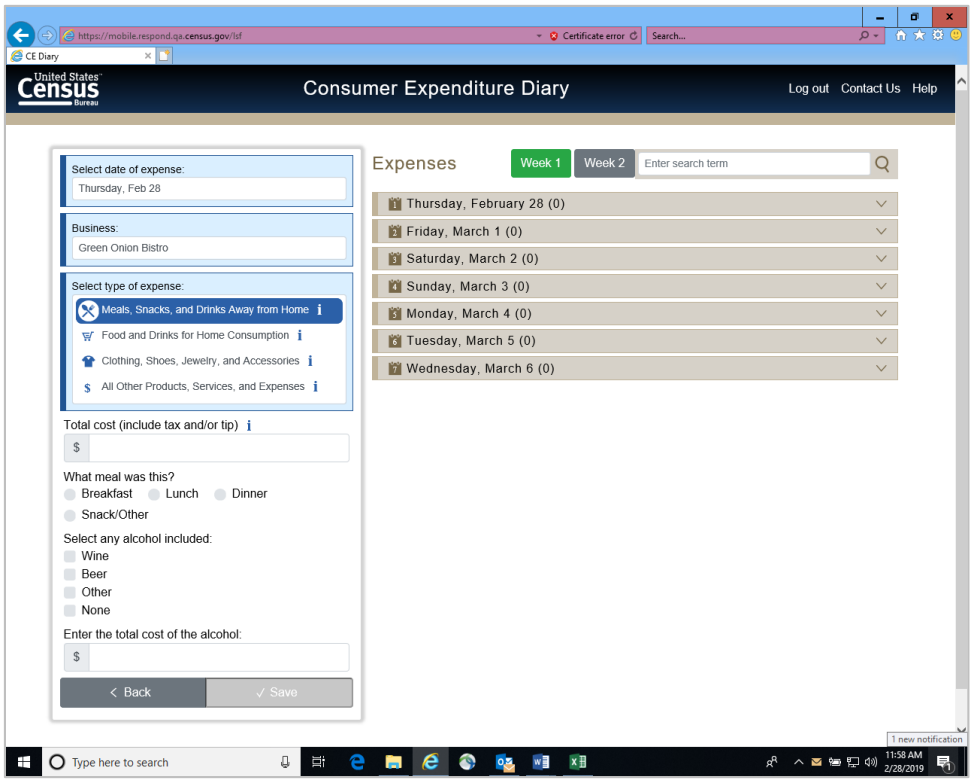
Home Summary Screen:



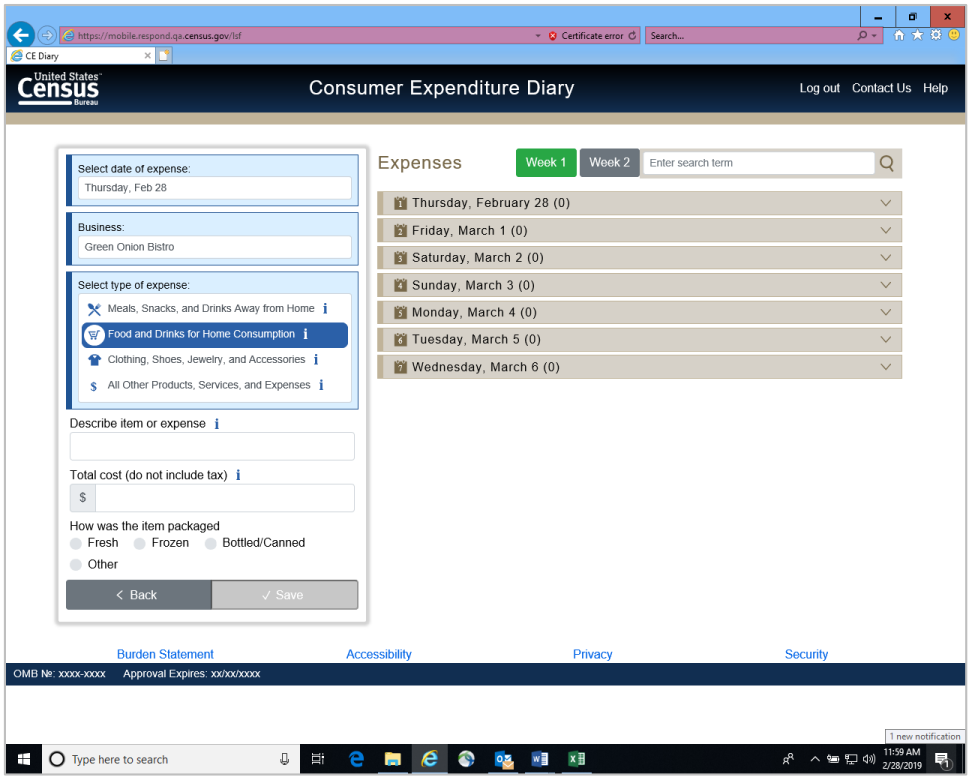
Select Date drop down:



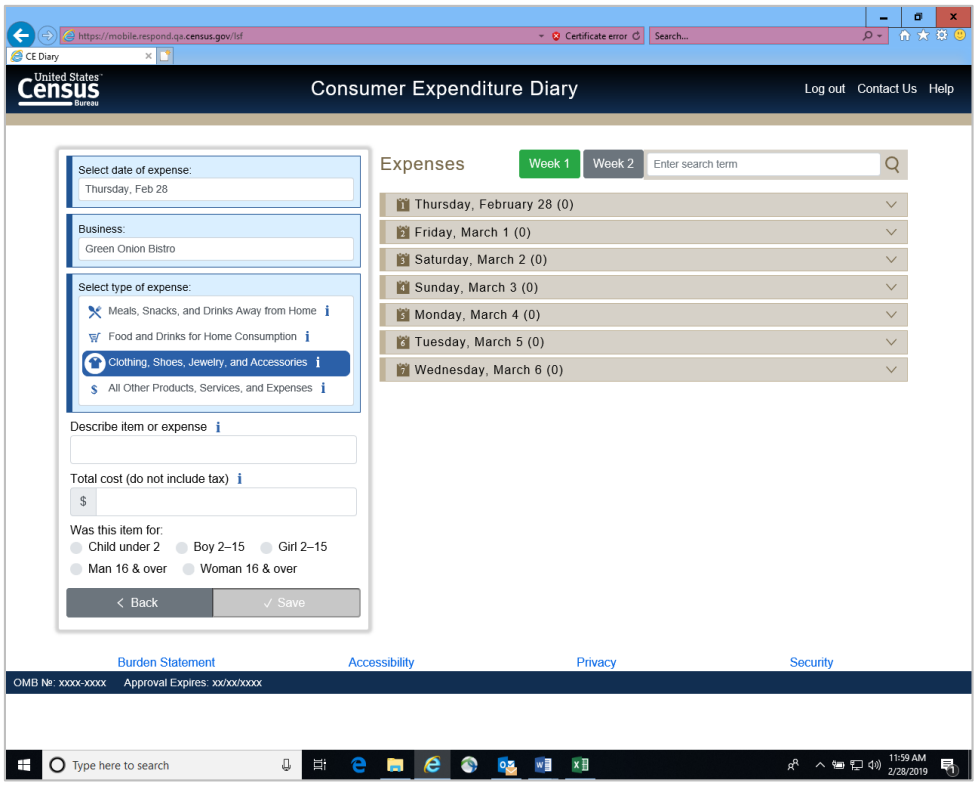
Meals, Snacks, and Drinks Away from Home Category:



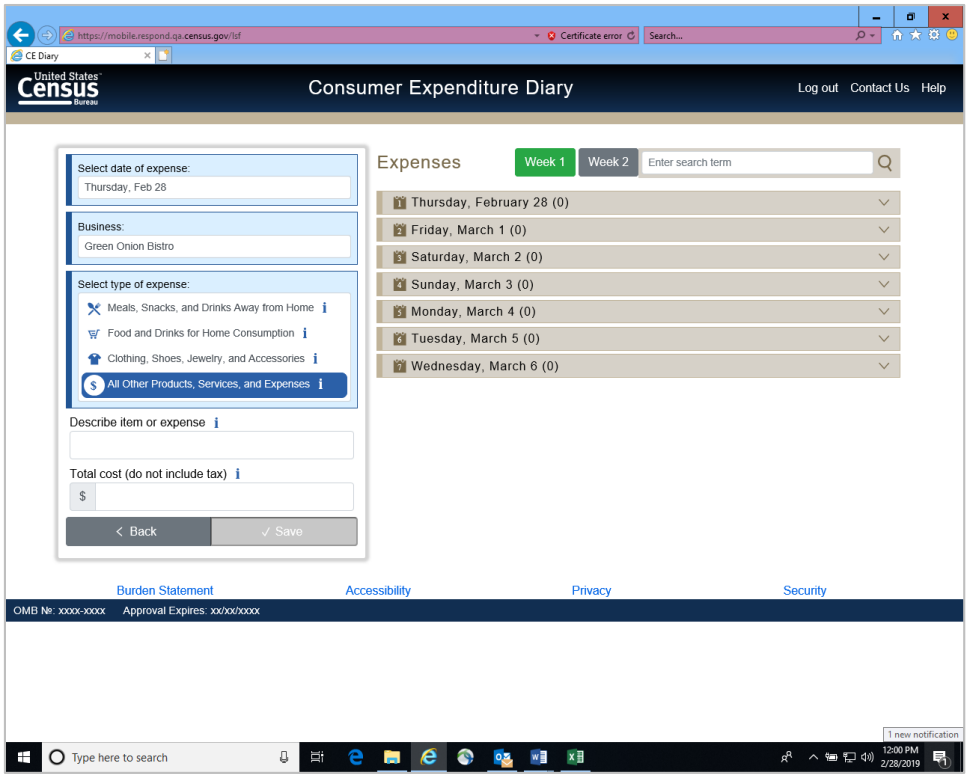
Food and Drinks for Home Consumption Category:



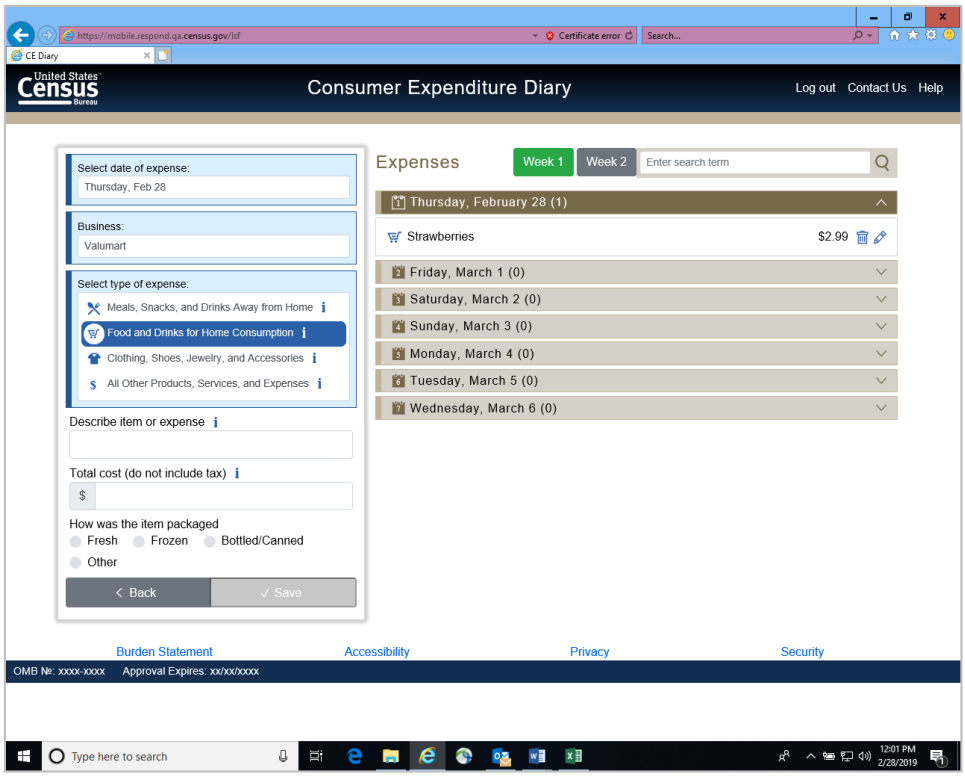
Clothing, Shoes, Jewelry, and Accessories Category:



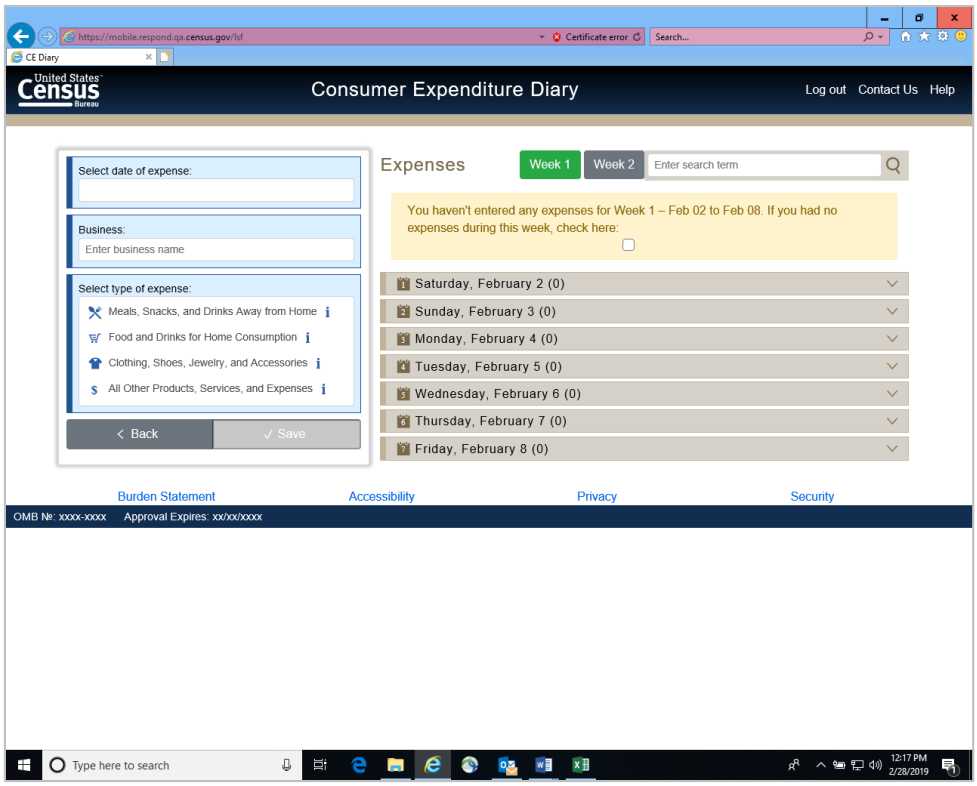
All Other Products, Services, and Expenses Category:



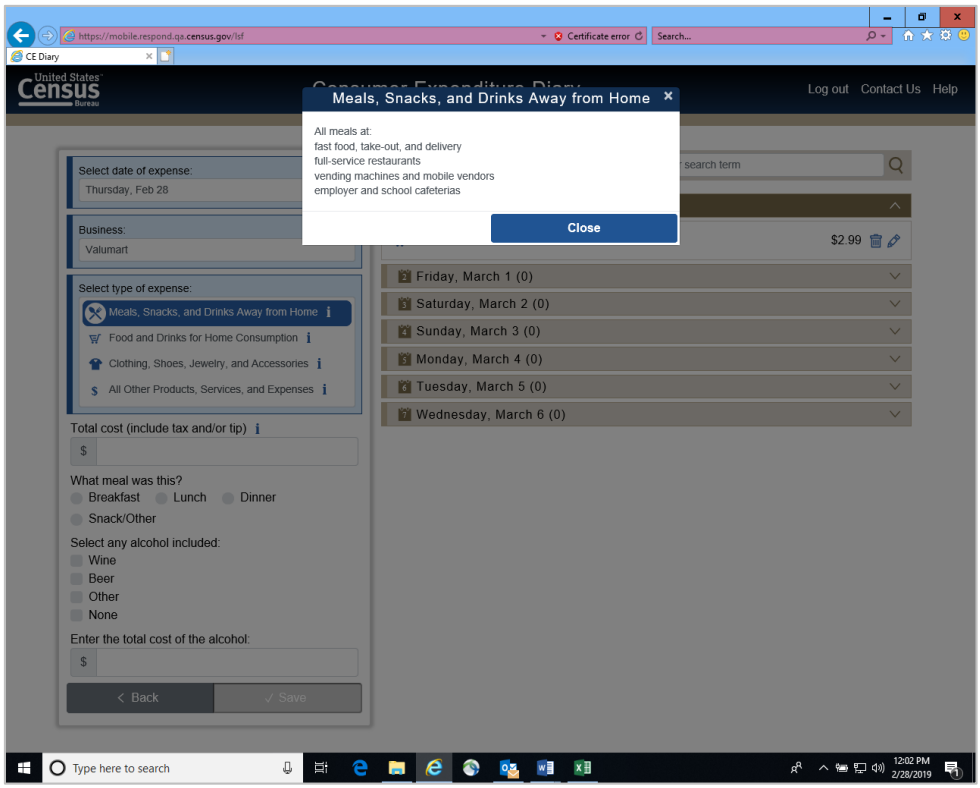
Expense entered with Delete and Edit options:



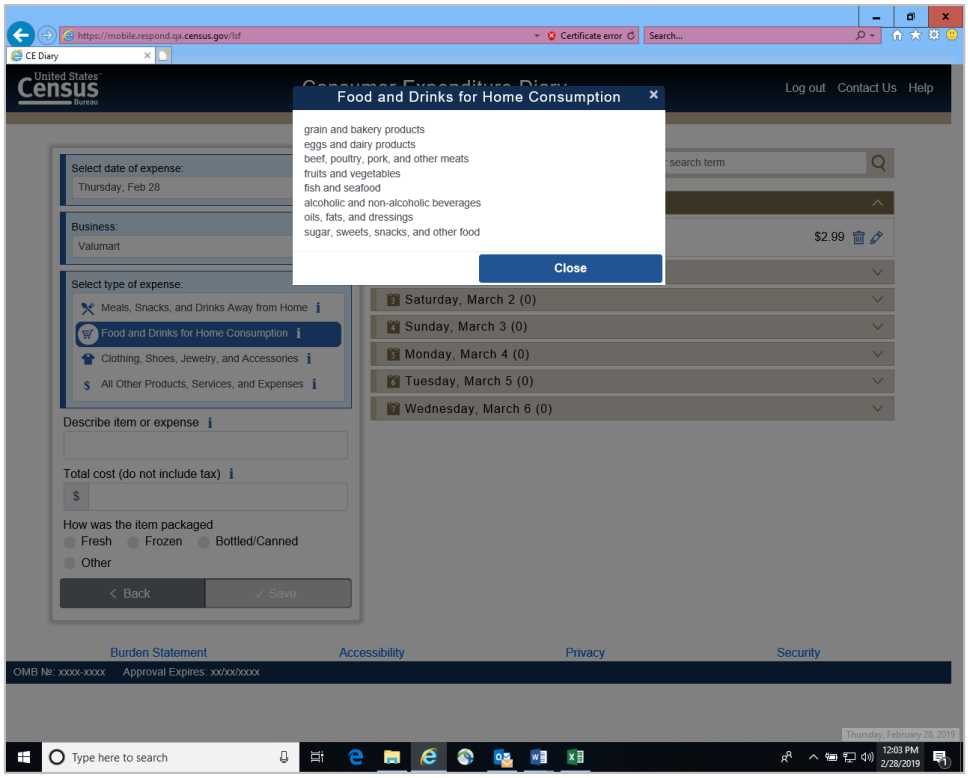
o Expenses for the Week Checkbox:



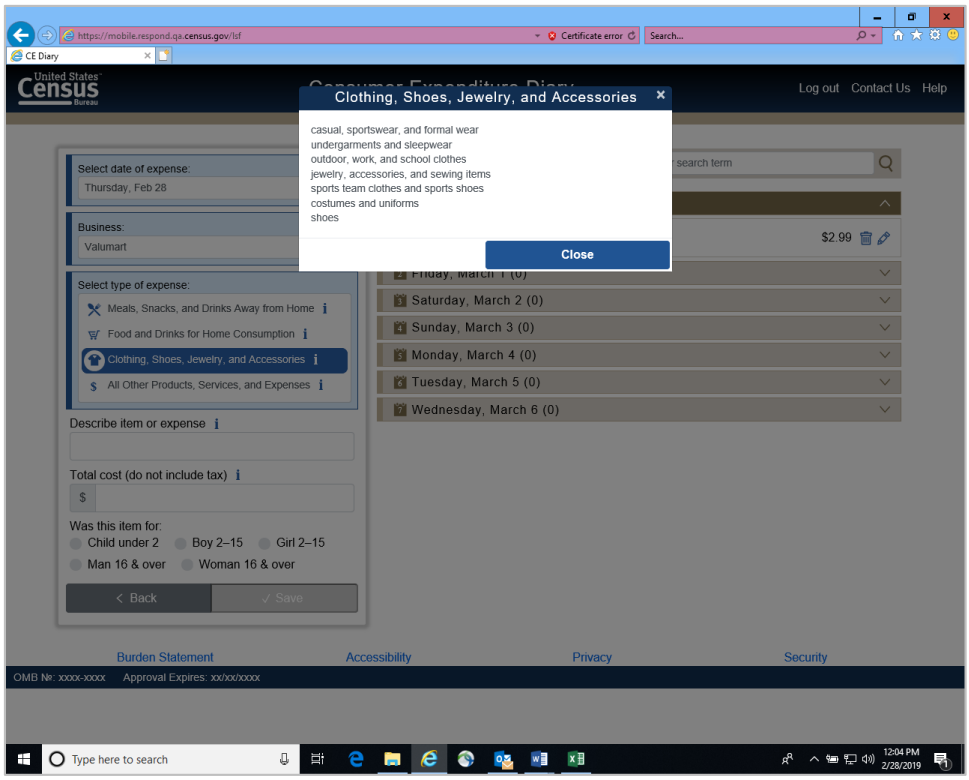
Meals, Snacks, and Drinks Away from Home (Info Pop-up)



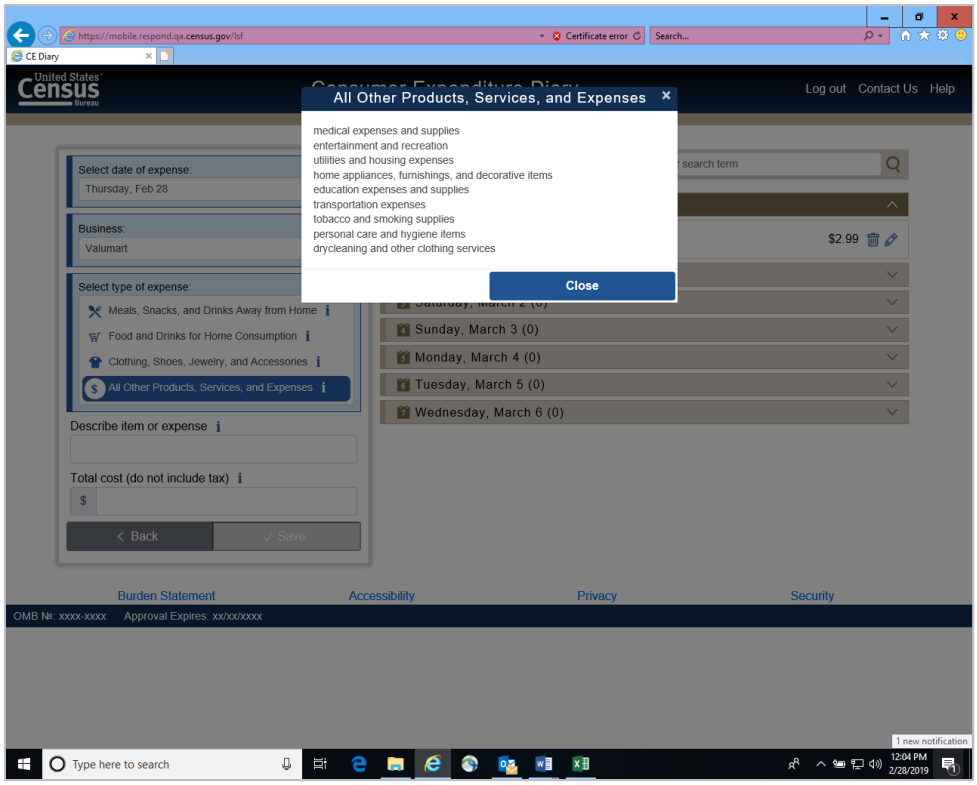
Food and Drinks for Home Consumption (Info Pop-up)



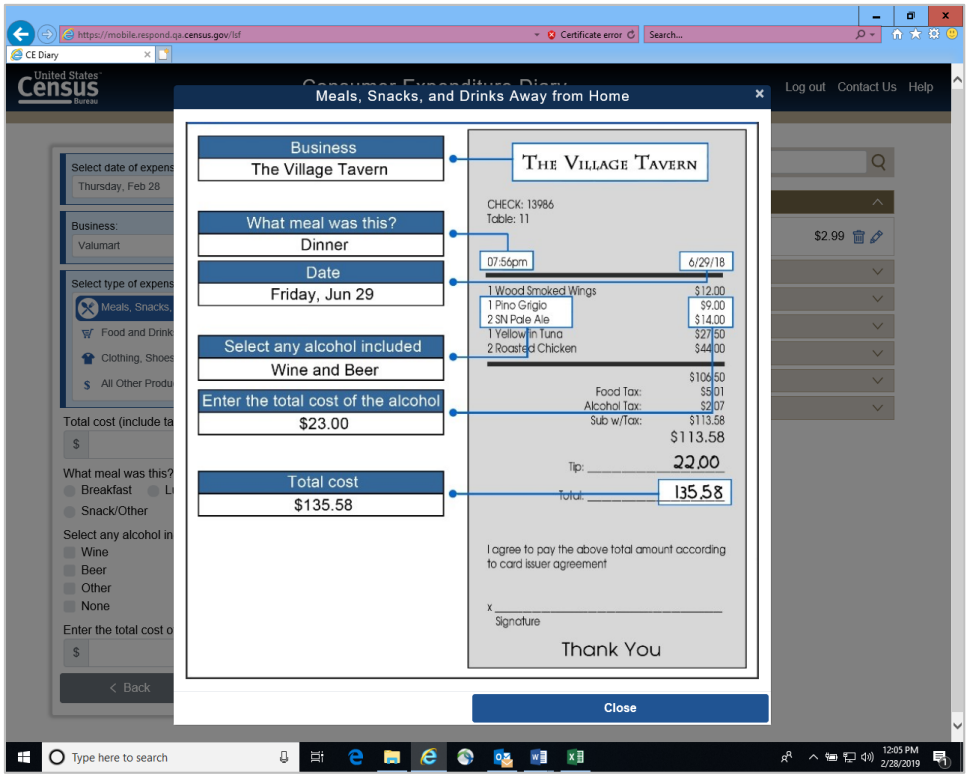
Clothing, Shoes, Jewelry, and Accessories (Info Pop-up)



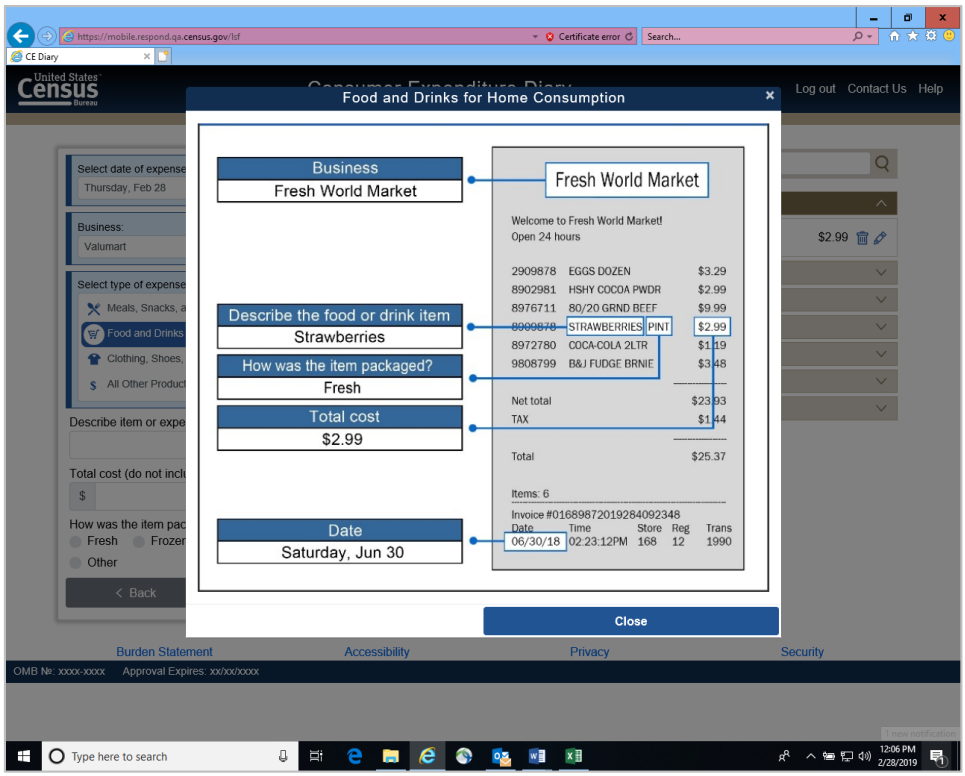
All Other Products, Services, and Expenses (Info Pop-up)



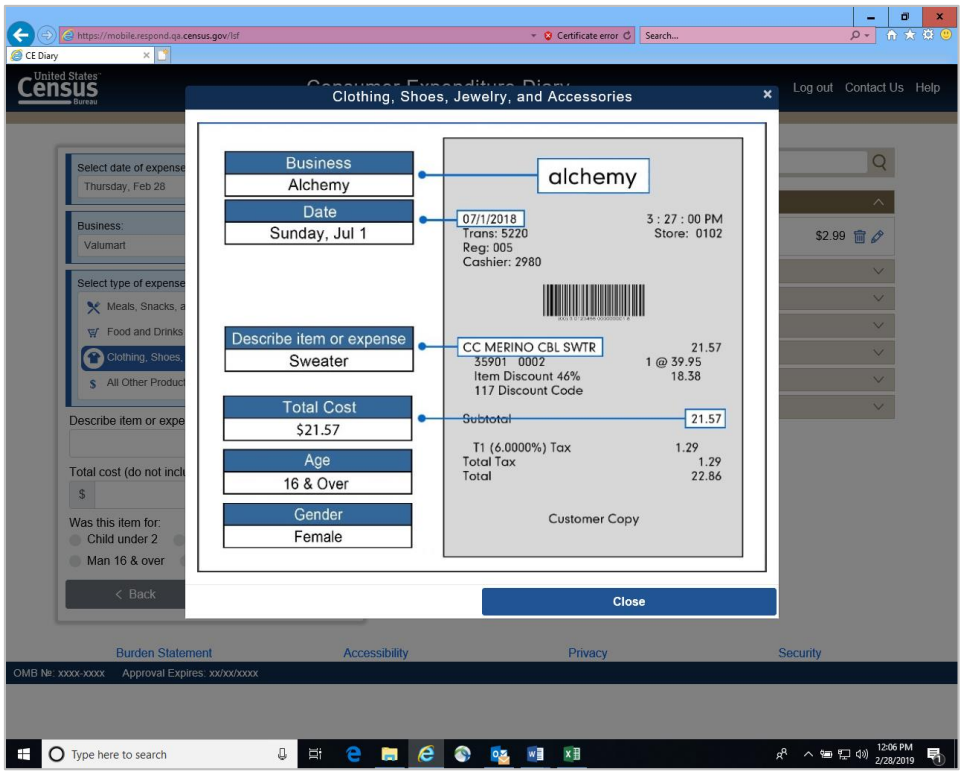
Meals, Snacks, and Drinks Away from Home (Receipt Pop-up)



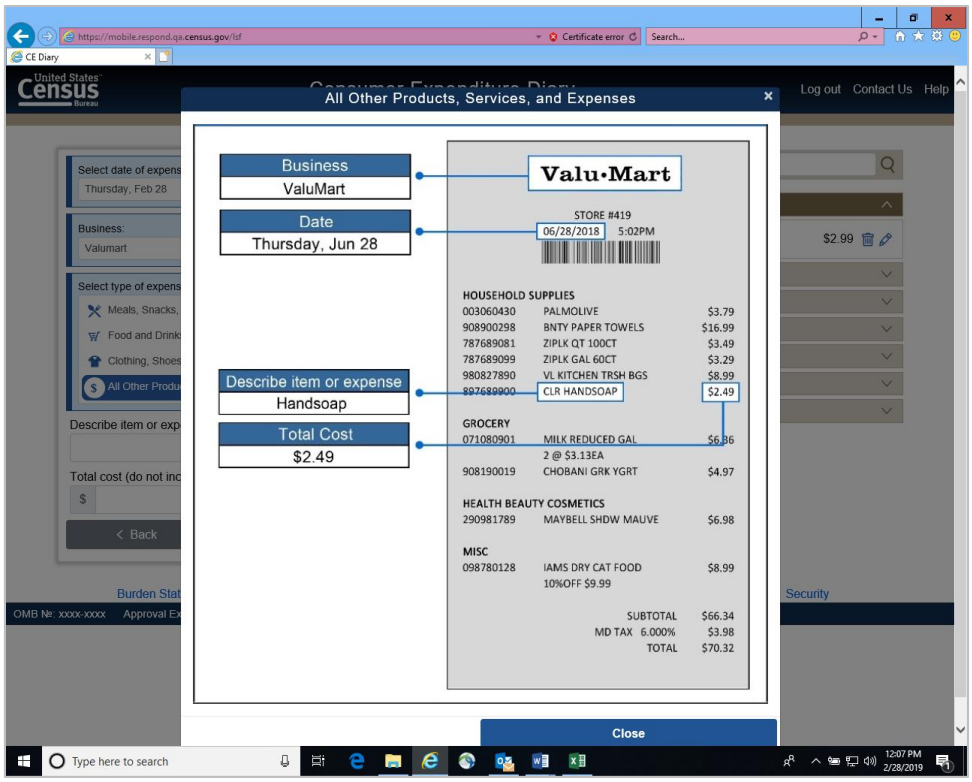
Food and Drinks for Home Consumption (Receipt Pop-Up)



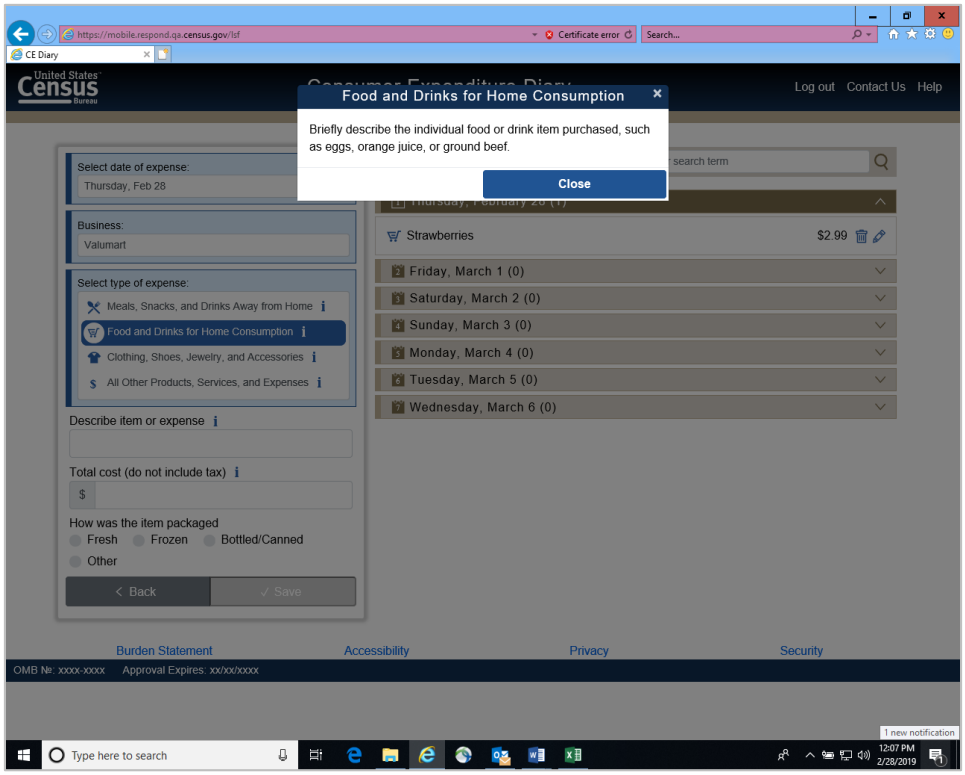
Clothing, Shoes, Jewelry, and Accessories (Receipt Pop-up)



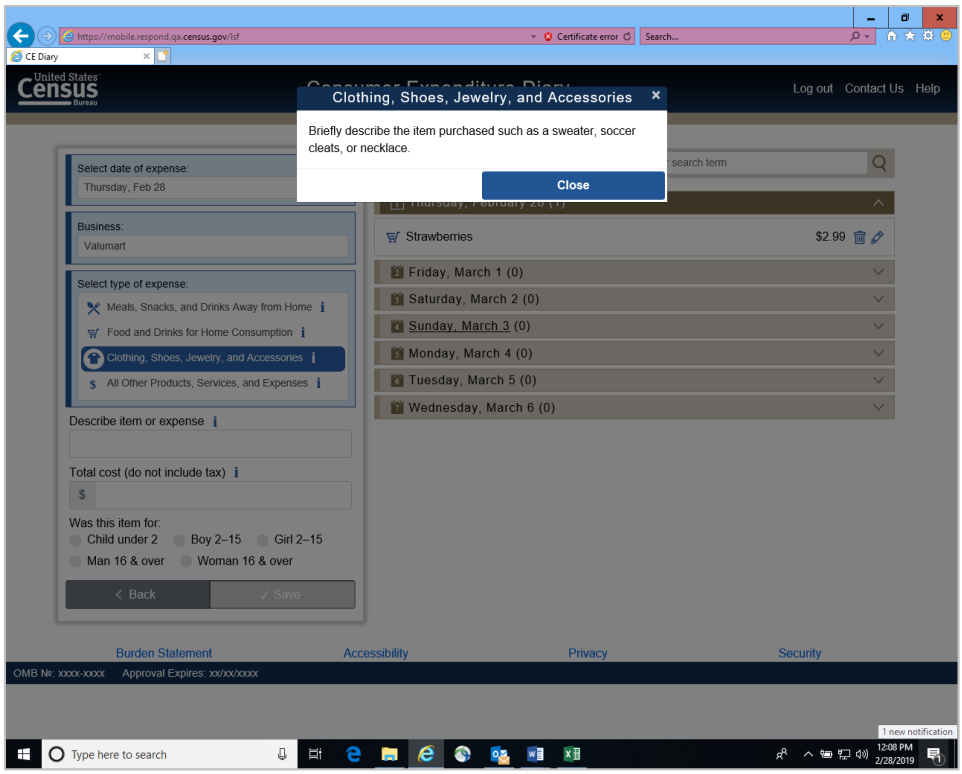
All Other Products, Services, and Expenses (Receipt Pop-up)



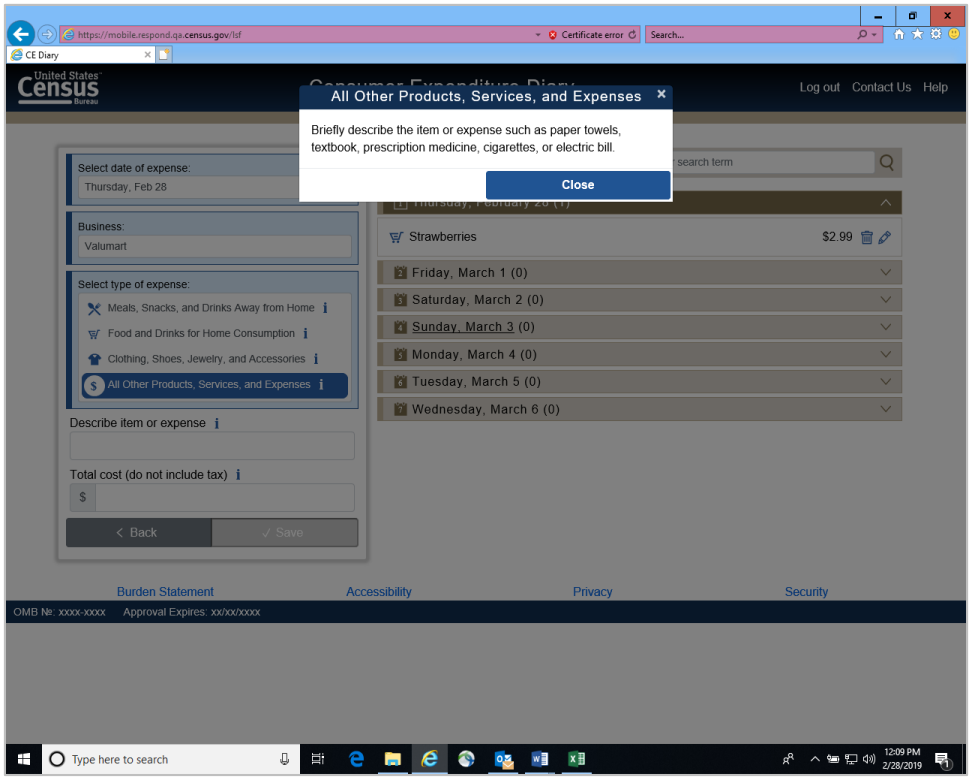
Food and Drinks for Home Consumption (Description Pop-up)



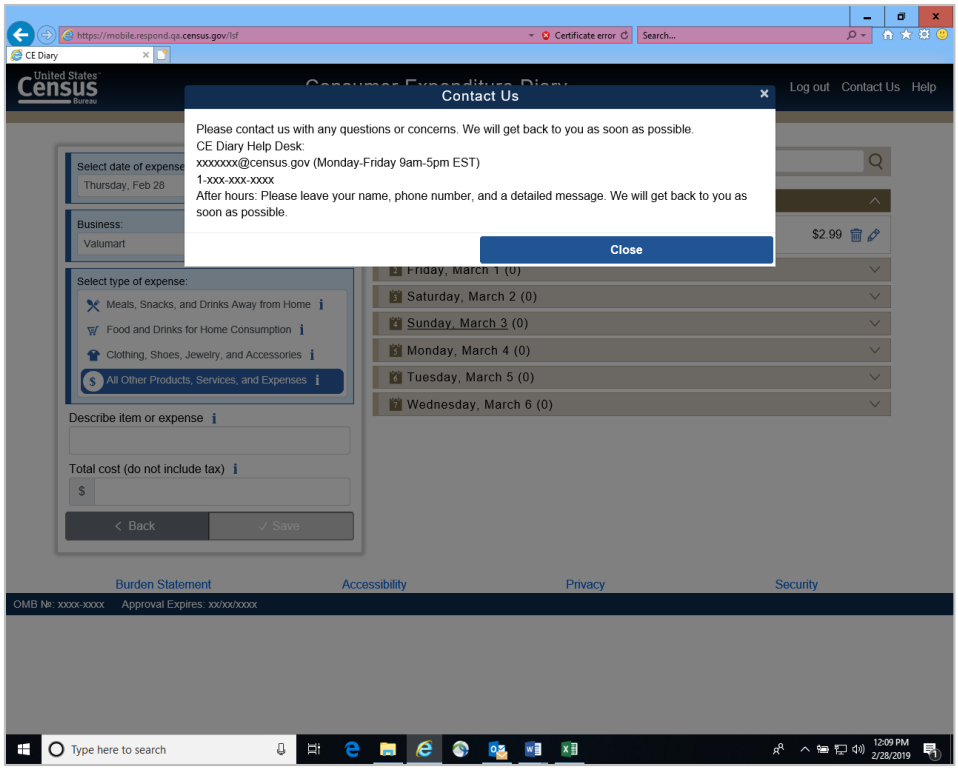
Clothing, Shoes, Jewelry, and Accessories (Description Pop-up)



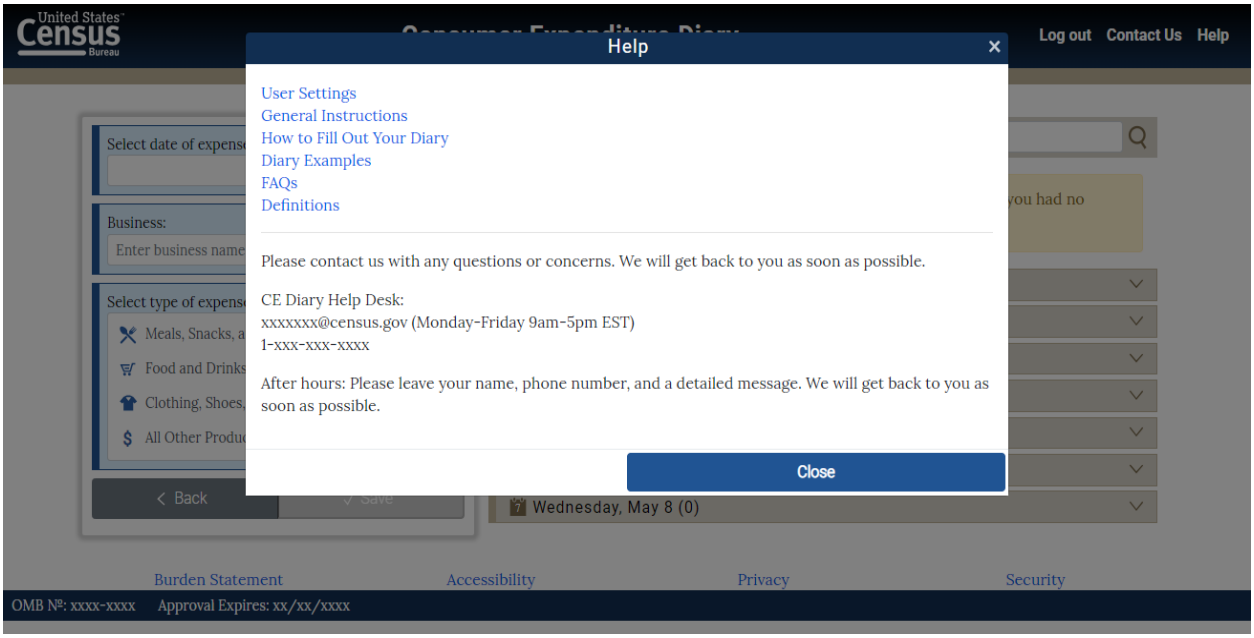
All Other Products, Services, and Expenses (Description Pop-up)



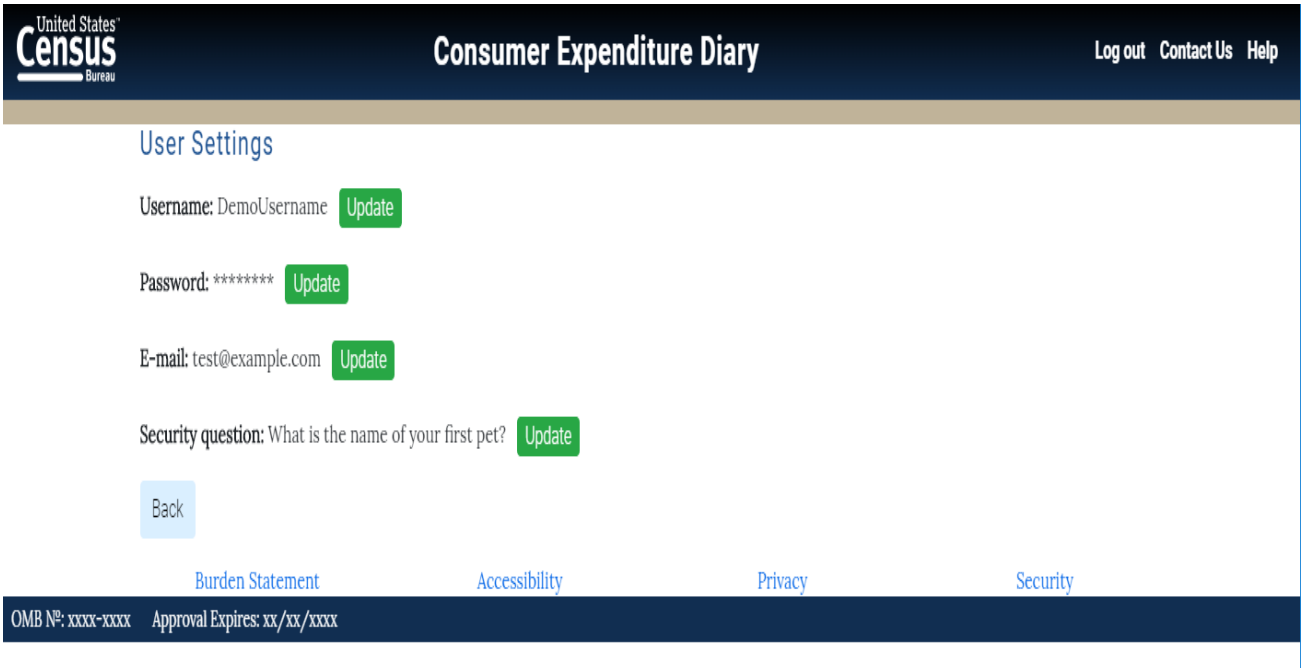
Contact Us link:



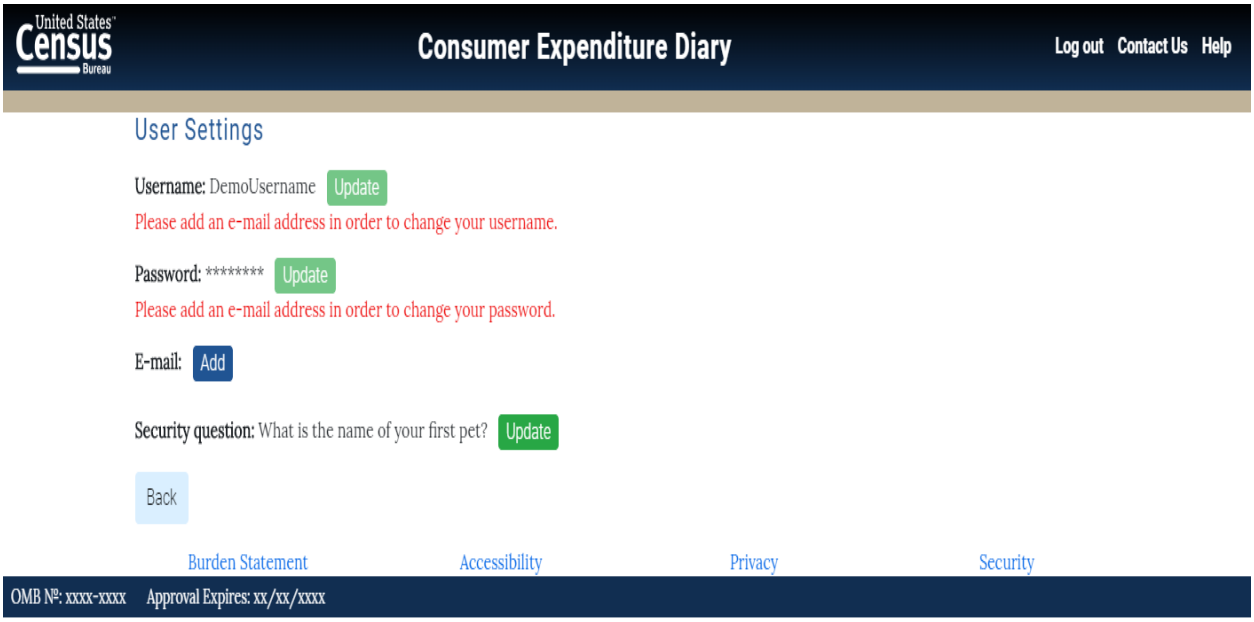
Help link:



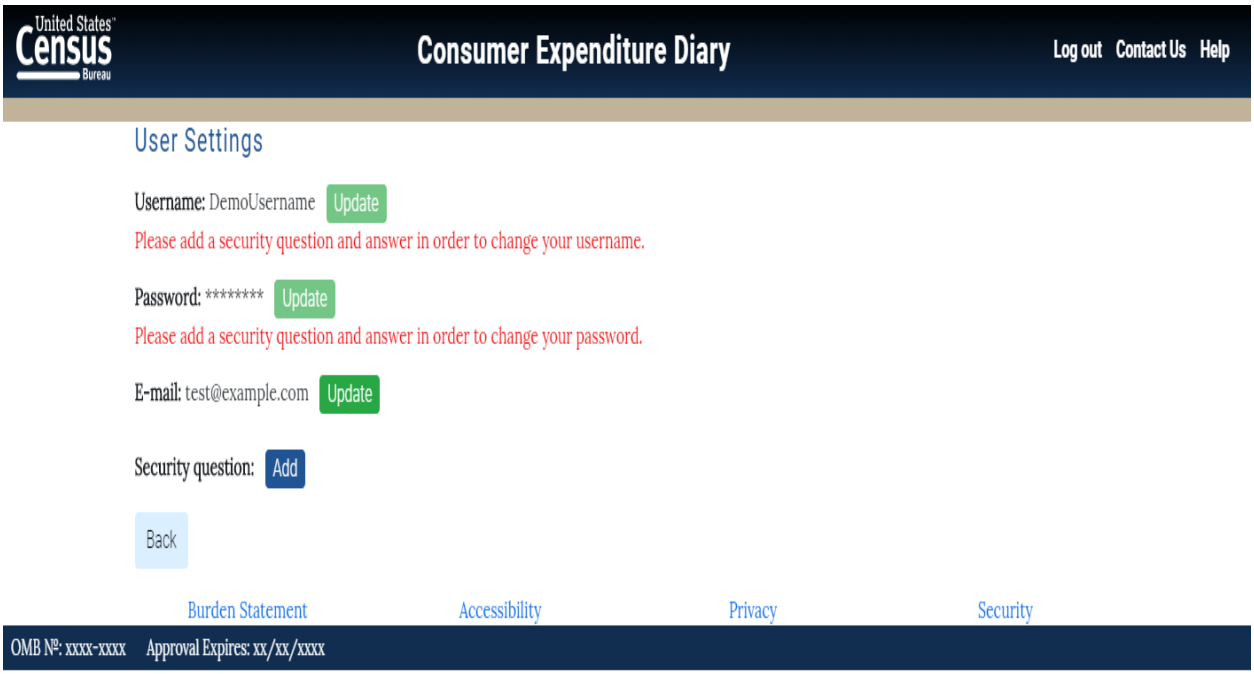
User settings link:



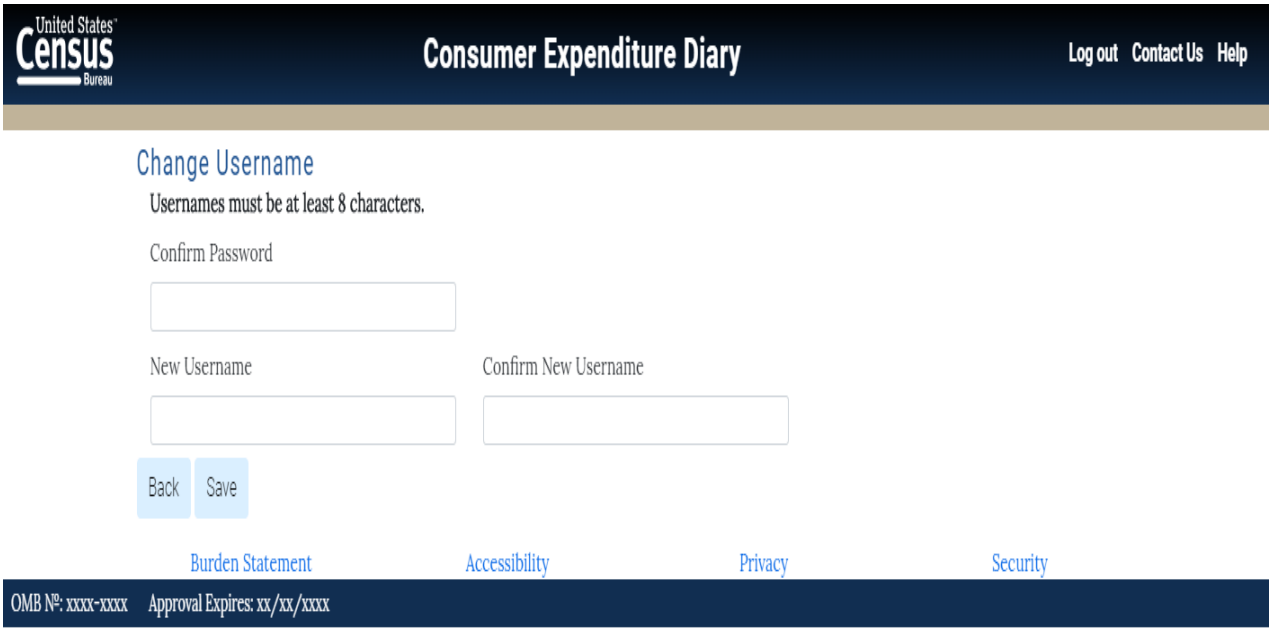
User settings link (if email was not provided)



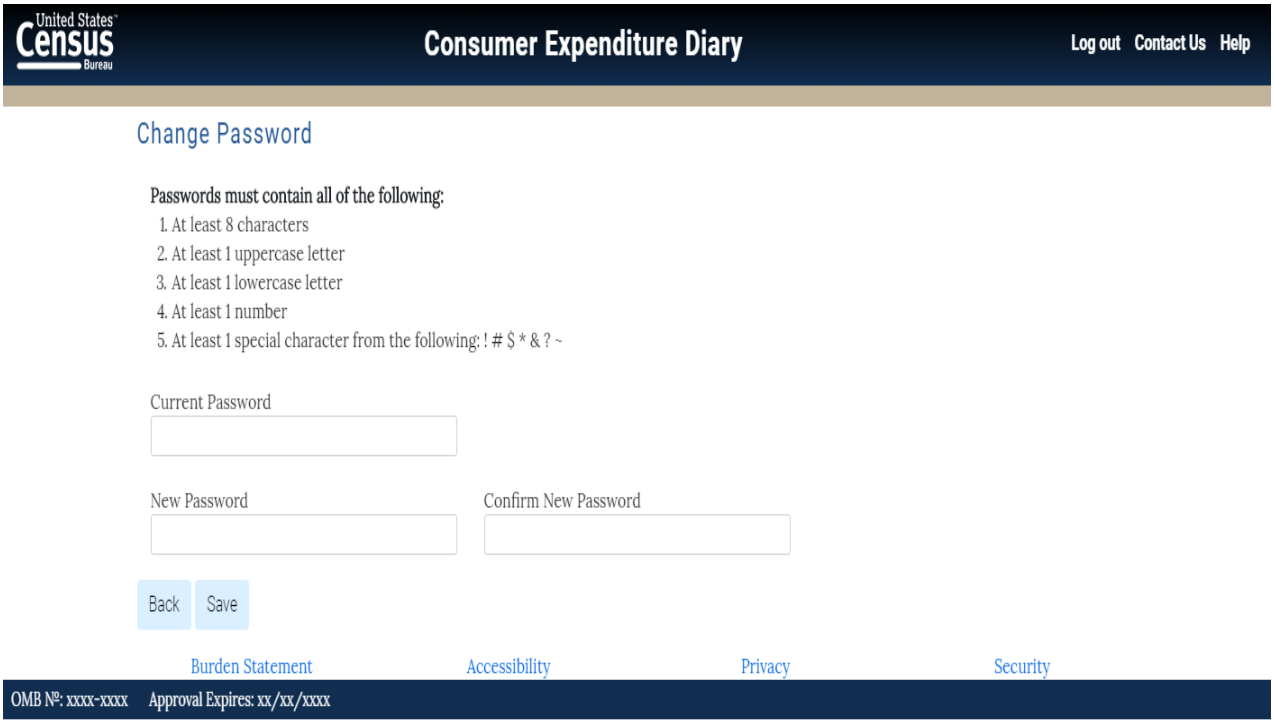
User settings (if security question has not been set)



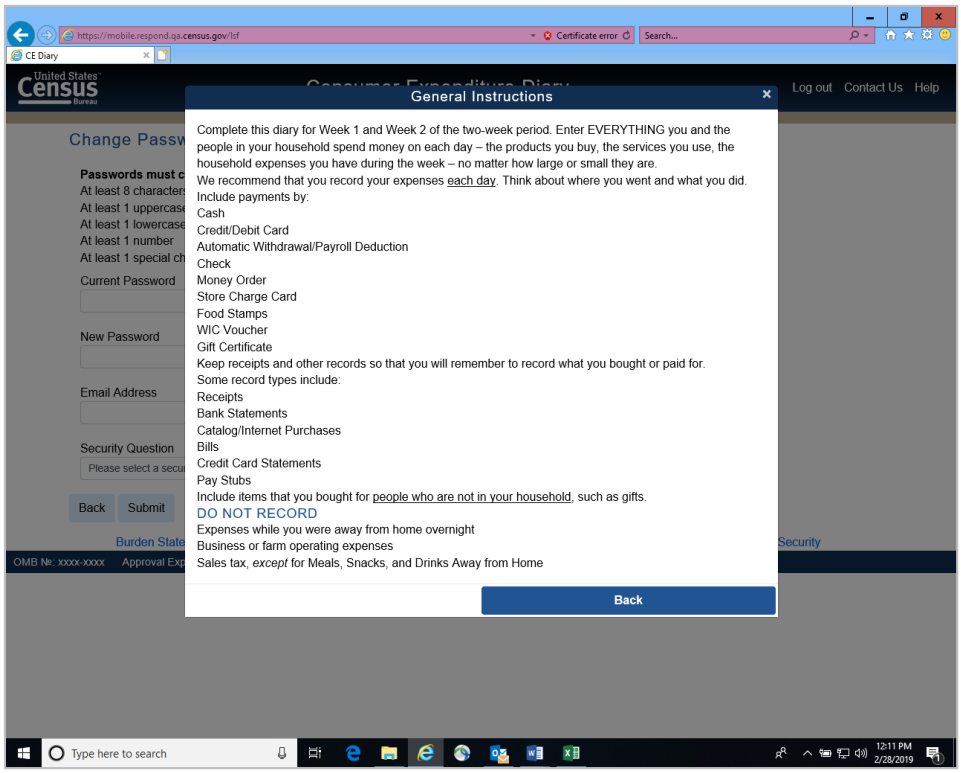
Change username link:



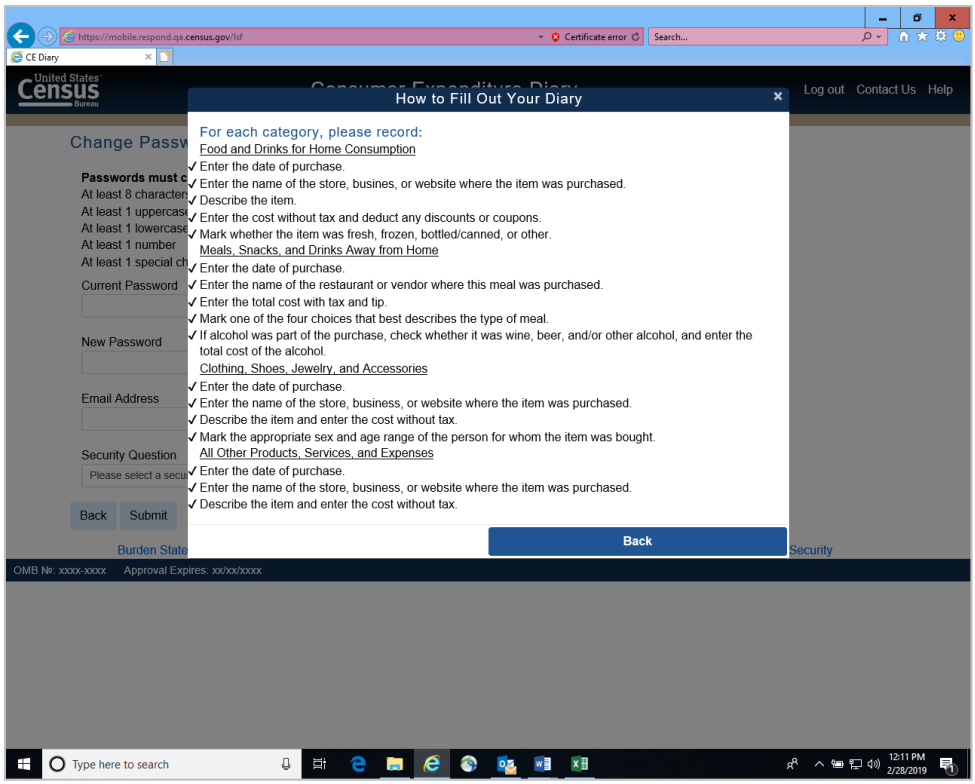
Change Password Link:



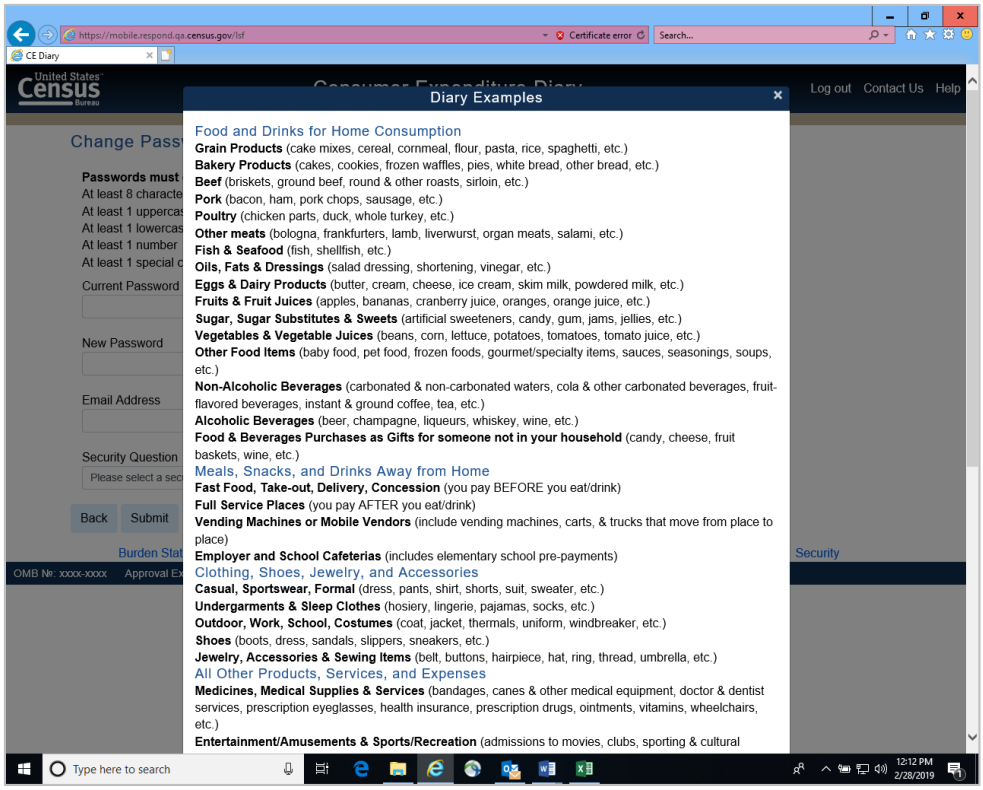
General Instructions link:

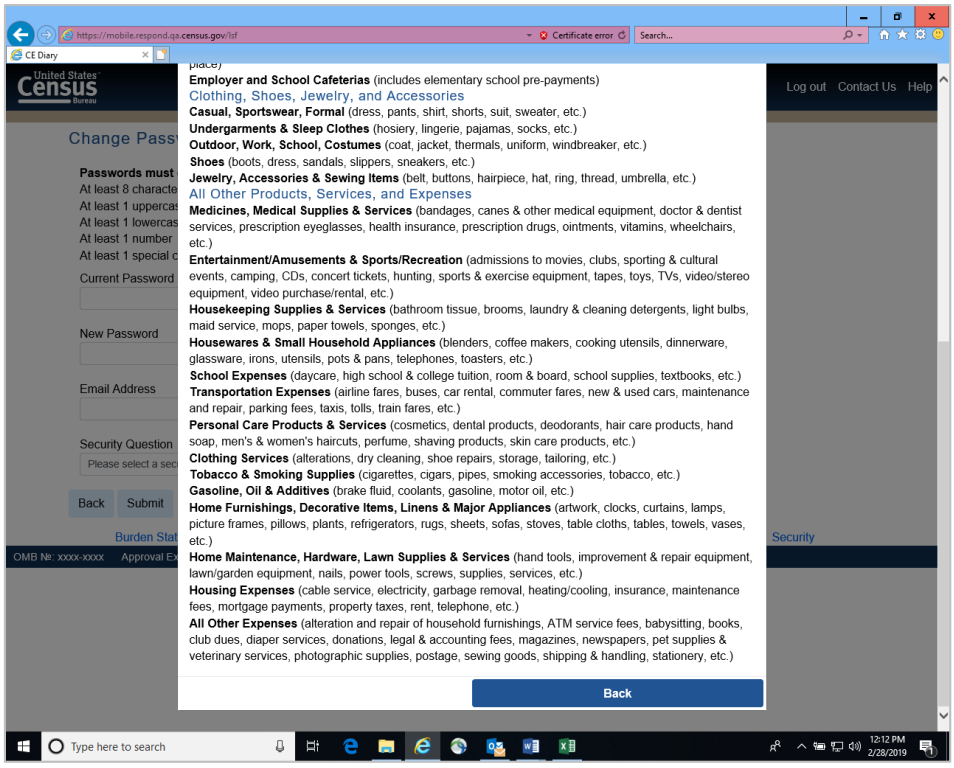


How to Fill Out Your Diary link:

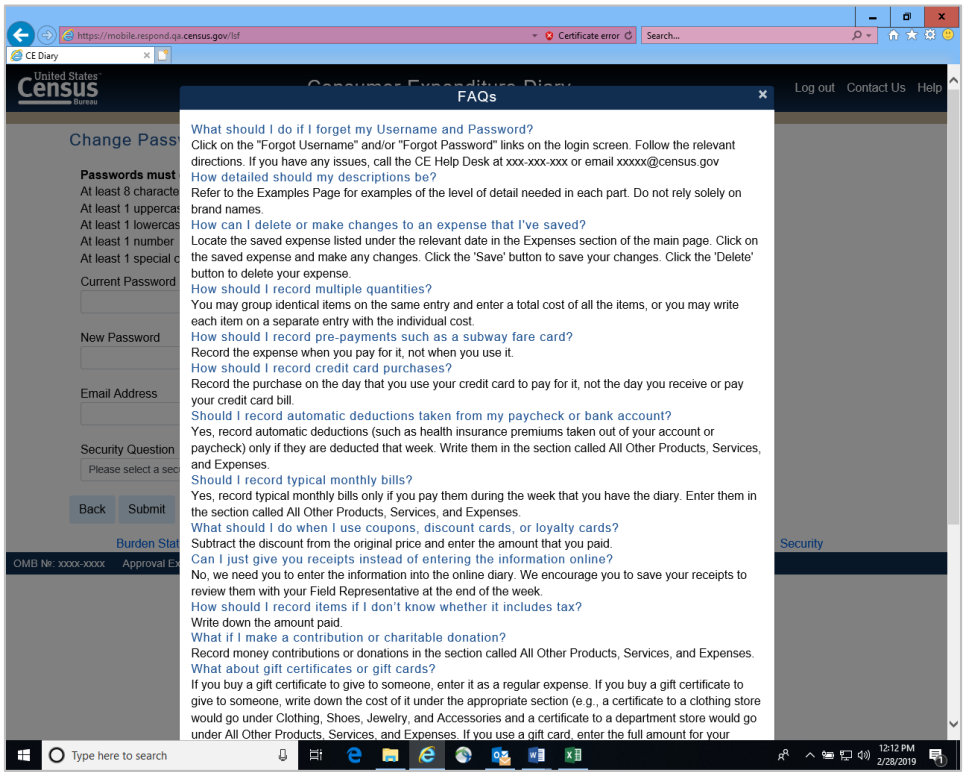


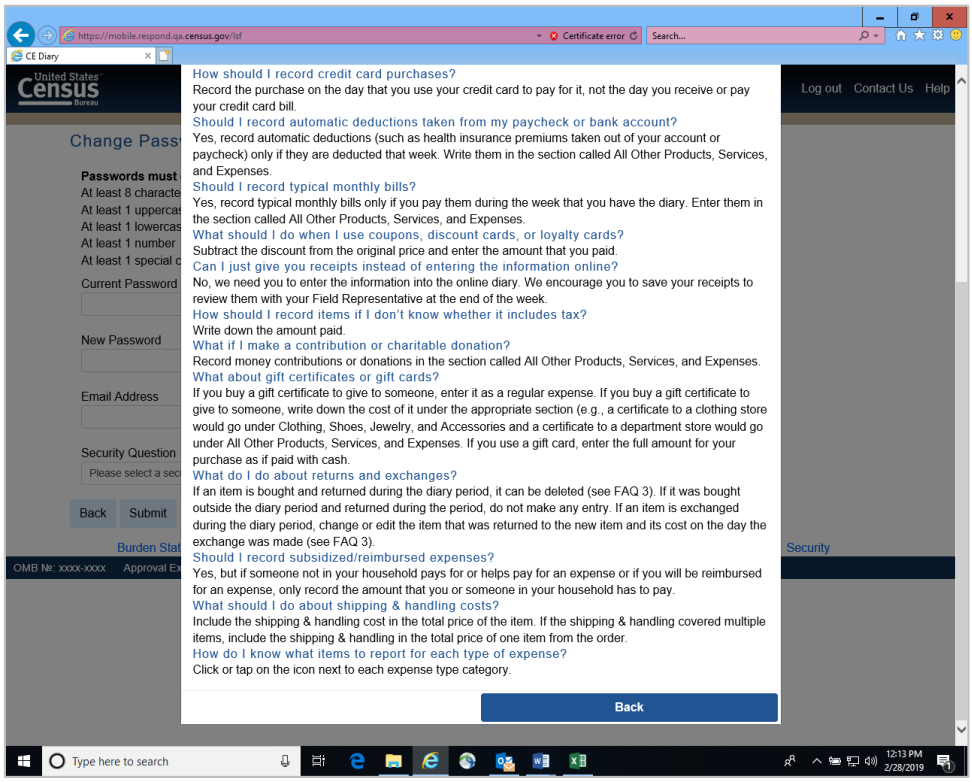
Diary Examples link:


Diary Examples
Food and Drinks for Home Consumption
Grain Products (cake mixes, cereal, cornmeal, flour, pasta, rice, spaghetti, etc.)
Bakery Products (cakes, cookies, frozen waffles, pies, white bread, other bread, etc.)
Beef (briskets, ground beef, round & other roasts, sirloin, etc.)
Pork (bacon, ham, pork chops, sausage, etc.)
Poultry (chicken parts, duck, whole turkey, etc.)
Other meats (bologna, frankfurters, lamb, liverwurst, organ meats, salami, etc.)
Fish & Seafood (fish, shellfish, etc.)
Oils, Fats & Dressings (salad dressing, shortening, vinegar, etc.)
Eggs & Dairy Products (butter, cream, cheese, ice cream, skim milk, powdered milk, etc.)
Fruits & Fruit Juices (apples, bananas, cranberry juice, oranges, orange juice, etc.)
Sugar, Sugar Substitutes & Sweets (artificial sweeteners, candy, gum, jams, jellies, etc.)
Vegetables & Vegetable Juices (beans, corn, lettuce, potatoes, tomatoes, tomato juice, etc.)
Other Food Items (baby food, pet food, frozen foods, gourmet/specialty items, sauces, seasonings, soups, etc.)
Non-Alcoholic Beverages (carbonated & non-carbonated waters, cola & other carbonated beverages, fruit-flavored beverages, instant & ground coffee, tea, etc.)
Alcoholic Beverages (beer, champagne, liqueurs, whiskey, wine, etc.)
Food & Beverages Purchases as Gifts for someone not in your household (candy, cheese, fruit baskets, wine, etc.)
Meals, Snacks, and Drinks Away from Home
Fast Food, Take-out, Delivery, Concession (you pay BEFORE you eat/drink)
Full Service Places (you pay AFTER you eat/drink)
Vending Machines or Mobile Vendors (include vending machines, carts, & trucks that move from place to place)
Employer and School Cafeterias (includes elementary school pre-payments)
Clothing, Shoes, Jewelry, and Accessories
Casual, Sportswear, Formal (dress, pants, shirt, shorts, suit, sweater, etc.)
Undergarments & Sleep Clothes (hosiery, lingerie, pajamas, socks, etc.)
Outdoor, Work, School, Costumes (coat, jacket, thermals, uniform, windbreaker, etc.)
Shoes (boots, dress, sandals, slippers, sneakers, etc.)
Jewelry, Accessories & Sewing Items (belt, buttons, hairpiece, hat, ring, thread, umbrella, etc.)
All Other Products, Services, and Expenses
Medicines, Medical Supplies & Services (bandages, canes & other medical equipment, doctor & dentist services, prescription eyeglasses, health insurance, prescription drugs, ointments, vitamins, wheelchairs, etc.)
Entertainment/Amusements & Sports/Recreation (admissions to movies, clubs, sporting & cultural
Log out
Contact Us
Help
Change Pass
Passwords must
At least 8 characte
At least 1 uppercas
At least 1 lowercas
At least 1 number
At least 1 special c
Current Password
New Password
Email Address
Security Question
Please select a sec
Back
Submit
Burden Stat
Security
OMB №: xxxx-xxxx
Approval Ex
Type here to search
12:12 PM
2/28/2019


Employer and School Cafeterias (includes elementary school pre-payments)
Clothing, Shoes, Jewelry, and Accessories
Casual, Sportswear, Formal (dress, pants, shirt, shorts, suit, sweater, etc.)
Undergarments & Sleep Clothes (hosiery, lingerie, pajamas, socks, etc.)
Outdoor, Work, School, Costumes (coat, jacket, thermals, uniform, windbreaker, etc.)
Shoes (boots, dress, sandals, slippers, sneakers, etc.)
Jewelry, Accessories & Sewing Items (belt, buttons, hairpiece, hat, ring, thread, umbrella, etc.)
All Other Products, Services, and Expenses
Medicines, Medical Supplies & Services (bandages, canes & other medical equipment, doctor & dentist services, prescription eyeglasses, health insurance, prescription drugs, ointments, vitamins, wheelchairs, etc.)
Entertainment/Amusements & Sports/Recreation (admissions to movies, clubs, sporting & cultural events, camping, CDs, concert tickets, hunting, sports & exercise equipment, tapes, toys, TVs, video/stereo equipment, video purchase/rental, etc.)
Housekeeping Supplies & Services (bathroom tissue, brooms, laundry & cleaning detergents, light bulbs, maid service, mops, paper towels, sponges, etc.)
Housewares & Small Household Appliances (blenders, coffee makers, cooking utensils, dinnerware, glassware, irons, utensils, pots & pans, telephones, toasters, etc.)
School Expenses (daycare, high school & college tuition, room & board, school supplies, textbooks, etc.)
Transportation Expenses (airline fares, buses, car rental, commuter fares, new & used cars, maintenance and repair, parking fees, taxis, tolls, train fares, etc.)
Personal Care Products & Services (cosmetics, dental products, deodorants, hair care products, hand soap, men's & women's haircuts, perfume, shaving products, skin care products, etc.)
Clothing Services (alterations, dry cleaning, shoe repairs, storage, tailoring, etc.)
Tobacco & Smoking Supplies (cigarettes, cigars, pipes, smoking accessories, tobacco, etc.)
Gasoline, Oil & Additives (brake fluid, coolants, gasoline, motor oil, etc.)
Home Furnishings, Decorative Items, Linens & Major Appliances (artwork, clocks, curtains, lamps, picture frames, pillows, plants, refrigerators, rugs, sheets, sofas, stoves, table cloths, tables, towels, vases, etc.)
Home Maintenance, Hardware, Lawn Supplies & Services (hand tools, improvement & repair equipment, lawn/garden equipment, nails, power tools, screws, supplies, services, etc.)
Housing Expenses (cable service, electricity, garbage removal, heating/cooling, insurance, maintenance fees, mortgage payments, property taxes, rent, telephone, etc.)
All Other Expenses (alteration and repair of household furnishings, ATM service fees, babysitting, books, club dues, diaper services, donations, legal & accounting fees, magazines, newspapers, pet supplies & veterinary services, photographic supplies, postage, sewing goods, shipping & handling, stationery, etc.)
Back
Log out
Contact Us
Help
Change Pass
Passwords must
At least 8 characte
At least 1 uppercas
At least 1 lowercas
At least 1 number
At least 1 special c
Current Password
New Password
Email Address
Security Question
Please select a sec
Back
Submit
Burden Stat
Security
OMB №: xxxx-xxxx
Approval Ex
Type here to search
12:12 PM
2/28/2019

FAQs link


FAQs
What should I do if I forget my Username and Password?
Click on the "Forgot Username" and/or "Forgot Password" links on the login screen. Follow the relevant directions. If you have any issues, call the CE Help Desk at xxx-xxx-xxx or email xxxxx@census.gov
How detailed should my descriptions be?
Refer to the Examples Page for examples of the level of detail needed in each part. Do not rely solely on brand names.
How can I delete or make changes to an expense that I've saved?
Locate the saved expense listed under the relevant date in the Expenses section of the main page. Click on the saved expense and make any changes. Click the 'Save' button to save your changes. Click the 'Delete' button to delete your expense.
How should I record multiple quantities?
You may group identical items on the same entry and enter a total cost of all the items, or you may write each item on a separate entry with the individual cost.
How should I record pre-payments such as a subway fare card?
Record the expense when you pay for it, not when you use it.
How should I record credit card purchases?
Record the purchase on the day that you use your credit card to pay for it, not the day you receive or pay your credit card bill.
Should I record automatic deductions taken from my paycheck or bank account?
Yes, record automatic deductions (such as health insurance premiums taken out of your account or paycheck) only if they are deducted that week. Write them in the section called All Other Products, Services, and Expenses.
Should I record typical monthly bills?
Yes, record typical monthly bills only if you pay them during the week that you have the diary. Enter them in the section called All Other Products, Services, and Expenses.
What should I do when I use coupons, discount cards, or loyalty cards?
Subtract the discount from the original price and enter the amount that you paid.
Can I just give you receipts instead of entering the information online?
No, we need you to enter the information into the online diary. We encourage you to save your receipts to review them with your Field Representative at the end of the week.
How should I record items if I don't know whether it includes tax?
Write down the amount paid.
What if I make a contribution or charitable donation?
Record money contributions or donations in the section called All Other Products, Services, and Expenses.
What about gift certificates or gift cards?
If you buy a gift certificate to give to someone, enter it as a regular expense. If you buy a gift certificate to give to someone, write down the cost of it under the appropriate section (e.g., a certificate to a clothing store would go under Clothing, Shoes, Jewelry, and Accessories and a certificate to a department store would go under All Other Products, Services, and Expenses. If you use a gift card, enter the full amount for your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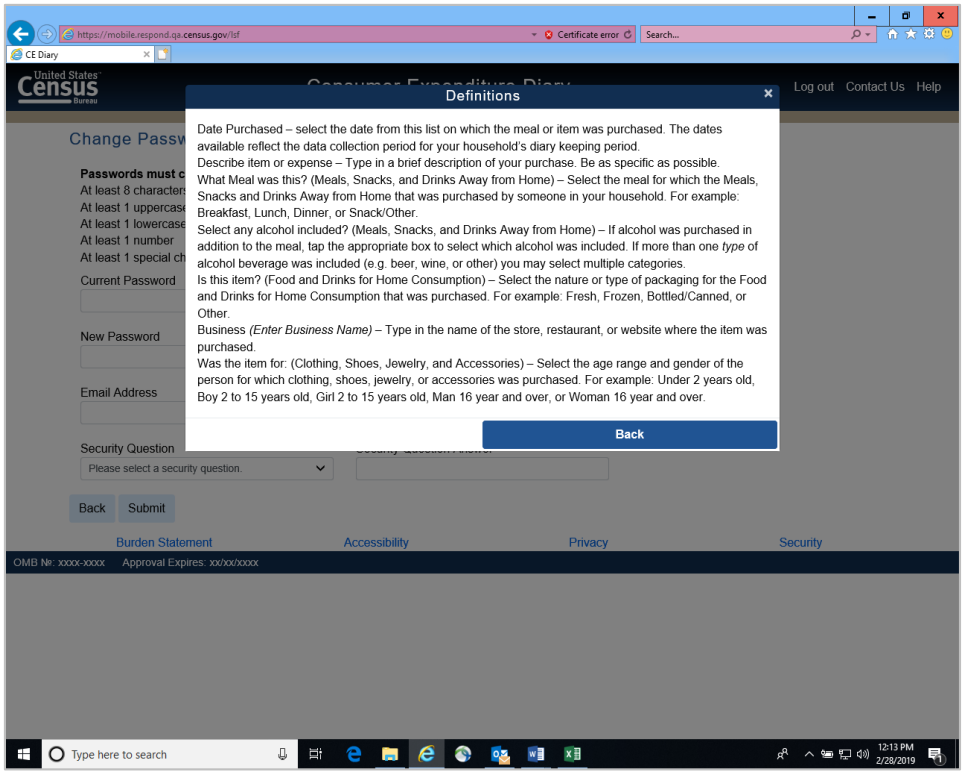
Record the purchase on the day that you use your credit card to pay for it, not the day you receive or pay your credit card bill.
Should I record automatic deductions taken from my paycheck or bank account?
Yes, record automatic deductions (such as health insurance premiums taken out of your account or paycheck) only if they are deducted that week. Write them in the section called All Other Products, Services, and Expenses.
Should I record typical monthly bills?
Yes, record typical monthly bills only if you pay them during the week that you have the diary. Enter them in the section called All Other Products, Services, and Expenses.
What should I do when I use coupons, discount cards, or loyalty cards?
Subtract the discount from the original price and enter the amount that you paid.
Can I just give you receipts instead of entering the information online?
No, we need you to enter the information into the online diary. We encourage you to save your receipts to review them with your Field Representative at the end of the week.
How should I record items if I don't know whether it includes tax?
Write down the amount paid.
What if I make a contribution or charitable donation?
Record money contributions or donations in the section called All Other Products, Services, and Expenses.
What about gift certificates or gift cards?
If you buy a gift certificate to give to someone, enter it as a regular expense. If you buy a gift certificate to give to someone, write down the cost of it under the appropriate section (e.g., a certificate to a clothing store would go under Clothing, Shoes, Jewelry, and Accessories and a certificate to a department store would go under All Other Products, Services, and Expenses. If you use a gift card, enter the full amount for your purchase as if paid with cash.
What do I do about returns and exchanges?
If an item is bought and returned during the diary period, it can be deleted (see FAQ 3). If it was bought outside the diary period and returned during the period, do not make any entry. If an item is exchanged during the diary period, change or edit the item that was returned to the new item and its cost on the day the exchange was made (see FAQ 3).
Should I record subsidized/reimbursed expenses?
Yes, but if someone not in your household pays for or helps pay for an expense or if you will be reimbursed for an expense, only record the amount that you or someone in your household has to pay.
What should I do about shipping & handling costs?
Include the shipping & handling cost in the total price of the item. If the shipping & handling covered multiple items, include the shipping & handling in the total price of one item from the order.
How do I know what items to report for each type of expense?
Click or tap on the icon next to each expense type category.
Back

Definitions Link:



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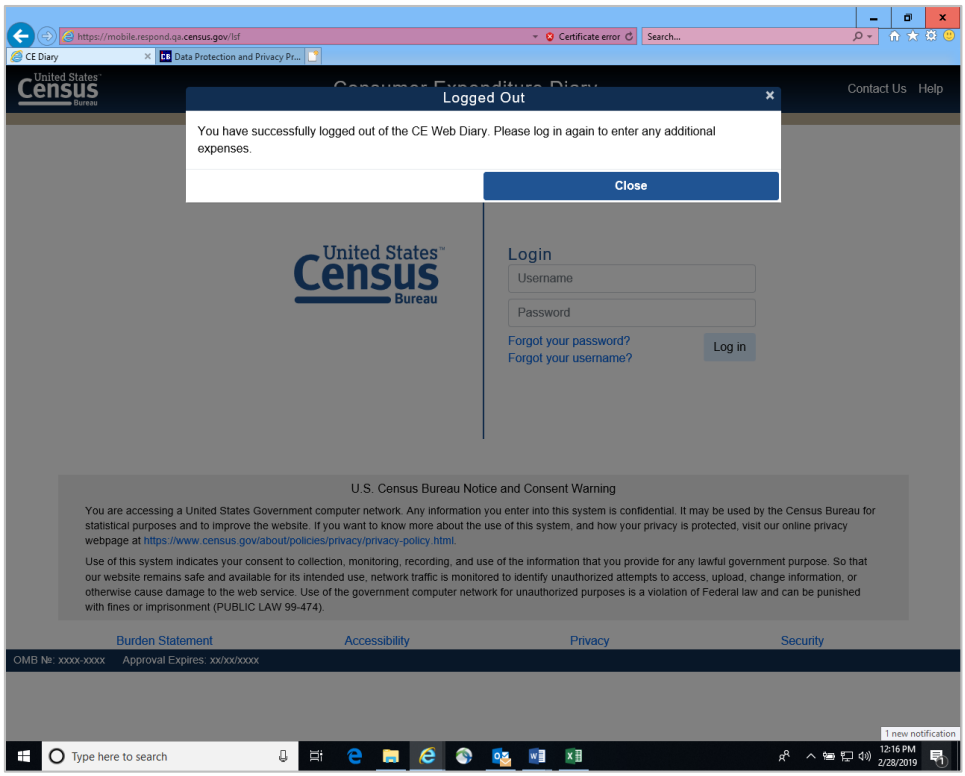

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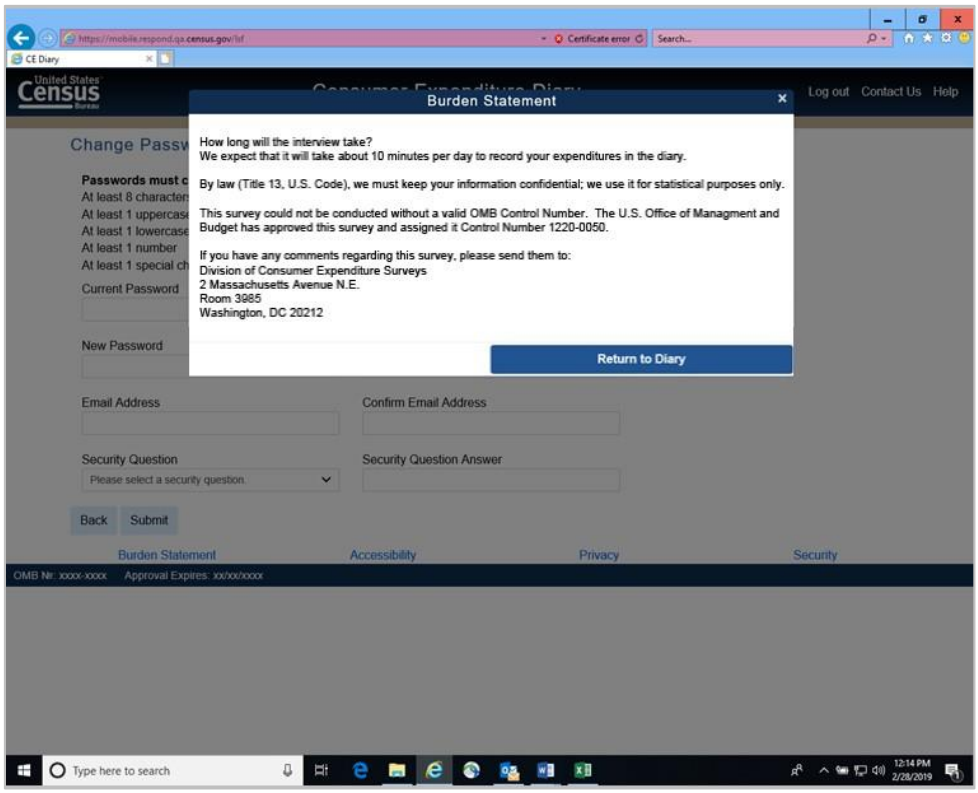

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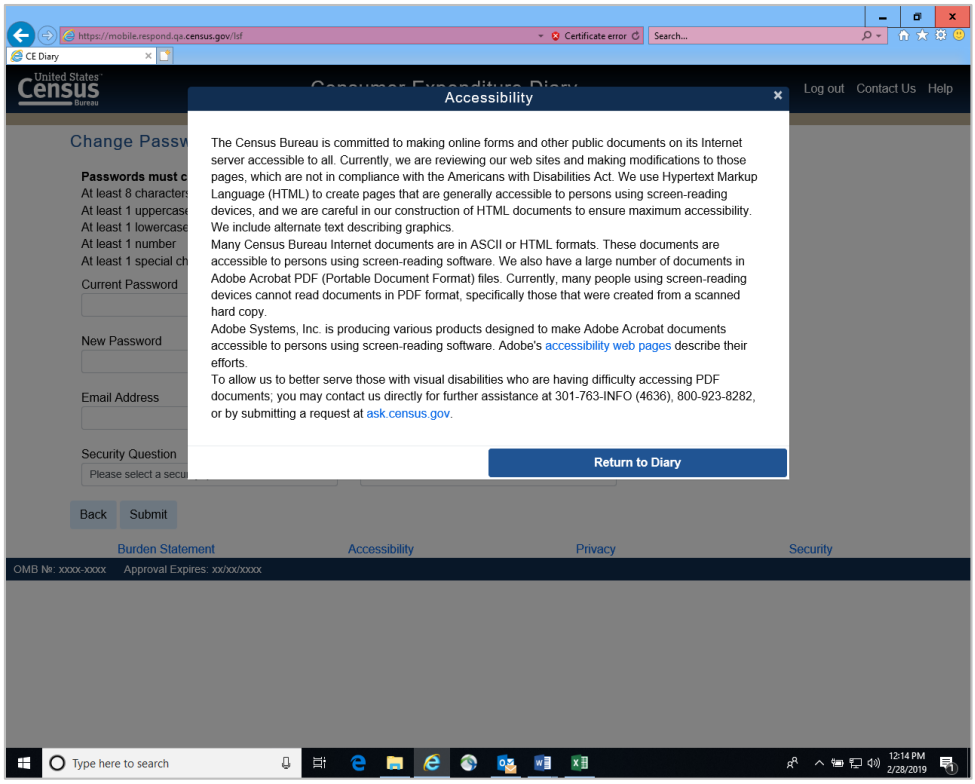

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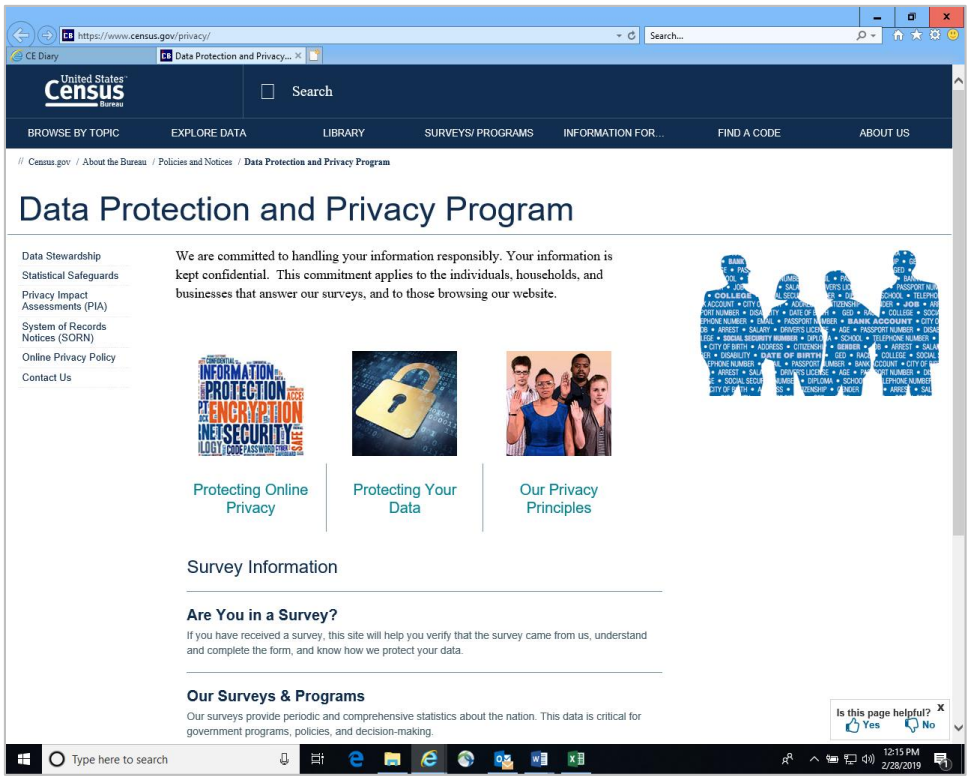
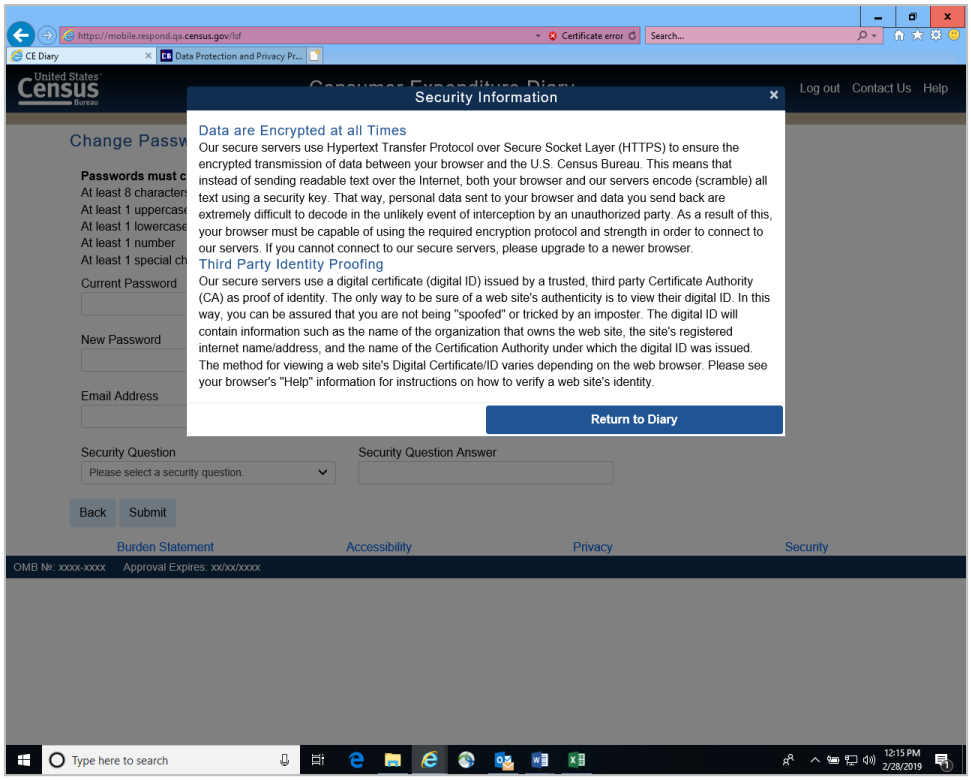
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