

# Web Collection Instrument Screens

## Login Screen


**BUREAU OF LABOR STATISTICS**  
Internet Data Collection Facility


[ADA Statement](#) | [Privacy Policy](#)

### Internet Data Collection Facility (IDCF) Logon

[Test Your Browser](#)

Welcome to the Internet Data Collection Facility (IDCF).  
To report your survey data, you must logon with a valid password for the IDCF User ID that is included in your Bureau of Labor Statistics (BLS) survey documents.

**User ID:**  

**Password:**  

[Forgot Password?](#)

#### Terms and Conditions of Use

**WARNING!** You are using an Official United States Government System, which may be used only for authorized purposes. Unauthorized modification of any information stored on this system may result in criminal prosecution. The Government may monitor and audit the usage of this system, and all persons are hereby notified that the use of this system constitutes consent to such monitoring and auditing. Unauthorized attempts to upload information and/or change information on these web sites are strictly prohibited and are subject to prosecution under the Computer Fraud and Abuse Act of 1986 and Title 18 U.S.C. Sec. 1001 and 1030.

**I Accept**

**Please read:**  
Due to security reasons, your session will time out after 30 minutes of system inactivity. You will need to logon to the website again to continue.

If you have questions or comments please complete and submit the [Help Request Form](#) | Version: 10.1.1

## Survey Selection Screen

**BUREAU OF LABOR STATISTICS**  
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[ADA Statement](#) | [Privacy Policy](#) | [Logout](#)

### Welcome to the Internet Data Collection Facility

[Select Survey](#)  
[Update Respondent Info](#)  
[Change Password](#)

- Please review your information listed below, and click the "Update" button to make any changes.
- Select the appropriate survey and click the "Continue" button when you are ready to enter data.

#### Respondent Information

<input type="button" value="Update"/>	<b>DCB Tester</b> dcb@bls.gov 202-691-6532	<b>DCB Test Co.</b> 2 Mass. Ave Washington DC 20212
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**Please select a survey:**

**Continue**

*Maintenance activities may be conducted on Sundays from noon to 6:00 p.m. Eastern Time in order to keep the Internet Data Collection Facility (IDCF) at its peak performance and to cause as little disruption in service as possible to our customers. If the system is unavailable, please try back at a later time.*

If you have questions or comments please complete and submit the [Help Request Form](#) | Version: 10.1.1

## Dear Employer Screen



The CES program collects employment and payroll information from over 150,000 businesses on a monthly basis and provides detailed industry data on employment, hours, and earnings for the nation. Your data help provide business and government officials with vital economic information on our nation's economy.

Thank you for being a part of our nation's job count!

Continue

This report is authorized by law 29 U.S.C.2. We request your cooperation to make the results of this survey comprehensive accurate, and timely. The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies, will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act (44 U.S.C. 3572) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent. Per the Federal Cybersecurity Enhancement Act of 2015, Federal information systems are protected from malicious activities through cybersecurity screening of transmitted data.

Please note this report is mandatory in New Mexico, under NMAC 11.3.400.428; Oregon, under the Oregon Revised Statute 657.660; in South Carolina, under Section 41-29-120 of the Code of Laws of South Carolina (for firms employing more than twenty individuals); and in Puerto Rico, under State Law 15, Sections 5, 6 and 15, amended and approved on April 14, 1931.

We estimate that it will take an average of 10 minutes to complete this form each month, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this information. If you have any comments regarding these estimates or any other aspect of this survey, send them to the Bureau of Labor Statistics, Division of Monthly Industry Employment Statistics (1220-0011), 2 Massachusetts Avenue, N.E., Washington D.C. 20212. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. **Form Approved OMB No. 1220-0011.**

If you have questions or comments, please send e-mail to: [ceswebhelp@bls.gov](mailto:ceswebhelp@bls.gov)

Version: 6.0

## Data Entry Screen



### Data Entry

The online spreadsheet below offers a number of features to facilitate data entry. [View hints for entering data.](#)

- **Copy & paste** across cells (use keyboard commands Ctrl+'C' for copy and Ctrl+'V' for paste).
- **Sort rows** ascending/descending (click on the column header).
- **Expand** location information (click '+' next to 'Location Information').

May 2020   June 2020   **July 2020**   Please report data for the pay period that includes the 12<sup>th</sup> of the month.

	Pay Frequency			All Employees						Production/Non-supervisory Employees				
	Location	Payroll	Commissions	Count	Women	Payroll (excluding commissions)	Commissions (paid at least monthly)	Hours (including overtime)	Overtime Hours	Count	Payroll (excluding commissions)	Commissions (paid at least monthly)	Hours (including overtime)	Overtime Hours
1	Loc 101-A	Weekly	None						N/A					N/A
2	Loc 102-B	Weekly	None						N/A					N/A
3	Loc 103-C	Weekly	None											
4	Loc 104-E	Weekly	Weekly						N/A					N/A
5	Loc 104-E	Monthly	Monthly						N/A					N/A
6	Loc 105-G	Bi-weekly	N/A			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7	Loc 106-S	Bi-weekly	N/A			N/A	N/A	N/A	N/A		N/A	N/A	N/A	N/A

Continue

## Thank You Screen



**You are finished! Thank you for reporting your July 2020 data.**

BLS has received your data. Your Confirmation Number is **634506**. If you would like, you may export this report to an Excel file for your records or click the Edit Data button to make any changes. If you are done, you can log out or close the window.

**May 2020** | **June 2020** | **July 2020** | Please report data for the pay period that includes the 12<sup>th</sup> of the month.

	Location Information				Pay Frequency		All Employees						Production/Non-supervisory Employee			
	Location	Report #	ST	State UI	Payroll	Commissions	Count	Women	Payroll (excluding commissions)	Commissions (paid at least monthly)	Hours (including overtime)	Overtime Hours	Count	Payroll (excluding commissions)	Commissions (paid at least monthly)	Hours (including overtime)
1	Loc 101-A	660000101	ZZ	0001119999	Weekly	None	12		3							
2	Loc 102-B	660000102	ZZ	0001119999	Weekly	None	32		9							
3	Loc 103-C	660000103	ZZ	0001119999	Weekly	None	21		2							
4	Loc 104-E	660000104	ZZ	0001119999	Weekly	Weekly	12		10							
5	Loc 104-E	660000104	ZZ	0001119999	Monthly	Monthly	25		20							
6	Loc 105-G	660000105	ZZ	0001119999	Bi-weekly	None	12	4								

[Edit Data](#) | [Export as Excel file](#)