Report number: 123456789

Dear [Respondent Name]:

Due to [insert disaster], our Data Collection Center is temporarily closed. **[Interviewer Name]** will be unable to call you today for your scheduled appointment to collect monthly employment data. However, you will still be able to report your data using our online system.

Please click the following link to enter your monthly employment data online:

https://cesdata.bls.gov/CESLite/?respondent=012345678

If this link does not work, please copy and paste the following into the address bar of your web browser: cesdata.bls.gov

On that page, you will enter your CES report number, shown at the top of this email (some browsers will automatically fill the report number for you).

We understand that your priorities are the safety of your family, employees, and the status of your business operations. The data you provide will help us produce a high quality [Month] *Jobs Report* for the nation that will provide crucial information during this critical period. Thank you!

A list of Frequently Asked Questions (FAQs) is provided at the end of this e-mail if you have any questions about this process.

Thank you.

<u>FAQs</u>

1. 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. That number is shown at the top of this e-mail. 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.

2. When I entered data and clicked "Continue" I received a message that the "Month is blank." How do I resolve this? Please select the month for which you are submitting data from the dropdown in the upper left corner of the data collection page.

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.

4. Will I receive a phone call requesting data for next month? We hope to return to normal operations by next month. If not, you will receive another request by email to report online.

5. Can I continue to submit data by web in future months? When normal operations resume, please speak with your data collection specialist during your next phone call and discuss submitting data online as an option.