

Attachment 1 - Email Template User ID

Subject: Multiple Worksite Report Notice

Dear [Respondent Name]

It's time to submit your company's Multiple Worksite Report (MWR) for businesses with more than one location in [STATE] for the quarter ending [DATE].

The MWR is for businesses with more than one location in [STATE]. Your primary location is the location with the most employees in [STATE]. If your business has 10 or more employees working at secondary locations in [STATE], you should complete an MWR. Individual teleworkers should not be considered locations.

If your business has only one location in [STATE], you can disregard this notice.

Please log on to our secure website to complete your report. When you log into the system and select your account, you will only see one location listed in [STATE]. Select "add an additional worksite" to add all additional locations in [STATE].

MWR Website: <https://idcf.bls.gov>

User ID 1: [106xxxxxxxxxx]

User ID 2: [106xxxxxxxxxx]

PASSWORD: Your 8-character password(s) has been sent in a separate email. If you cannot locate the password email(s) in your inbox or SPAM folder, please email us at mwrweb.helpdesk@bls.gov and include your User ID(s) in your email.

The due date for this quarter MWR is [DATE].

Thank you,
U.S. Department of Labor
Bureau of Labor Statistics

How do I know this email is from the United States Bureau of Labor Statistics?

Links in this email will start with <https://> and contain 'bls.gov.' Your browser will also display a padlock icon to let you know a site is secure.

The Bureau of Labor Statistics (BLS) is committed to the responsible treatment of confidential information and takes rigorous security measures to protect confidential information in its possession. Per the Cybersecurity Enhancement Act of 2015, Federal information systems are protected from malicious activities through cybersecurity screening of transmitted data. This email contains confidential information. If you believe you are not the intended recipient of this message, please notify the sender and delete this email without disclosing, copying, or further disseminating its contents.

Attachment 2 - Email Template Password

Subject: Multiple Worksite Report - Password

Dear [Respondent Name],

To complete the Multiple Worksite Report (MWR) online, please use the User ID(s) from the email you recently received with the subject line: 'Multiple Worksite Report Notice', along with your password(s) below to log on to our secure website: <https://idcf.bls.gov>

PASSWORD1: [Password]

PASSWORD2: [Password]

If you copy and paste the password, please ensure that you are only copying the 8 character password and no spaces before or after.

Additional information regarding this survey can be found at: <https://www.bls.gov/respondents/mwr>

Thank you,
U.S. Department of Labor
Bureau of Labor Statistics

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