**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](mailto: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

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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.

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**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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