

Subject: ONLINE REPORTING OPEN: Monthly Retail Trade Survey – email 1 of 2

MONTHLY RETAIL TRADE SURVEY

Online Reporting Open

Check our email address – it's official if it ends in @census.gov

ATTN

COMPANY

Online reporting for the latest **Monthly Retail Trade Survey** is now open. In addition to opening collection for the <current month> 2020 reference period, we are asking those who have not yet reported <previous month> 2020 data to please report using the following information:

Reporting Period: MMMM YYYY

Username: XXXXXXXX

Password: WILL ARRIVE IN A SEPARATE EMAIL

Due Date: MMMMM DD, YYYY

Website: <https://bhs.econ.census.gov/bhs/mrts/index.html>

Please do not reply directly to this automated email. For assistance with completing this survey, please sign into your Census Bureau account or call your account manager, <account manager's name>, at <account manager's phone number>.

Thank you in advance for your time and participation, and for helping the U.S. Census Bureau measure America's people and economy.

Sincerely,

Stephanie L. Studds
Chief, Economic Indicators Division
U.S. Census Bureau

Office of Management and Budget (OMB) Number: 0607-0717

Expires: 5/31/2023

Subject line: ONLINE REPORTING OPEN: Monthly Retail Trade Survey – email 2 of 2

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Authority and Confidentiality

Title 13, United States Code, Sections 131 and 182, authorizes the U.S. Census Bureau to conduct this collection and to request your voluntary assistance. The Census Bureau is required by Section 9 of the same law to keep your information confidential and use your responses only to product statistics. The

Census Bureau is not permitted to publicly release your responses in a way that could identify your business, organization, or institution. Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data.

Burden Estimate Statement

We estimate the Monthly Retail Trade Survey will take an average of 7 minutes to complete, including the time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the survey.

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