

CE Online Diary

User Guide


July 2022
CE-818

Log in to your CE Online Diary at <https://respond.census.gov/diary>.

Username and Password

Logging in to the diary requires a unique and secure username and password that is assigned to each household. For security reasons, your password is provided separately by your field representative.

Respondent Name:	_____
Username:	_____
Start Date:	_____
End Date:	_____

	Login
	<input type="text" value="Username"/>
	<input type="text" value="Password"/>
	Forgot your password? Forgot your username?
	<input type="button" value="Login"/>

Note: It may be helpful to create a shortcut from your computer desktop or home screen. This will make it easier to access your diary each day as you are entering expenses. See the instructions on the back of this user guide for how to create a shortcut.

Help Tools: The online diary has a help menu that contains information on General Instructions, How to Fill Out Your Diary, Diary Examples, FAQs, and Definitions. To access it on the desktop version, click on the “Help” link on the right of the screen. In the mobile version, the “Help” link will appear after you click on Menu, which appears as three bars on the top right of the screen.

Questions?

Field representative's name: _____ Telephone: _____

Help Desk: Call us at (877) 744-1522 or e-mail us at Census.CE.Helpdesk@census.gov. We will respond during normal business hours from 9 a.m. to 5 p.m. (Eastern Time), Monday through Friday.

What Should I Enter in the CE Diary?

Complete the CE Diary for both weeks. Enter EVERYTHING you and your household members spend money on each day (see exceptions below)—the products you buy, the services you use, and the household expenses you have during the week—regardless of how large or small they are. Do NOT use abbreviations for any item descriptions.

The only items you should **not** include in your diary are:

- Expenses while you were away from home overnight.
- Business or farm operating expenses.
- Sales tax, *except* for meals, snacks, and drinks away from home.

Start Date and E-mail Address

When you first log in, you will select your scheduled start date listed on the front of this user guide.

Select the date you are scheduled to begin entering expenses into your CE Diary:

E-mail address (optional):

We will not share your e-mail address with any third parties. We ask for your e-mail address only to send reminders regarding your participation in this survey.

[Continue](#)

Username and Password

You will be logging into the diary several times throughout both diary weeks. You may find it helpful to customize your username and password so they are easy to remember. To change your username or password, click on the “User Settings” button in the top-right section of the desktop version. In the mobile version, the User Settings option can be accessed by clicking on the Menu that appears as three bars in the top-right corner of the screen. Make sure your new username and password meet all of the requirements that are specified on the “Change Username” and “Change Password” pages. You will also be required to enter your e-mail address and select and answer a security question.

No Expenses

If you had no expenses during your diary week, login to the diary on or after the last day of your diary week and you will see the following checkbox. Check the box to confirm that you had no expenses during the week.

You haven't entered any expenses for Week 1 - Feb 02 to Feb 08. If you had no expenses during this week, check here:

Logout

To protect your privacy, the CE Diary will automatically log you out if there is no activity for more than 15 minutes. You can also logout at any time by clicking on the “Logout” button. To log back in each time, you will need to re-enter your username and password. To prevent losing data you have entered, please remember to save your entries.

Entering Expenses

Below are examples of your home screen where you will be able to view a summary of your entered expenses and add new expenses. Please refer to page 4 for more detailed instructions on how to add an expense.

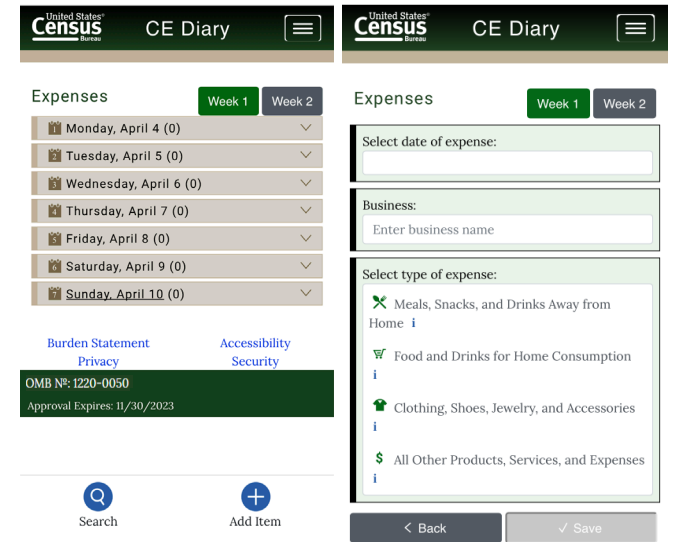
Desktop Version

To add an expense, you will enter information by first selecting the appropriate week and then the date of the expense on the left side of the screen.



Mobile Version

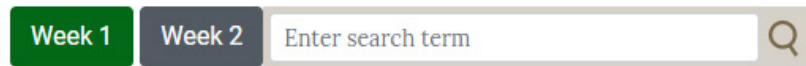
To add an expense, tap on the “Add Item” icon on the bottom right of the summary screen. An expense entry screen will appear allowing you to add a new expense.



(mobile summary screen) (mobile expense entry screen)

View, Edit, or Delete an Expense

To help you find a particular entry, you can enter a search term in the search box on the top right of your desktop version. In the mobile version, tap on the “Search” icon on the bottom left of the summary screen. You can view your expenses by selecting Week 1 or Week 2 and clicking on a specific date to expand the selection and view the expenses entered for that date.



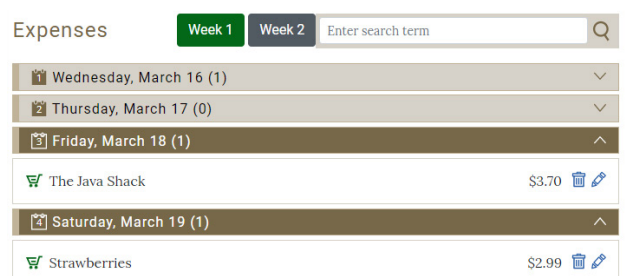
Desktop Version

To delete an expense, click on the trash can icon to the right of the expense. To view or edit an expense, click on the pencil icon to the far right of the expense. In the left entry space, you will be able to make any changes and select “Save” or “Back” to cancel or “Delete” to erase your entry.



Mobile Version

To delete an expense, click on the trash can icon to the right of the expense. To view or edit an expense, click on the pencil icon to the far right of the expense. When you click on edit, you will be able to make any changes and select “Save” or “Back” to cancel or “Delete” to erase your entry.



Adding Expenses to Your CE Diary

The Expense Entry screen on the mobile version is on a separate screen, but the entry fields are the same.

Select the date the purchase was made.

Enter the name of the business.

Select the category.

To cancel and return to your home screen, select "Back."

Select date of expense:

Business:
Enter business name

Select type of expense:

- Meals, Snacks, and Drinks Away from Home
- Food and Drinks for Home Consumption
- Clothing, Shoes, Jewelry, and Accessories
- All Other Products, Services, and Expenses

< Back ✓ Save

Expenses

Week 1 Week 2 Enter search term

- 1 Wednesday, March 16 (1)
- 2 Thursday, March 17 (0)
- 3 Friday, March 18 (0)
- 4 Saturday, March 19 (0)
- 5 Sunday, March 20 (0)
- 6 Monday, March 21 (0)
- 7 Tuesday, March 22 (0)

Select the diary week (1 or 2).

Category Specific Questions

After you select a category, additional questions specific to that category will appear for you to complete. See examples below:

Meals, Snacks, and Drinks Away From Home

- Enter the **total cost** (include tax and tip).
- Select restaurant or vendor type.
- Indicate if alcohol was included and the **cost** of alcohol, if applicable.
- Click the "Save" button to save your expense entry.

Select date of expense:

Business:
Enter business name

Select type of expense:

- Meals, Snacks, and Drinks Away from Home
- Food and Drinks for Home Consumption
- Clothing, Shoes, Jewelry, and Accessories
- All Other Products, Services, and Expenses

Total cost (include tax and/or tip) i
\$

Where did you make this purchase?

- Fast food, Take-out, Delivery, Concession
- Full Service places
- Vending Machines or Mobile Vendors/Food Trucks
- Employer or School Cafeteria

Were alcoholic beverages included?

- Yes
- No

Cost of alcoholic beverages:
\$

< Back ✓ Save

Food and Drinks for Home Consumption

- Describe the item or expense.
- Enter the cost of each item (do not include tax).
- Select the type of packaging.
- Click the "Save" button to save your expense entry.

Select date of expense:

Business:
Enter business name

Select type of expense:

- Meals, Snacks, and Drinks Away from Home
- Food and Drinks for Home Consumption
- Clothing, Shoes, Jewelry, and Accessories
- All Other Products, Services, and Expenses

Describe item or expense i

Total cost (do not include tax) i
\$

How was the item packaged?

- Fresh
- Frozen
- Bottled/Canned
- Other

< Back ✓ Save

Clothing, Shoes, Jewelry, and Accessories

- Describe the item or expense.
- Enter the **cost** (do not include tax).
- Select the gender and age.
- Click the "Save" button to save your expense entry.

Select date of expense:

Business:
Enter business name

Select type of expense:

- Meals, Snacks, and Drinks Away from Home
- Food and Drinks for Home Consumption
- Clothing, Shoes, Jewelry, and Accessories
- All Other Products, Services, and Expenses

Describe item or expense i

Total cost (do not include tax) i
\$

Was this item for:

- Child under 2
- Boy 2-15
- Girl 2-15
- Man 16 & over
- Woman 16 & over

< Back ✓ Save

All Other Products, Services, and Expenses

- Describe the item or expense.
- Enter the **cost** (do not include tax).
- Click the "Save" button to save your expense entry.

Select date of expense:

Business:
Enter business name

Select type of expense:

- Meals, Snacks, and Drinks Away from Home
- Food and Drinks for Home Consumption
- Clothing, Shoes, Jewelry, and Accessories
- All Other Products, Services, and Expenses

Describe item or expense i

Total cost (do not include tax) i
\$

< Back ✓ Save

Meals, Snacks, and Drinks Away From Home vs. All Other Categories

Something you should keep in mind when entering your expenses is that the “Meals, Snacks, and Drinks Away From Home” category is different from the other categories. See below for examples with entries in the mobile version.

Meals, Snacks, and Drinks Away From Home

In the “Meals, Snacks, and Drinks Away From Home” category, you will enter the *entire meal/purchase* as one entry and enter the total cost of the meal including tax and tip.

Green Onion Bistro

Artichoke dip	8.00
Beef short rib ravioli	18.00
Ginger lemon chicken	16.00
Berry lemon pie	6.00
Chocolate pudding	6.00
Soda	3.00
Red wine	9.00
Subtotal	86.00
Sales Tax	6.60
Total	72.60
Gratuity	15.00
Total	87.60

Signature: [Signature]
986 Divine Way
Washington, DC 20964

Mobile App Entry Form:

- Select date of expense: Thursday, Apr 7
- Business: Green Onion Bistro
- Select type of expense: **Meals, Snacks, and Drinks Away from Home**
- Total cost (include tax and/or tip): \$ 87.60
- Where did you make this purchase? **Full Service places**
- Were alcoholic beverages included? **Yes**
- Cost of alcoholic beverages: \$ 9.00

All Other Categories

For all of the other three categories, you will enter *each item purchased* as a separate entry and enter the cost of the item without tax.

VALU MART
FALLS CHURCH, VA 23156 - 703.893-8934

267198321	VM WHOLE MILK	3.29
986945631	6-PK SOCKS	7.99
063022838	PAPER TOWELS	11.99
073965782	LAUNDRY DETERGENT	18.99
037121340	SHAMPOO	2.94
037121345	CONDITIONER	2.94
256971531	SZ 3 DIAPERS	41.99
SUBTOTAL		99.30
VA TAX 5.0%		4.97
TOTAL		104.27

SIGN UP FOR A VALUMART CARD
AND SAVE 5% ON EVERY PURCHASE!

Mobile App Entry Forms:

- Item 1:** VM WHOLE MILK, 3.29. Category: Food and Drinks for Home Consumption.
- Item 2:** 6 pack socks, 7.99. Category: Clothing, Shoes, Jewelry, and Accessories.
- Item 3:** Paper Towels, 11.99. Category: All Other Products, Services, and Expenses.

Adding a CE Diary Shortcut

This will make it easier to access your diary each day as you are entering expenses. Although web browsers vary across brands and versions, the steps for creating a shortcut are usually similar.

Adding a CE Diary Shortcut to Your Computer Desktop Screen


1. Open the web browser and enter the URL: <https://respond.census.gov/diary>.
2. Once you have opened the website, hold down “ctrl” and “s” on the keyboard at the same time.
3. A new window will pop up. The default file name will be “CE Diary.”
4. Make sure “Desktop” is selected as the save location and then click on “Save.”
5. When you close the browser and return to your desktop, you will see an icon for the shortcut labeled CE Diary. To quickly access your CE Diary in the future, simply double click on this shortcut.

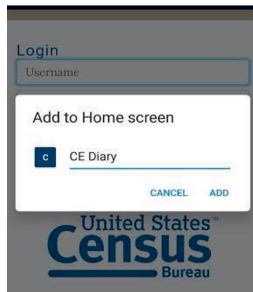
Have a QR code reader?

Access the CE Diary quickly by scanning this QR code:



Android Smartphones

1. Open your internet browser.
2. Enter the website address for the CE Diary:
<https://respond.census.gov/diary>
3. Once the website opens, tap on the menu icon at the top right of the screen:

4. A number of options will appear. Tap on “Add to Home Screen.” The screen below will pop up. Tap on “Add.”



5. When you close the browser and return to your home screen, you will see an icon labeled “CE Diary.” To quickly access your CE Diary in the future, simply tap on this shortcut.



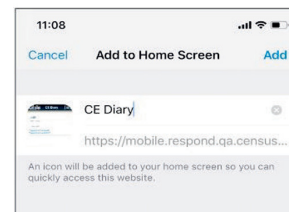
CE Diary

iPhone

1. Open your internet browser.
2. Enter the website address for the CE Diary:
<https://respond.census.gov/diary>
3. Once the website opens, tap on the share icon at the bottom of the screen:



4. A number of options will appear. Scroll to the right in the bottom row of options and tap on “Add to Home Screen.” The screen below will pop up. Tap on “Add.”



5. When you close the browser and return to your home screen, you will see an icon labeled “CE Diary.” To quickly access your CE Diary in the future, simply tap on this shortcut.



CE Diary

##DRAFT

Keep your records in this pocket.

(These records are only for your reference. We will not keep them.)

- Receipts
- Bills
- Pay stubs
- Bank statements
- Catalog/internet purchases
- Credit card statements

Frequently Asked Questions

1. How should I record multiple quantities?

You may group identical items on the same line and enter a total cost of all the items, or you may write each item on a separate line with the individual cost.

2. How should I record prepayments such as a subway fare card?

Record the expense when you pay for it, not when you use it.

3. How should I record credit card purchases?

Record the purchase on the day that you use your credit card to pay for it, not on the day you receive or pay your credit card bill.

4. Should I record automatic deductions taken from my paycheck or bank account?

Yes, record automatic deductions (such as health insurance premiums taken out of your account or paycheck) only if they are deducted that week. Write them in the section called *All Other Products, Services, and Expenses*.

5. Should I record typical monthly bills?

Yes, record typical monthly bills only if you pay them during the week that you have the diary. Write them in the section called *All Other Products, Services, and Expenses*.

6. What should I do when I use coupons, discount cards, or loyalty cards?

Subtract the discount from the original price and write the amount that you paid.

7. Can I just give you receipts instead of entering the information?

We need you to enter the information in the diary. We encourage you to save your receipts to review them with your field representative at the end of the week. You can use the pocket on the inside of this user guide to store your receipts until you're ready to record your purchases.

8. How should I record an item if I don't know if it includes tax?

Enter the amount paid.

9. What if I make a contribution or charitable donation?

Record money contributions or donations in the section called *All Other Products, Services, and Expenses*.

10. What about gift cards and gift certificates?

If you buy a gift card or gift certificate to give to someone, write down the cost of it under the appropriate section (e.g., a gift card to a clothing store would go under *Clothing, Shoes, Jewelry, and Accessories* and a gift card to a department store would go under *All Other Products, Services, and Expenses*). If you use a gift card, write down the full amount for your purchase as if paid with cash.

11. What do I do about returns and exchanges?

If an item is bought and returned during the diary week, delete the entry. If it was bought outside the week and returned during the week, do not make an entry. If an item is exchanged during the week, delete the entry for the item that was returned and enter the new item on the day the exchange was made.

12. How do I categorize the establishment for "Meals, Snacks, and Drinks Away From Home"?

Fast Food, Take-out, Delivery, Concession

You pay BEFORE you eat/drink.

Full Service Places

You pay AFTER you eat/drink, if you eat/drink at the establishment.

Vending Machines or Mobile Vendors/Food Trucks

Include vending machines, carts, and food trucks that move from place to place.

Employer and School Cafeterias

Include school meal plans and prepayments, and school lunch bills.

13. What's the difference between a concession stand and a mobile vendor?

A concession stand has to stay in a permanent location and a mobile vendor does not. Some mobile vendors may seem permanent because they are usually in the same location, but they are still considered mobile vendors because they have the option to change locations.

14. Should I record subsidized/reimbursed expenses?

Yes, but only record the portion that you or someone on your list has paid.

15. What should I do about shipping and handling costs?

Include the shipping and handling costs in the total price of the item. If the shipping and handling covered multiple items, include the shipping and handling in the total price of one item from the order.