

Assumptions:

- Use the standard Centurion screen for username and password
- Page breaks in this document represent the next screen
- All respondents see all screens (no skip patterns)

Welcome to the 2022 Annual Integrated Economic Survey (AIES) Pilot

Due Date: March 30, 2023

YOUR RESPONSE IS REQUIRED BY LAW. Title 13 United States Code (U.S.C.), Sections 131 and 182 authorizes this collection. Sections 224 and 225 require your response. The U.S. Census Bureau is required by Section 9 of the same law to keep your information CONFIDENTIAL and can use your responses only to produce 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 systems that transmit your data.

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number for the 2022 AIES Pilot is 0607-0971, expiration 12/31/2025. Without this approval we could not conduct this survey.

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Survey Response Instructions:

- This survey is an Excel spreadsheet that you will download, complete, and then upload.
- Responses should cover calendar year 2022.
- If book figures are not available, estimates are acceptable.
- If your fiscal year covers at least 6 months of calendar year 2022 you may report fiscal year on all items except payroll. If you report by fiscal year, indicate the exact dates of the fiscal year.
- Dollar figures should be rounded to thousands of dollars.

For additional information: (url)

If you have any questions or concerns while completing your survey, please reach out:

Email: emd.aies.help@census.gov

SURVEY OVERVIEW

This survey is an **Excel spreadsheet**. To complete it:

Step 1 - Download Spreadsheet

- Read the instructions on this screen and the following screen carefully.
- On the main menu, click the 'Download Response Spreadsheet' button.

Step 2 - Complete the Spreadsheet

- You can download detailed instructions for completing the spreadsheet by clicking [here](#).
- The spreadsheet workbook consists of several tabs:
 - Overview, Company, Survey, Add Location(s), Products (if applicable), Instructions

Step 3 - Upload the Spreadsheet

- On the main menu, click the 'Upload Completed Response Spreadsheet' button and complete your submission.

IMPORTANT INFORMATION

Please read the following before filling out the workbook:

The *Survey tab* on the spreadsheet offers the option to **choose how you report**.

- While some questions will require answers at the *location level* (i.e., each establishment), other questions will allow you to answer at the *industry level* (i.e., NAICS classification).
- This may be a time saving option for companies who:
 - have multiple locations
 - have records that allow for 'rolling' up to the industry level
- Industry level reporting is at the bottom of the spreadsheet – scroll down to respond by industry.

Frequently Asked Questions

How do I know which questions offer this choice?

- Questions are color coded

PLEASE NOTE:
<i>Colors indicate if a cell is a question, or if a response is required at that level, optional at that level, or not applicable.</i>
Blue cells represent question text.
White cells represent required answer at that level.
Yellow cells represent optional answer at that level.
Gray cells represent not applicable answers.

How do I know what my industries are?

- Your establishments have already been pre-grouped into industries. The exact row you can find the industry grouping in will change based on how many locations you have but will be at the *bottom half* of the spreadsheet and will be labeled, "By Industry". Note that you can refer to each establishment's industry in column J 'NAICS'
- Filling out establishment data will auto-sum into the industry roll up section

More information is also available on the 'Cover tab' of the workbook. You can return to this page at any time by returning to the main menu

ACCESS THE SURVEY

Use the buttons below to download your response spreadsheet and to upload it once it is completed.

Button 1: Download Response Spreadsheet

Button 2: Upload Completed Response Spreadsheet