

Email Template (1<sup>st</sup> and 2<sup>nd</sup> email blasts)

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**From:** [AnnualRefilingSurvey@bls.gov](mailto:AnnualRefilingSurvey@bls.gov)  
**To:** *[Respondent Email]*  
**Subject:** Annual Refiling Survey Notice

Dear *[Respondent Name]*,

Every three years *[State Agency Name]* and the U.S. Bureau of Labor Statistics (BLS) request that you verify your firm's address and main business activity through the Annual Refiling Survey (ARS). The ARS has been moved online and your email address was obtained from your State Unemployment Insurance (UI) filing, or because you filed this report online in the past. Please log on to our secure website and report online to reduce costs and save tax dollars.

Please log on to our secure website to complete your report: <https://idcfars.bls.gov/>

**WEBID 1:** *[991234567890]*

**WEBID 2:** *[991234567891]*

**PASSWORD:** Your 8-character password has been sent in a separate email. If you cannot find the password email in your inbox or SPAM folder, please go to our secure website and click on *Forgot Password*. You will receive an email, at this same email address, with instructions for resetting your password online.

The ARS *[is mandatory in accordance with [State law] and ]* is authorized by 29 U.S. Code, Section 2. Your cooperation is needed to make the results of this survey complete, accurate, and timely. The Industry Verification Form, BLS-3023 is approved with O.M.B. No. 1220-0032, in cooperation with the U.S. Department of Labor. The information collected will be used for statistical and Unemployment Insurance program purposes and other purposes in accordance with law. Additional information regarding this survey can be found at: <https://www.bls.gov/respondents/ars>

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. 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.*