Subject: Report **February** Employment to Current Employment Statistics (CES)

Dear Jane Doe:

This is your last chance to report your **February** employment data so they can be included in our **February** estimates. The data you provide are used to produce the monthly *Jobs Report* and are critical to understanding the pulse of our nation's economy.

Please submit your information **as soon as available**. If you have already reported, please disregard this message.

Payroll not ready yet? No problem, please save this message until your payroll information is available.

How do I report online?

Click on the CES Report # shown below to submit your data online. Please see the FAQs at the end of this email if you encounter any problems.

CES Report # (click to report)	**Location**	**State**
123456789	XXXX Massachusetts Ave, Washington	DC

I prefer to report my payroll data some other way, or I have a question:

If you prefer to report by telephone or have any questions about reporting, please contact your assigned data collection specialist, **John Interviewer** at **1-888-123-4567, ext. 123456 (toll free)**.

Thank you for helping us provide accurate information about the U.S. economy.

Bureau of Labor Statistics
U.S. Department of Labor

FAQs

1. I tried clicking the link and it doesn't work, how do I get to the site? Copy and paste the following into the address bar of your web browser: **cesdata.bls.gov**

2. Do I need a log-in or password to submit data on the website? The only thing you need is your 9-digit CES report number, which is provided above. Additionally, this number is embedded in the link we provided so simply clicking the link will take you to our site and, for most internet browsers, pre-fill the 9-digit report number for you.

3. Do I need to complete all of the items on the data entry page, I normally only answer some of these when I report by phone? You only need to provide data for the items that you normally provide by phone.

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