

Subject: ONLINE REPORTING OPEN: Quarterly Services Survey

**UNITED STATES DEPARTMENT OF COMMERCE
U.S. Census Bureau Official Correspondence**

QUARTERLY SERVICES SURVEY
Online Reporting Open

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

[Name]

[Company]

Your firm has been selected to participate in the **Quarterly Services Survey**. The U.S. Census Bureau's mission is to serve as the leading source of quality data about the nation's people and economy. This survey produces one of the Census Bureau's many important economic measurements. Data from this survey provide business leaders and policy makers with an up-to-date picture of the nation's economic condition and are a key element in estimating the quarterly Gross Domestic Product (GDP).

Online reporting is now open. Please use the following information to access your survey:

Reporting Period: Quarter ending [Mmmmm DD, YYYY]
Due Date: [Mmmmm DD, YYYY]

1. Register or sign in at <https://portal.census.gov>
 2. Add authentication code: **[XXXXXXXXXXXX]**
Case sensitive; if you copy and paste, ensure no blank spaces are captured.
 3. Report by clicking on "REPORT NOW"
-

Please do not reply directly to this automated email. To contact us electronically, sign into your [Census Bureau account](#) and send us a secure message by clicking “Options” on your active survey card, then “Send Message.”

For assistance with online reporting, please see our [FAQs](#) or call our customer help line at 1-800-772-7851, Monday through Friday, 8:30 a.m. to 5:00 p.m. Eastern time.

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

Sincerely,

Nick Orsini
Associate Director for Economic Programs
U.S. Census Bureau

OMB Number

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number is 0607-0907 and appears in the top right corner of the paper survey form or each online reporting screen. Without this approval, we could not conduct this survey.

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 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 the systems that transmit your data.

Burden Estimate Statement

We estimate the Quarterly Services Survey will take between 10 and 15 minutes to complete. Factors such as company size, complexity and activity will affect your actual time to complete the survey. This estimate includes 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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[Name]

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Catherine D. Buffington
Chief, Economic Indicators Division
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Office of Management and Budget (OMB) Number: 0607-0907
Expires: 06/30/2024

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