



# QUICK GUIDE TO BLS WEB REPORTING

## Job Openings and Labor Turnover Survey

<https://idcf.bls.gov/authentication/login>

U.S. Department of Labor  
Bureau of Labor Statistics

If you have any questions, contact:

[JOLTSWebHelp@bls.gov](mailto:JOLTSWebHelp@bls.gov)

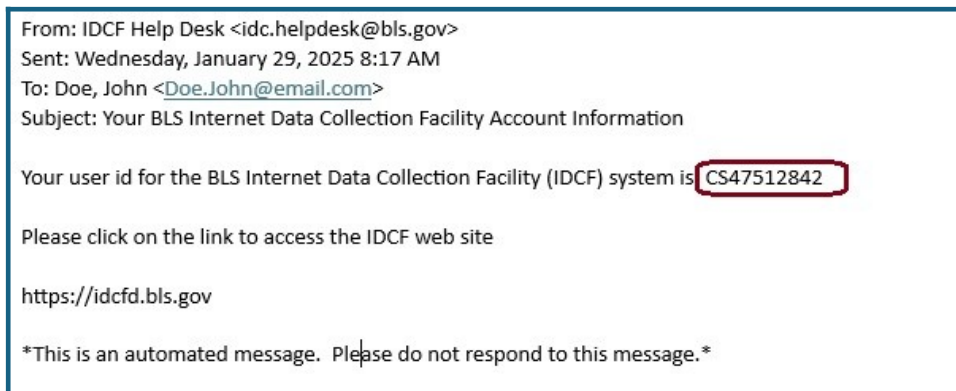
The Bureau of Labor Statistics (BLS) has developed a Web Reporting Site (or Internet Data Collection Facility) to expedite online reporting, especially for respondents to multiple surveys or for multiple worksites. The Job Openings and Labor Turnover Survey (JOLTS) has made this useful tool available to JOLTS respondents.

## Set Up User ID and Password

When you agree to report using this site, you will receive two emails from BLS for the JOLTS survey. One will include your Temporary User ID, and the other will include your Temporary Password.

1. Follow the link (<https://idcf.bls.gov>) in either email and enter your Temporary ID and Password.
2. Establish a new Password to activate your account.
3. Save the subsequent confirmation email you receive containing your permanent User Id (Figure 1.)

**Figure 1. Confirmation Email with Permanent User ID**



# Navigate the BLS Web Reporting System

Once you have activated your account and established your permanent User ID and Password, you may report each month with the following link:

<https://idcf.bls.gov/authentication/login>

**Step 1**— Log on by using the permanent User ID and Password you have already established. You may also use your email if you forgot your User ID.

**Figure 2. Logon Page**

### Internet Data Collection Facility (IDCF) Logon

Welcome to the Internet Data Collection Facility (IDCF).

To report your survey data, you must logon with a valid password for the IDCF User ID that is included in your Bureau of Labor Statistics (BLS) survey documents.

**User ID:**   
*User ID can be your permanent account number, temporary account number or your registered email address.*

**Password:**   
*NOTE: the password is case-sensitive.*

[Forgot Password?](#)

**Terms and Conditions of Use**

**WARNING!** You are using an Official United States Government System, which may be used only for authorized purposes. Unauthorized modification of any information stored on this system may result in criminal prosecution. The Government may monitor and audit the usage of this system, and all persons are hereby notified that the use of this system constitutes consent to such monitoring and auditing. Unauthorized attempts to upload information and/or change information on these web sites are strictly prohibited and are subject to prosecution under the Computer Fraud and Abuse Act of 1986 and Title 18 U.S.C. Sec. 1001 and 1030.

**Step 2**— Review your contact information, select the JOLTS survey, and select Continue. Here you can also:

- Update your contact information
- Request help by using the Help Request Form link at the bottom
- Change your password

**Figure 3. Welcome Page**

**Welcome to the Internet Data Collection Facility**

- Please review your information listed below, and click the "Update" button to make any changes.
- Select the appropriate survey and click the "Continue" button when you are ready to enter data.

**Respondent Information**

[Update](#) **John Doe**  
joltswbhelp@bls.gov  
202-212-3456

**Widget Manufacturing Corp.**  
2 Massachusetts Ave  
Washington DC 22301

**Change your password**

**Update your contact information**

Please select a survey: Job Openings and Labor Turnover Survey [Select the Job Openings and Labor Turnover Survey](#)

[Continue](#)

Maintenance activities may be conducted on Sundays from noon to 6:00 p.m. Eastern Time in order to keep the Internet Data Collection Facility (IDCF) at its peak performance and to cause as little disruption in service as possible to our customers. If the system is unavailable, please try back at a later time.

If you have questions or comments please complete and submit the [Help Request Form](#) Version: 10.5.4

**Step 3**— Read the Welcome screen and press Continue. Here you can also:

- Download new JOLTS forms
- Contact the JOLTS Web Help Team directly for collection assistance

**Figure 4. JOLTS Information Page**

Dear Employer,

Welcome to the Job Openings and Labor Turnover Survey (JOLTS) Internet Data Collection Website. The JOLTS program collects data on Total Employment, Job Openings, Hires, Quits, Layoffs & Discharges, and Other Separations from approximately 21,000 U.S. business establishments. The data are collected by the Bureau of Labor Statistics through the Atlanta JOLTS Data Collection Center on a monthly basis. The JOLTS survey covers all non-agricultural industries in the public and private sectors for the 50 States and the District of Columbia. Your data help provide business and government officials with vital information on our nation's Job Openings and Labor Turnover. Thank you for being a part of our nation's job count!

[Continue](#) **Download new JOLTS data collection forms** **Contact JOLTS Web Help Team**

**NOTE:** If you need a new JOLTS form, please click the [Get New Form](#) link, or email [JoltsWebHelp@bls.gov](mailto:JoltsWebHelp@bls.gov). You will also have the option to download a new form from the "Thank You" page after submitting your data.

The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies, will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act (44 U.S.C. 3572) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent. Per the Federal Cybersecurity Enhancement Act of 2015, Federal information systems are protected from malicious activities through cybersecurity screening of transmitted data.

We estimate it will take an average of 10 minutes to complete this form each month, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this information. If you have any comments regarding these estimates or any other aspect of this survey, send them to the Bureau of Labor Statistics, 2 Massachusetts Avenue, NE, Room 4840, Washington, DC 20212. You are not required to respond to the collection of information unless it displays current **OMB No. 1220-0170**. Approval expires 12/31/2025.

If you have questions or comments, please send e-mail to: [JoltsWebHelp@bls.gov](mailto:JoltsWebHelp@bls.gov) Version: 1.0

## Step 4— Enter your data.

- Provide data for all blank cells in the current month. To make it easier to enter data, you can:
  - Copy and paste data across cells from external records
  - Sort the data by clicking on the column header
  - Expand the Location Information columns by clicking on the ⊕ button.
  - Provide or correct data from previous month(s) by selecting the tab for that month.
- If you need help, you can:
  - Access definitions for each column by (hovering over/clicking on) the blue question mark icon in the column headers.

**Figure 5. Data Collection Screen**

**Data Entry**

The online spreadsheet below offers a number of features to facilitate data entry. [View hints for entering data.](#)

- **Copy & paste** across cells (use keyboard commands Ctrl+'C' for copy and Ctrl+'V' for paste).
- **Sort rows** ascending/descending (click on the column header).
- **Expand** location information (click '+' next to 'Location Information').

Choose the Tab of the Month you wish to report or review

November 2024 **December 2024** Report the data item below for each monthly tab

Access hints for successful data entry

Click these icons to access the definition of each data element

Click each column header to sort the rows by the values of each column ascending/descending

	Report #	Location	Total Employment (Pay period including the 12th of the month)	Job Openings (Available on the last business day of the month)	Hires	Quits	Layoffs and Discharges	Other Separations	Total Separations	
1	333333331	124 Washington St.			2	0	1	0	55	56
2	333333332	224 Jefferson Ct.	49		4	4	7	4	1	45
3	333333333	324 Madison Ave.	200		9	11	2	7	2	11
4	333333334	424 Hamilton Dr.	700		58					
5	333333335	524 Franklin Ln.								
6	333333336	624 Adams Blvd.								

Expand the Location Info column for more detail about the location

Enter or paste (Ctrl+'V') data in these cells

Continue

**Note!** You may use the tab key to access all features on this page

**Step 5** — Review messages. The system reviews your data to identify potential problems. This step identifies inconsistent data that you **must** correct to move forward. To view the specific issues, press the “Show Errors List” or click on the “Issues” button associated with a report. Examples of possible problems include:

- Non-numeric characters or negative numbers
- No entry in Total Employment, which is a required field
- Reports where Total Separations does not equal the sum of Quits, Layoffs and Discharges, and Other Separations when at least 2 of these fields are reported.

**Figure 6. Error Review Page**

**Errors Review**

The report(s) below have inconsistencies. Please review the highlighted cells or click the "Show Errors List" button for error details and make corrections. Press continue to submit your corrections.

Show Errors List

Click to display comprehensive list of errors

Note the number of errors you must correct before continuing

November 2024 December 2024 2 Report the data item below for each monthly tab

	Location Information	Total Employment (Pay period including the 12th of the month)	Job Openings (Available on the last business day of the month)	Hires	Quits	Layoffs and Discharges	Other Separations	
1	333333331 124 Washington St.		2	0	1	0	55	56
2	333333332 224 Jefferson Ct.	49	4	4	7	4	1	45
3	333333333 324 Madison Ave.	200	9	11	2	7	2	11
4	333333334 424 Hamilton Dr.	700	58	28	17	21	7	45
5	333333335 524 Franklin Ln.	2,500	90	81	25	40	17	82
6	333333336 624 Adams Blvd.	100,000	102	201	77	89	14	180

Address all errors highlighted in red

Click on the Issues button to view error associated with a Report #

Total Employment cannot be blank and must be greater than or equal to zero

## Step 6 — Address warnings regarding unexpected values.

The second review looks for unexpected values, such as unusually high or low data. If the values are correct, explain the situation in the “Reason” column. Your input here is not required, but it can help us better understand the changes and avoid excessive follow-ups to seek clarification.

**Figure 7. Warnings Review Page**

**Warnings Review**

The report(s) below have some warnings. Please review the highlighted cells or click the "Show Warnings List" button for warning details and make corrections if necessary.

**Show Warnings List** ▼

Click to display comprehensive list of warnings

Note the numbers of warnings for each month

November 2024 3 December 2024 3 Report the data item below for each monthly tab

Report #	Location	Total Employment (Pay period including the 12th of the month)	Job Openings (Available on the last business day of the month)	Hires	Quits	Layoffs and Discharges	Other Separations	Separations	Reason	
333333331	124 Washington St.	10		2	0	1	0	55	56	Issues
333333332	224 Jefferson Ct.	49		4	4	7	1	12	11	Issues
333333333	324 Madison Ave.	200		9	11	2	2	11	11	Issues
333333334	424 Hamilton Dr.	700		58	28	7	7	45	82	Issues
333333335	524 Franklin Ln.	2,500		90	81	25	40	17	82	Issues
333333336	624 Adams Bvd.	100,000								Issues

Click on the Issues button to view warnings for a Report#

• Job Openings = Hires. Please make sure that the openings reported were still available at the end of the month, and not filled by the hires reported. If correct, confirm in the final column.

Correct or verify the highlighted data that generated the warning

The Reason column provides you the option to explain notable changes that generated the warnings

Total Separations	Reason
56	Issues Verified Job Openings available at the end of the month
12	Issues Please select an option
11	More business
45	Less business
82	Seasonal Change, beginning season
82	Seasonal Change, ending season
180	Issues Verified Job Openings available at ...
	On-call workers worked during pay p...
	On-call workers did not work during ...

**Step 7** —Review your data. The “Thank You” screen displays all your data and confirms that you have successfully submitted your data. On this screen, you can:

- Export your data to Excel
- Correct any problems by selecting the “Edit Data” button.

**Figure 8. Thank You Page**

**You are finished! Thank you for reporting your data.**  
BLS has received your data. Your Confirmation Number is **1377555**. If you would like, you may export this report to an Excel file for your records or click the Edit Data button to make any changes. If you are done, you can log out or close the window.

Note your confirmation number

November 2024 **December 2024** Report the data item below for each monthly tab

	Location Information	Total Employment	Job Openings	Hires	Quits	Layoffs and Discharges	Other Separations	Total Separations
Report #	Location	(Pay period including the 12th of the month)	(Available on the last business day of the month)					
1	333333331 124 Washington St.	10	2	0	1	0	55	56
2	333333332 224 Jefferson Ct.	49	4	4	7	4	1	12
3	333333333 324 Madison Ave.	200	9	11	2	7	2	11
4	333333334 424 Hamilton Dr.	700	58	28	17	21	7	45
5	333333335 524 Franklin Ln.	2500	90	81	25	40	17	82
6	624 Adams Blvd.	100000	102	201	77	89	14	180

Click the Edit button if you notice your data needs correction

Click Export to keep an Excel record of your submission

Edit Data Export as Excel file