

# Annual Integrated Economic Survey

## Production Screenshots

2024

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# Welcome Screen

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 **Annual Integrated Economic Survey (AIES)**

HW1 [New and logging out](#)

## Welcome to the 2023 Annual Integrated Economic Survey

Title 18 of the U.S. Code protects the confidentiality of all your information. Violating the confidentiality of a response is a federal crime with serious penalties, including a federal prison sentence up to five years, a fine of up to \$250,000, or both. Only authorized individuals have access to the stored data, and the information you provide to the Census Bureau may only be used by a restricted number of authorized individuals who are sworn for life to protect the confidentiality of your individual responses. Your answers cannot be used against you by any government agency in court.

For more information about how we protect your information, please visit our website at [census.gov](#) and click on "Data Protection and Privacy Policy" at the bottom of the home page. This page also includes information about the collection, storage, and use of these records. Click on "System of Records Notices (SORN)" and look for Privacy Act System of Records Notice COMMERCE/CENSUS 4, Economic Survey Collection.

We estimate the survey will take an average of 5 hours and 23 minutes to complete, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

You may e-mail comments regarding these burden estimates or any other aspect of this collection of information, including suggestions for reducing burden for [\[Email: OMB-PRA@census.gov\]](#). Be sure to use "AUS Survey Comments 0507-1024" as the subject.

Continue

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OMB E-privacy (Data Collection) 0507-1024

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# Overview

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Annual Integrated Economic Survey (AIES)

[FAQ](#) [Save and Log out](#)

## Overview [More information](#)

Welcome to the Annual Integrated Economic Survey (AIES).

**Step 1: Verify locations**  
Verify information about each of the locations for your company.

**Step 2: Company-level questions**  
Answer a series of questions about your company.

**Step 3: Detailed data**  
A custom spreadsheet will be generated based on the responses to Steps 1 and 2. Provide answers for each location, note that some information can be combined and provided at the industry level.

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# Step One: Choice

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### Step 1: Verify locations spreadsheet selection [More information](#)

Please select the method that you would like to provide your data.

You cannot add locations to the downloadable spreadsheet.

Add locations in the Online spreadsheet, then come back here to download the spreadsheet to enter data.

If others in your company would like to review the Step 1 data before submission, please download a copy by clicking "Start" for "Upload a spreadsheet," then click the "Download" button.

#### Online spreadsheet

Enter the information for each establishment in an online spreadsheet format.

Start

OR

#### Upload a spreadsheet

Download an Excel file template to enter information for each establishment.

Start

Back

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# Step One: Online Path

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## Annual Integrated Economic Survey (AIES)

[FAQ](#)

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### Step 1: Verify locations online spreadsheet [More information](#)

The Census Bureau has the following locations for this company.

- To update or enter data in a field, click in a cell and begin typing.
- Some information has been prefilled.
- Fields that do not require a response are shaded gray.
- Before downloading the spreadsheet, you may add establishments in the online spreadsheet:
  - To add establishments, use the "+ Add additional location(s)" button below.
  - Click the Back button and select "Upload a spreadsheet."
- After you upload your spreadsheet, you will be taken to the online spreadsheet to review your data.
- Only added locations may be deleted, and this has to be done one at a time.
  - If more than one row is highlighted and the "Delete added location" button is selected, only the first row will be deleted.
- For more information read the **Instructions** tab or click the [FAQ](#) link at the top right of the screen.
- If you share survey access, and more than one person in your company is completing data at the same time, the data from the last person to save it, will remain in the instrument.

Instructions

Verify locations

Check Data

Save

| Establishment Information               |                   |                                                                                                                |                    |        |      |       |          |      |       | Primary Business                                                                          |
|-----------------------------------------|-------------------|----------------------------------------------------------------------------------------------------------------|--------------------|--------|------|-------|----------|------|-------|-------------------------------------------------------------------------------------------|
| Please correct any errors or omissions. |                   | We have listed establishments of your company based on Census records. Please correct any errors or omissions. |                    |        |      |       |          |      |       | Primary Business based on the Industry Classification (NAICS), is prefilled by the Bureau |
| ID                                      | Name 1            | Name 2                                                                                                         | Store/Plant number | Street | City | State | ZIP Code | EIN  |       |                                                                                           |
| 12345                                   | TEST COMPANY NAME | NAME                                                                                                           |                    | STREET | CITY | ZZ    | 1234     | 1234 | 12345 |                                                                                           |

+ Add additional location(s)

Delete added location

Back

Save and continue

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# Run Checks

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[FAQ](#) [Save and Log out](#)

### Step 1: Verify locations online spreadsheet [More information](#)

The Census Bureau has the following locations for this company.

- To update or enter data in a field, click in a cell and begin typing.
- Some information has been prefilled.
- Fields that do not require a response are shaded gray.
- Before downloading the spreadsheet, you may add establishments in the online spreadsheet:
  - To add establishments, use the "+ Add additional location(s)" button below.
  - Click the Back button and select "Upload a spreadsheet."
- After you upload your spreadsheet, you will be taken to the online spreadsheet to review your data.
- Only added locations may be deleted, and this has to be done one at a time.
  - If more than one row is highlighted and the "Delete added location" button is selected, only the first row will be deleted.
- For more information read the **Instructions** tab or click the FAQ link at the top right of the screen.
- If you share survey access, and more than one person in your company is completing data at the same time, the data from the last person to save it, will remain in the instrument.

InstructionsVerify locationsCheck Data

Save

You have not recently ran checks on your data

Run Checks

+ Add additional location(s)

Delete added location

BackSave and continue

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## Add a Location

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#### Step 1: Verify locations online spreadsheet [More information](#)

The Census Bureau has the following locations for this company.

- To update or enter data in a field, click in a cell and begin typing.
- Some information has been prefilled.
- Fields that do not require a response are shaded gray.
- Before downloading the spreadsheet, you may add establishments in the online spreadsheet:
  - To add establishments, use the "+ Add additional location(s)" button below.
  - Click the Back button and select "Upload a spreadsheet."
- After you upload your spreadsheet, you will be taken to the online spreadsheet to review your data.
- Only added locations may be deleted, and this has to be done one at a time.
  - If more than one row is highlighted and the "Delete added location" button is selected, only the first row will be deleted.
- For more information read the **Instructions** tab or click the FAQ link at the top right of the screen.
- If you share survey access, and more than one person in your company is completing data at the same time, the data from the last person to save it, will remain in the instrument.

[Instructions](#)[Verify locations](#)[Check Data](#)[Save](#)

| Establishment Information               |                   |                                                                                                                |                    |        |      |       |          |      |       | Primary Bu                                        |
|-----------------------------------------|-------------------|----------------------------------------------------------------------------------------------------------------|--------------------|--------|------|-------|----------|------|-------|---------------------------------------------------|
| Please correct any errors or omissions. |                   | We have listed establishments of your company based on Census records. Please correct any errors or omissions. |                    |        |      |       |          |      |       | Primary Bu<br>based on<br>Industry<br>(NAICS), is |
| ID                                      | Name 1            | Name 2                                                                                                         | Store/Plant number | Street | City | State | ZIP Code | EIN  |       |                                                   |
| 12345                                   | TEST COMPANY NAME | NAME                                                                                                           |                    | STREET | CITY | ZZ    | 1234     | 1234 | 12345 |                                                   |
| cf5ae2d4                                |                   |                                                                                                                |                    |        |      |       |          |      |       |                                                   |

[+ Add additional location\(s\)](#)[Delete added location](#)[Back](#)[Save and continue](#)

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# STEP ONE: Download Path

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## Annual Integrated Economic Survey (AIES)

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[Save and Log out](#)

### Step 1: Verify locations download/upload spreadsheet [More information](#)

To add establishments, return to the Online spreadsheet using the "Back" button. Add locations there, and then download the spreadsheet.

#### Download

Download the template to your device.

- On the "Verify locations" tab, do not alter the placement of the rows or columns, or the text in the first column or first five rows
- Once you have verified the address/EIN and answered all of the questions for each location, upload the file below.



Download

Annual Integrated Economic Survey (AIES)

#### Upload

Drag your file into the box below or browse to search for the file you would like to upload

- Your spreadsheet must be saved as a .xlsx file
- You can only upload one spreadsheet at a time
- After you upload your spreadsheet, you will be taken to the online spreadsheet to review your data.

  
Drag file to upload  
or  
[Browse](#)

| File Name | Status | Uploaded | Action |
|-----------|--------|----------|--------|
|-----------|--------|----------|--------|

[Back](#)

[Save and continue](#)

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## STEP ONE B.

*If location added*

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**United States Census Bureau** Annual Integrated Economic Survey (AIES) [FAQ](#) [Save and Log out](#)

### Step 1b: Verify locations (continued) online spreadsheet [More information](#)

This spreadsheet has been prefilled based on your responses in Step 1.

- To enter data in a field, click in a cell and begin typing.
- Fields that do not require a response are shaded gray.
- After you upload your spreadsheet, you will be taken to the online spreadsheet to review your data.
- For more information read the **Instructions** tab or click the FAQ link at the top right of the screen.
- If you share survey access, and more than one person in your company is completing data at the same time, the data from the last person to save it, will remain in the instrument.

[Instructions](#) [Verify locations continued](#) [Check Data](#) [Save](#)

Establishment Information

Step 1b: Verify location(s) continued

Name 1 prefilled from Step 1. We have listed establishments of your company where additional data are needed below.

| ID    | Name 1            | Name 2            | Store/Plant number | Street | City |    |
|-------|-------------------|-------------------|--------------------|--------|------|----|
| 12345 | TEST COMPANY NAME | TEST COMPANY NAME |                    | STREET | CITY | ZZ |

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Save and continue

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## STEP TWO

*[Not all Step 2 screens displayed]*

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**Step 2: Company-level questions** [More information](#)

Answer a series of questions about your company.

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# STEP TWO

## Company Mailing Address

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### Annual Integrated Economic Survey (AIES)

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#### Company Mailing Address

Please verify and update the address we have on file below:

ATTN

Name 1

Name 2

Street

City

State

  

ZIP Code

[Back](#)[Save and continue](#)

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# STEP TWO

## Reporting Period



### Annual Integrated Economic Survey (AIES)

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COMPANY NAME      RESPONDENT NAME

STREET

CITY, ADDRESS

#### Reporting Period

#### What time period is covered by the data provided in this survey?

Calendar year data are preferred. If unavailable, please report for the full fiscal year that includes at least 6 months of data for the 2023 calendar year.

☒ Calendar Year

☐ Fiscal Year

☐ Partial Year

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# STEP THREE: Choice



### Step 3: Detailed data spreadsheet selection [More information](#)

Please select the method that you would like to provide your data.

If others in your company would like to review the Step 3 data before submission, please download a copy by clicking "Start" for "Upload a spreadsheet," then click the "Download" button.

#### Online spreadsheet

Enter the information for each establishment in an online spreadsheet format.

Start

OR

#### Upload a spreadsheet

Download an Excel file template to enter information for each establishment.

Start

Back

## STEP THREE: Online Path

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Census<sup>™</sup>

Annual Integrated Economic Survey (AIES)

FAQ Save and Log out

**Step 3: Detailed data online spreadsheet** [More information](#)

This spreadsheet has been customized based on your responses in Steps 1 and 2.

- Some items have been prefilled.
- To enter data in a field, click in a cell and begin typing.
- Fields that do not require a response are shaded gray.
- After you upload your spreadsheet, you will be taken to the online spreadsheet to review your data.
- For more information read the **Instructions** tab or click the **FAQ** link at the top right of the screen.
- If you share survey access, and more than one person in your company is completing data at the same time, the data from the last person to save it, will remain in the instrument.
- The first digit of the ID on each row indicates:
  - 2 = a single establishment/location.
  - 3 = a Kind of Activity Unit (KAU) which represents one or more locations to be reported together based on:
    - industry (NAICS), location, tax status, or type of wholesale operation
- The non-numeric IDs are locations added in Step 1.

Instructions Detailed data Product data-Manufacturing only Check Data Save

Establishment Information

Establishment Information

Name 1 prefilled from Step 1. We have listed establishments of your company based on your re

| ID          | Name 1            | Name 2 | Store/Plant number | Street | City |   |
|-------------|-------------------|--------|--------------------|--------|------|---|
| 12345       | TEST COMPANY NAME | NAME   |                    | STREET | CITY | Z |
| 30000032663 |                   |        |                    |        |      |   |

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# STEP THREE: Download Path

United States<sup>®</sup>

Census

Bureau

Annual Integrated Economic Survey (AIES)

FAQ

Save and Log out

Step 3: Detailed data download/upload spreadsheet

[More information](#)

Download

Download the template to your device.

On the "Detailed data" tab, do not alter the placement of the rows or columns, or the text in the first column or first five rows

Once you have answered all of the questions, upload the file below.

Download icon

Download

Annual Integrated Economic Survey (AIES)

Upload

Drag your file into the box below or browse to search for the file you would like to upload

Your spreadsheet must be saved as a .xlsx file

You can only upload one spreadsheet at a time

After you upload your spreadsheet, you will be taken to the online spreadsheet to review your data.

Drag file to upload

or

Browse

| File Name                                   | Status                   | Uploaded          | Action               |
|---------------------------------------------|--------------------------|-------------------|----------------------|
| annual-integrated-economic-survey-aies.xlsx | File processing complete | 2/29/2024 2:52 PM | <a href="#">view</a> |
| AIES_Step1 _ wrong op status.xlsx           | File processing complete | 3/5/2024 1:17 PM  | <a href="#">view</a> |

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# SUBMIT

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## Annual Integrated Economic Survey (AIES)

[FAQ](#)[Save and Log out](#)

COMPANY NAME      RESPONDENT NAME

STREET

CITY, ADDRESS

**Who should we contact regarding this report?**

Name

Title

Phone number

Extension

Email address

Website

### Survey Completion Time

**Approximately how long did it take to complete this survey?**

**Include:**

- Time spent collecting data and materials from other individuals/departments
- Time spent running reports, combining materials, and entering data

Hours

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## Annual Integrated Economic Survey (AIES)

[FAQ](#)[Save and Log out](#)

### Click to Submit

Thank you for completing all of the steps of the AIES survey!

This is the last step, click the Submit button below to meet your reporting obligation, and receive confirmation of receipt.

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## Annual Integrated Economic Survey (AIES)

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### Submission Confirmation

**Thank you for submitting the 2023 AIES Annual Integrated Economic Survey**

Please note: After submitting surveys, it takes 1 or 2 business days for the filing status to be updated on the Respondent Portal.

[Download Step 1 data](#)[Download Step 1B data](#)[Download Step 3 data](#)

Submission date and time: Thursday, March 14th, 2024 3:15 PM

Confirmation ID: 1c7a6f84

#### Survey Mailing Address:

COMPANY NAME      RESPONDENT NAME

STREET

CITY, ADDRESS

**Contact Person (this submission):** test

**Phone:** 5555555555

[Print confirmation](#)

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