

August 12, 2026

MEMORANDUM FOR: Reviewer of 1220-0032

FROM: DAVID M. TALAN, Chief
Division of Administrative Statistics and Labor Turnover
Bureau of Labor Statistics

SUBJECT: Proposal for the modification of password email
notifications sent to Annual Refiling Survey (ARS)
respondents

The Quarterly Census of Employment and Wages (QCEW) program is a Federal/State cooperative effort which compiles monthly employment data, quarterly wages data, and business identification information from employers subject to State Unemployment Insurance (UI) laws. These data are collected from State Quarterly Contribution Reports (QCRs) submitted to State Workforce Agencies (SWAs). The States send micro-level employment and wages data, supplemented with the names, addresses, and business identification information of these employers, to the BLS. The State data are used to create the BLS sampling frame, known as the longitudinal QCEW data.

To ensure the continued accuracy of these data, the information supplied by employers must be periodically verified and updated. For this purpose, ARS is used in conjunction with the UI tax reporting system in each State. The information collected by the ARS is used to review the existing industry code assigned to each establishment as well as the physical location of the business establishment. As a result, changes in the industrial and geographical compositions of our economy are captured in a timely manner and reflected in the BLS statistical programs.

The QCEW program continues to seek ways to increase survey response rates associated with the ARS. In the past, if a respondent could not find their Web ID or password, they were required to manually fill out an online form to request retrieval of their Web ID or password. The QCEW program recently underwent an enhancement to the ARS Web login page that allows respondents to retrieve their ARS Web ID and/or password automatically, using their email address. The QCEW program proposes the option to modify the text in the password email, sent to respondents, with information on how to retrieve their Web ID through the automatic system rather than the online form submission. The online form submission is still available in the email if the respondent needs to access it for other inquiries.

The QCEW program proposes utilizing the new email notification for the FY2027 ARS. Please see Attachment 1 for an example of the modified text.

If you have any questions about this request, please contact David M. Talan at 202-691-6467 or e-mail at Talan.Dave@bls.gov or Kelly Quinn at 202-691-6454 or e-mail at Quinn.Kelly@bls.gov.

Password Template

From: AnnualRefilingSurvey@bls.gov
To: *[Respondent Email]*
Subject: Annual Refiling Survey - PASSWORD

Dear *[Respondent]*,

To complete the Annual Refiling Survey (ARS) online, please use the Web ID(s) from the email you recently received with the subject line: "Annual Refiling Survey Notice," along with your password(s) below to log on to our secure website: <https://idcfars.bls.gov/>

PASSWORD 1: *[Ab123456]*
PASSWORD 2: *[Bc234567]*

If you copy and paste the password, please ensure that you are only copying the 8-character password with no spaces before or after.

If you cannot locate your Web ID, please check your email's spam folder for the Annual Refiling Survey Notice email. If you cannot find the email in your inbox or spam folder, please go to the [Annual Refiling Survey - Login Page](#) and select the "Forgot Web ID" link. You can use your survey email address to have your survey notice and Web ID resent.

For other inquiries, please submit an online [Request for Annual Refiling Survey \(ARS\) Respondents Information](#) and provide a description of your issue.

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

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