ELECTRONIC REPORTING IS AS EASY AS 1-2-3

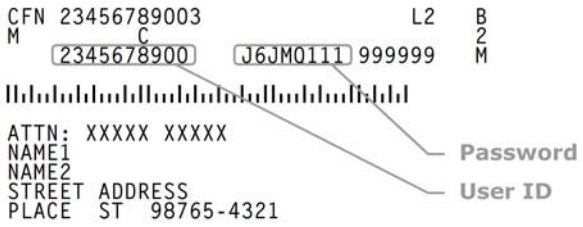
Step 1: Install and Open the software

Install the software

- Go to www.census.gov/econhelp
- Select "Report of Organization" or "Annual Survey of Manufactures"
- Click on "Electronic Reporting"
- Click on "Download Software"
- Choose the "Run" option
- Follow the on-screen instructions to complete installation

Open the software

- From Windows, click Start | Programs | U.S. Census Bureau | Surveyor 2007
- Or click on the "Surveyor 2007" shortcut icon on the Desktop
- Click Tools | Retrieve New Survey Data...
- Select "2008 Report of Organization and/or Annual Survey of Manufactures" from the pull-down menu
- Locate "User ID" and "Password" on the cover letter or in the label of your paper form and enter them when prompted



Password is case sensitive (use all CAPS)

- Click "OK"

Step 2: Follow instructions in A or B

A. Verify locations and Complete report forms

Verify the list of locations

- Click on the Workbook tab and then click on "All Locations - Selected Items" in the "Form Types" panel
- To add missing locations:
  - ▶ Click on the "Add Location(s)" button
  - ▶ Select NC-99001(L)
  - ▶ Specify the "Number of locations to add"
  - ▶ Click on the "Add" button

Complete the report forms

- Click on the Form tab or Workbook tab and complete all applicable items
- Note that the NC-99001(L) requires responses for locations:
  - ▶ Prelisted locations are on Item "5A Pre-identified Locations of Operation" on the Form tab or the "Item 5A" tab on the Workbook tab
  - ▶ Added locations are on Item "5B Additional Locations of Operation" on the Form tab or the "Item 5B" tab on the Workbook tab

After completing all forms, go to Step 3

B. Fill out a spreadsheet (export and import)

Export to spreadsheet

- Click on the "Export to Spreadsheet" button
- Follow the on-screen instructions

Fill out the spreadsheet

- Open the xls file created during the "Export to Spreadsheet" step
- Provide and update data for all locations in the spreadsheet
- To add missing locations, add a new row in the "All Locations - Selected Items" tab of the All Locations spreadsheet or in the "Item 5B" tab of the NC-99001(L) spreadsheet:
  - ▶ Provide the Form Number as "NC-99001(L)"
  - ▶ Provide a unique CFN in a format of ADD_###### (e.g., ADD_000001)
- Save the spreadsheet in an xls format and close

Import from spreadsheet

- Click on the "Import from Spreadsheet" button
- Follow the on-screen instructions

After completing all forms, go to Step 3

Step 3: Submit the report forms

Before submitting the data, click on the "Review All Forms" button. Be sure to review any errors and warnings, noted in the Errors/Warnings tab or the "Errors/Warnings" column in the Inbox tab or Workbook tab.

- Click on the "Submit Responses" button
- Follow the on-screen instructions
- If submitting via disk, then mail by express courier service to:

  U.S. Census Bureau
  ATTN: DSB Building 61A
  1201 East 10th Street
  Jeffersonville, IN 47132-0001

Submission Complete!

For information about Electronic Reporting, visit: www.census.gov/econhelp or call the Electronic Reporting Operations Branch at 1-800-838-2640, Monday through Friday, 7:30 a.m. to 4:00 p.m., Eastern time.

U S C E N S U S B U R E A U

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Economics and Statistics Administration
U.S. CENSUS BUREAU
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