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 on Start | Programs | U.S. Census Bureau | Surveyor 2007
- Or click on the "Surveyor 2007" shortcut icon on the Desktop
- Click on 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 label of your paper form and enter them when prompted

Password is case sensitive (use all CAPS)

- Click "OK"

Step 2: Complete the report forms

From the Inbox tab, click on the Form tab to complete a form

Form MA-10000(L) or MA-10000(S) - 2008 Annual Survey of Manufactures

- Please complete all items that apply. If your company operates at more locations, please enter the other locations on form NC-99530.

Form NC-99530 - 2008 Ownership or Control

- Complete this form if your company is controlled by another domestic company (Items A and B), or if your company operates at more than one physical location (Items A and C).

Form NC-99007 - 2008 Report of Organization

- Please complete all items that apply. If your company operates in more than one location, please enter the locations in Item 4.

Complete the report forms

- Click on the Form tab or Workbook tab and complete all applicable items
- 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. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU
ER-EZ123(SU) (11-19-2008)