

2008 ELECTRONIC MEDIA TRANSMITTAL SHEET
(2008 Report of Organization and/or Annual Survey of Manufactures
Internet Reporting Software)

Companies Receiving Reporting Software via Internet

Your company's mailing package includes the following materials:

- 2008 General Information Sheet (C) on the back of this sheet
- CD mailer

NOTE: Paper report forms also may be included, if applicable.

To receive/send your data via the Internet, you will need:

User ID and Password
Access to the Internet
Microsoft Internet Explorer Versions 6.0 or higher

NOTE: 2007 Economic Census Surveyor Software Users:

- Click Start | Programs | U.S. Census Bureau | Surveyor 2007
- Click on "Check for Software Updates"
- Instructions for Installing the Forms/Data are printed on the back of this sheet.

If you have these system requirements and wish to download reporting software via the Internet, follow these four easy steps:

1. Go to the help site at **www.census.gov/econhelp**
2. Select "Report of Organization" or "Annual Survey of Manufactures"
3. Click on "Electronic Reporting"
4. Follow the instructions on the screen.

Instructions for installing and executing the reporting software are printed on the back of this sheet.

Transmitting your data:

You may transmit your completed data to the Census Bureau electronically via the Internet, or by mail on CD or disk using an express courier service to:

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

If you need additional information or assistance, visit our help site at **www.census.gov/econhelp** or telephone the Electronic Reporting Operations Branch at 1-800-838-2640, Monday through Friday, 7:30 a.m. to 4:00 p.m. Eastern time. We thank you in advance for your cooperation.

(C)

GENERAL INFORMATION SHEET FOR THE 2008 REPORT OF ORGANIZATION AND/OR ANNUAL SURVEY OF MANUFACTURES

SYSTEM AND CONFIGURATION REQUIREMENTS

- Hardware: IBM compatible PC
- Operating System: Windows 2000, XP or Vista
- Disk Space: at least 30 megabytes free disk space
- 256 Megabytes installed RAM
- 733 MHz or faster CPU

INSTALLING THE FORMS/DATA

- 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
- Enter User ID and Password (in the cover letter or label area of the paper form)
- Click OK to download data files

RE-ENTERING THE SOFTWARE

- Click the Start button
- Click on "Programs | U.S. Census Bureau | Surveyor 2007"
or Click on the "Surveyor 2007" shortcut icon on the Desktop

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