

Electronic Reporting is as Easy as 1-2-3

Step 1 Download the report forms

Download the software

- Go to www.census.gov/econhelp
- Click Electronic Reporting.
- To download, follow the on-screen instructions.

Install the software

- To install the software from Windows, click Start.
- Select Run.
- Type or browse to the folder of the downloaded software (e.g., C:\Temp\surveyor_setup.exe).
- Click OK.
- Follow the on-screen instructions.

Open the report form in the software

- From Windows, click Start|Programs|U.S. Census Bureau|Surveyor 2007.
- Click Tools|Retrieve New Survey Data...

Open the report form in the software - Continued

- Select 2007 Economic Census for the Survey.
- Locate UID (User ID) and PW (Password) on the cover letter or in the label of the paper form and enter them.

CFN XXXXXXXXXXXX XXX X XXXXX XX XXX
EIN XX-XXXXXXX XXXXXXXX X
UID XXXXXXXXXXXX PW XXXXXXXX XXXXXX X
N XXXXXXXX SEQ# X
COMPANY NAME
10 MAIN STREET
ANYTOWN VA 22066



Password is case sensitive (use all CAPS).

- Click OK to download the needed files.

Step 2 Complete the report forms - Go to A or B

A Fill out the report forms in the software

Review the list of locations

- Click the Inbox tab or Workbook tab to verify that all locations are listed.
- If any locations are missing, click the Add Location(s) button to add them.

Fill out the report forms

- Click on the Form tab or Workbook tab and complete all applicable items.
- After completing all forms, go to Step 3.

B Fill out a spreadsheet (exporting and importing)

Review the list of locations

- Click the Inbox tab or Workbook tab to verify that all locations are listed. If any locations are missing, then add them to the exported spreadsheet(s).

Export to spreadsheet

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

Fill out the spreadsheet

- Open the xls files created during the Export to spreadsheet step.
- Provide and update data for all locations in the spreadsheet.

Fill out the spreadsheet - Continued

- As needed, add a new row in the spreadsheet for any missing locations.
 - Provide a unique CFN in a format of ADD_##### (e.g., ADD_000001).
 - Provide the Form Number.
- Save the spreadsheet in an xls format and close.

Import from spreadsheet

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

Step 3 Submit the report forms

Before submitting the data, be sure to review any errors and warnings noted in the Errors / Warnings tab or the Errors / Warnings column in the Inbox tab.

- Click 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.