

ELECTRONIC REPORTING IS AS EASY AS 1-2-3

Go to <https://econhelp.census.gov/cosasm> and log in using the User ID and Password provided by the Census Bureau (refer to your letter).

Step 1: Install and open the software

Install the software

- Click the Download Census Surveyor button.
- Choose **Run** and follow the Surveyor Setup Wizard directions on your screen. If you do not have a **Run** option, choose **Save File**, open the downloaded Surveyor executable file and follow the Surveyor Setup Wizard.

Open the software

- Once the installation is complete, click on the Census Surveyor shortcut on your desktop or go to your Start Menu and choose **Start | (All) Programs | U.S. Census Bureau | Census Surveyor** to open the software.

- Census Surveyor should prompt you for your login information. If not, open the **Tools Menu** and select **Retrieve New Survey Data**.
- In the Retrieve New Survey Data window, choose **2015 Report of Organization and/or Annual Survey of Manufacturers** from the drop down menu and use the User ID and Password provided by the Census Bureau (refer to your letter).
- Click "OK" to download the forms. Once the forms have downloaded, the Census Surveyor Welcome screen will load with important information about how to use the software and how to complete your forms.

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 List" panel
- To add missing locations:
 - ▶ Click on the "Add Location(s)" button
 - ▶ Select a form
 - ▶ Specify the number of forms/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

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 file(s) created during the "Export to Spreadsheet" step
- Provide and update data for all locations in the spreadsheet
- To add a missing location, insert a new row in the spreadsheet:
 - ▶ Provide the form number
 - ▶ Provide a unique CFN using the following format: **ADD_#####** (e.g., ADD_000001, ADD_000002)
- Save the spreadsheet 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, "Errors/Warnings" column in the **List of Survey Forms** tab, and **Workbook** tab.

- Click on the "Submit Responses" button
- Follow the on-screen instructions

- If submitting via CD, then mail by express courier service to:

U.S. Census Bureau
ATTN: Jennifer Vititoe - Bldg 64F
1201 East 10th Street
Jeffersonville, IN 47132-0001

Submission Complete!

For information about Electronic Reporting, visit <https://econhelp.census.gov/cosasm>.