USER GUIDE
CE Web Diary

Thank you for agreeing to participate in the Consumer Expenditure Survey (CE). We understand that this task takes time; however, your information is very important to us and will be used for many purposes that affect all Americans. Among the most important, it is used to help calculate the Consumer Price Index, or CPI, which is a basic measure of the rate of inflation. For more information about the survey, visit http://www.bls.gov/respondents/cex/.

By law (Title 13, U.S. Code), we must keep your information confidential; we use it for statistical purposes only. If you have comments regarding this survey, please send them to: Division of Consumer Expenditure Survey, 2 Massachusetts Avenue N.E., Room 3985, Washington, DC 20212.

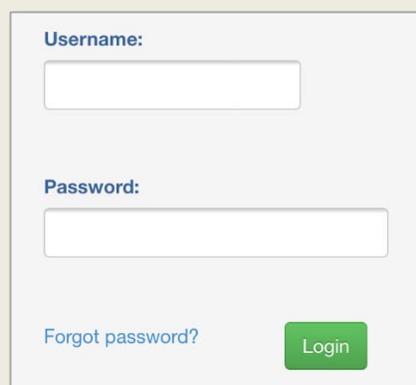## Login to your CE Web Diary at: respond.census.gov/poc

Username and Password

Logging in to the diary requires a unique and secure username that is assigned to **each** eligible member in your household. For security reasons, your password is provided separately by your Field Representative.

Respondent Name: _____

Username: _____ **Line Number:** _____

Start Date: _____ **End Date:** _____

Username:

[   ]

Password:

[   ]

Forgot password?   Login

Note: It may be helpful to create a shortcut from your computer desktop or home screen. This will make it easier to access your diary each day as you are entering expenses. See the instructions on the back of this user guide for how to create a shortcut.

Questions?

Field Representative's name: _____Telephone: _____

CE Help Desk: 1 (877) 744-1522 (Monday-Friday 9am-10pm, Saturday 9am-7:15pm, Sunday 11am-9:15pm EDT)
        NPC.CE.POC.Helpdesk@census.gov

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What Should I Enter in the Diary?

Complete the CE Diary for the entire week. Enter EVERYTHING you spend money on each day (see exceptions below) – the products you buy, the services you use, the household expenses you have during the week – no matter how large or small they are.

The only items you should not include in your diary are:

- Expenses while you were away from home overnight
- Business or farm operating expenses
- Descriptions using abbreviations

If you are the main household respondent, you will also enter expenses for household members who are not keeping a diary such as children under the age of 15 and other members who choose not to keep a diary.

Start Date

After the first time you log in, you will select your scheduled start date listed on the front of this user guide.

Entering Expenses

Below are examples of your home screen where you will be able to view a summary of your entered expenses.

Desktop Version

To add an expense, you will enter information about your expense right under the "Enter Your Expense Below" section at the top of the screen.

Mobile Version

To add an expense, tap on the green "Add an expense" button. After you've added an expense, you will see it listed on your home screen.
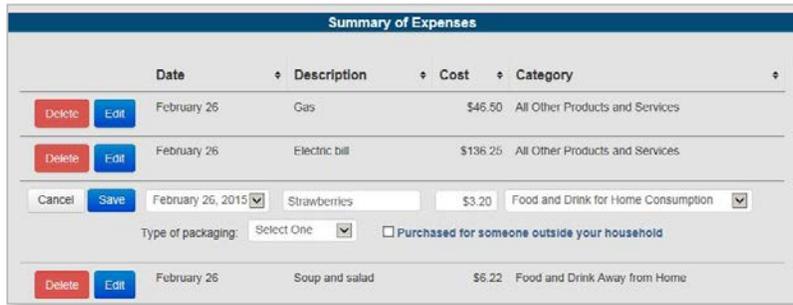

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View, Edit, or Delete an Expense

To help you find a particular entry, you can also click or tap on the column headings to sort the items.

Desktop Version	**Mobile Version**
To delete an expense, click on the red "Delete" button next to the expense. To view or edit an expense, click on the "Edit" button next to the expense. In the expanded entry space, you will be able to make any changes and select "Save" or "Cancel."	To view, edit, or delete an expense, tap on the "Edit" button next to the item on the home screen. You can then delete the entry by tapping on the red "Delete" button or you can make any changes and select "Save" or "Cancel."
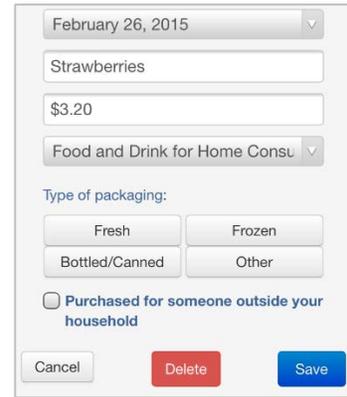
Information

To learn more about the survey, obtain additional instructions and examples, and view a video tutorial select the "Information" or "Info" button.

User Guide

On the Desktop version, you can select the "User Guide" link to view an electronic version of this User Guide.

User Settings

You will be logging into the diary several times throughout your diary week. You may find it helpful to customize your username and password so they are easier to remember. To change your username or password, click on the "User Settings" button on the Desktop version or tap on the settings button ⚙ on the home screen of the Mobile version. Make sure your new username and password meets all of the requirements that are specified on the Change Username and Change Password pages. You will also be required to enter your email address and select and answer a security question.

Logout

To protect your privacy, the CE Diary will automatically log you out if there is no activity for more than 15 minutes. You can also logout at any time by clicking on the "Logout" button. To log back in each time, you will need to re-enter your username and password. To prevent losing data you have entered, please remember to save your entries.

Adding Expenses to Your CE Diary (Desktop Version)

Select the date the purchase was made.

Describe the expense. (If Food and Drink Away from Home, describe the meal. For all other categories, describe the item. See examples on Page 6.)

Enter the cost. (Include tax and tip for Food and Drink Away from Home. For all other categories, do not include tax.)

Select the category.

Enter Your Expense Below

Date	Description	Cost	Category
May 11, 2015	Enter Description	$0.00	Select Category

Cancel   Save

To cancel and return to your home screen, select Cancel.

To save the expense entry, select Save.

Category Specific Questions

After you select a category, additional questions specific to that category will appear for you to complete. See examples below:

Food and Drink Away from Home

- Select the meal type
- Indicate if alcohol was included and the cost of alcohol, if applicable

Date	Description	Cost	Category
February 24, 2015	Coffee	$3.00	Food and Drink Away from Home

Meal Type: Select One

Alcohol Included? (Select all that apply)   Cost of Alcohol: $0.00

☐ None ☐ Wine ☐ Beer ☐ Other

Food and Drink for Home Consumption

- Select the type of packaging
- Check if purchased for someone outside your household as a gift or a donation.

Date	Description	Cost	Category
February 24, 2015	Enter Description	$0.00	Food and Drink for Home Consumption

Type of packaging: Select One   ☐ Purchased for someone outside your household

Clothing, Shoes, Jewelry, and Accessories

- Select the gender
- Select the age
- Check if purchased for someone outside your household as a gift or a donation.

Date	Description	Cost	Category
February 24, 2015	Enter Description	$0.00	Clothing, Shoes, Jewelry, and Accessories

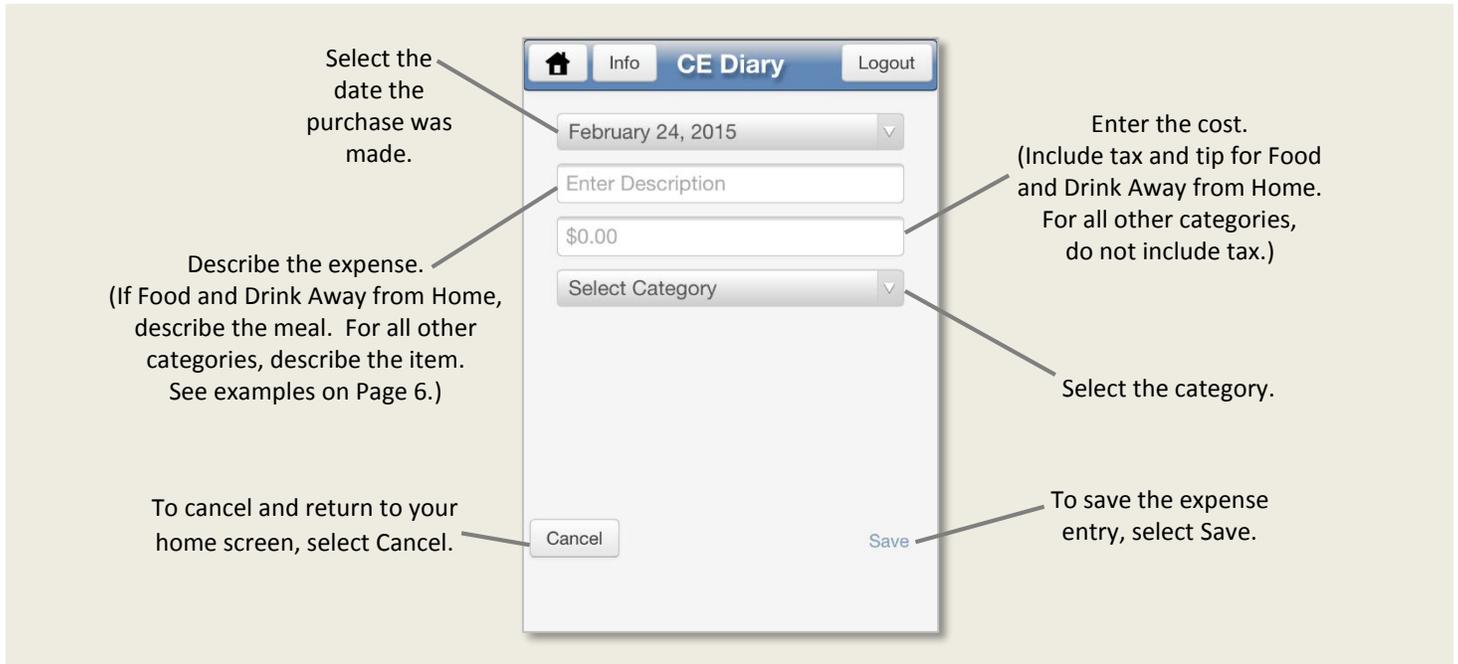Gender: Select One   Age: Select One   ☐ Purchased for someone outside your household

All Other Products and Services

- Check if purchased for someone outside your household as a gift or a donation.

Date	Description	Cost	Category
February 24, 2015	Enter Description	$0.00	All Other Products and Services

☐ Purchased for someone outside your household

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Adding Expenses to Your CE Diary (Mobile Version)

Select the date the purchase was made.

Describe the expense. (If Food and Drink Away from Home, describe the meal. For all other categories, describe the item. See examples on Page 6.)

Enter the cost. (Include tax and tip for Food and Drink Away from Home. For all other categories, do not include tax.)

Select the category.

To cancel and return to your home screen, select Cancel.

To save the expense entry, select Save.

CE Diary

Home | Info | CE Diary | Logout

February 24, 2015

Enter Description

$0.00

Select Category

Cancel | Save

Category Specific Questions

After you select a category, additional questions specific to that category will appear for you to complete. See examples below:

Food and Drink Away from Home
- Select the meal type
- Indicate if alcohol was included and the cost of alcohol, if applicable

Food and Drink Away from Hom

Breakfast | Lunch
Dinner | Snack/Other

Alcohol Included? (Select all that apply)
None | Wine | Beer
Other

Cost of Alcohol: $0.00

Clothing, Shoes, Jewelry, and Accessories
- Select the gender
- Select the age
- Check if purchased for someone outside your household as a gift or a donation.

Clothing, Shoes, Jewelry, and Ac

Gender:
Male | Female

Age:
Under 2 | 2-15 | 16 & Over

☐ Purchased for someone outside your household

Food and Drink for Home Consumption
- Select the type of packaging
- Check if purchased for someone outside your household as a gift or a donation.

Food and Drink for Home Consu

Type of packaging:
Fresh | Frozen
Bottled/Canned | Other

☐ Purchased for someone outside your household

All Other Products and Services
- Check if purchased for someone outside your household as a gift or a donation.

All Other Products and Services

☐ Purchased for someone outside your household

Food and Drink Away from Home vs. All Other Categories

Something you should keep in mind when entering your expenses is that the Food and Drink Away from Home category is different from the other categories. See below for examples with entries in the Mobile version.

Food and Drink Away from Home

In the Food and Drink Away from Home category, you will enter the <u>entire meal/purchase</u> as one entry and enter the total cost of the meal including tax and tip.

All Other Categories

For all of the other three categories, you will enter <u>each item purchased</u> as a separate entry and enter the cost of the item without tax.

No Expenses

If you had no expenses during your diary week, login to the diary on or after the last day of your diary week and you will see the following checkbox. Check the box to confirm that you had no expenses during the week.

> You haven't entered any expenses this week.
>
> ☐ If you had no expenses during your diary keeping week, check here

Frequently Asked Questions

1. What should I do if I forget my Username or Password?
Call the CE Help Desk at 1 (877) 744-1522 (Monday-Friday 9am-10pm, Saturday 9am-7:15pm, Sunday 11am-9:15pm EDT) or email NPC.CE.POC.Helpdesk@census.gov.

2. How detailed should my descriptions be?
For Food and Drink Away from Home, briefly describe the meal (e.g. coffee, sandwich and chips, dinner at Italian restaurant). For all other expenses, including groceries, briefly describe the individual item(s) (e.g. whole milk, apples, t-shirt, necklace, book, paper towels, electric bill).

3. How can I delete or make changes to an expense that I've saved?
In the Desktop version, under the Summary of Expenses, click on the "Delete" button next to the item. In the Mobile version, under the Summary of Expenses, select the "Edit" button next to the item and then select the "Delete" button at the bottom of the screen.

4. What should I do when I use coupons, discount cards, or loyalty cards?
Enter the amount you paid, after any discounts.

5. How should I record multiple quantities?
If the items are identical, you can combine them in the same entry and enter the total cost of all the items.

6. How should I record pre-payments such as a subway fare card?
Record the expense when you pay for it, not when you use it.

7. How should I record credit card purchases?
Record the individual expense the day that you use your credit card to pay for something, not the day you pay your credit card bill.

8. What about gift certificates or gift cards?
If you buy a gift certificate to give to someone, enter it as a regular expense. If you buy something using a gift card, enter the full amount that you paid, including all payment methods.

9. What do I do about returns and exchanges?
If an item is bought and returned or exchanged during the diary period, it can be changed or deleted (see FAQ 3). If it was bought outside the period and returned during the period, do not make any entry.

10. Should I record subsidized/reimbursed expenses?
Only record any extra amount that you or someone in your household paid. Do not record any amount that someone not in your household has or will pay for.

Adding a CE Diary Shortcut

This will make it easier to access your diary each day as you are entering expenses. Although web browsers vary across brands and versions, the steps for creating a shortcut are usually similar.

Adding a CE Diary Shortcut to your Computer Desktop Screen

1. Open the web browser and enter the URL: https://respond.census.gov/poc

2. Once you have opened the website for the CE Diary, click on "File" in the upper left corner and select "Save as…"

3. The default File name will be "Consumer Expenditure (POC) Diary Survey". You may want to change this to something like "CE Diary."

4. Make sure "Desktop" is selected as the save location.

5. When you close the browser and return to your desktop, you will see an icon for the shortcut with the name you specified. To quickly access your CE Diary in the future, simply double click on this shortcut.

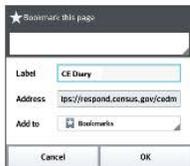## Android Smartphones

1. Tap on the Browser icon:

2. Tap in the address box at the top of the screen to enter the website address for the CE Diary: **respond.census.gov/poc**

3. Once the website opens, tap on the menu icon at the bottom of the screen:

4. A number of options will appear. Tap on "Save to bookmarks" or "Add bookmark"

5. On the next screen enter a label name (CE Diary) for the shortcut and tap "OK"

6. You will see the "CE Diary" icon added to your Bookmarks. Tap on the icon and select "Add shortcut to home"

7. When you close the browser and return to your home screen, you will see an icon for the shortcut with the label you specified. To quickly access your CE Diary in the future, simply tap on this shortcut.

iPhone

1. Tap on the Safari icon:

2. Tap in the address box at the top of the screen to enter the website address for the CE Diary: **respond.census.gov/poc**

3. Once the website opens, tap on this icon at the bottom of the screen:

4. A number of options will appear. Tap on:

5. The next screen will suggest a default name for the shortcut. You may change this to something more descriptive such as "CE Diary" and then tap on the "Add" button on the top right.

6. When you close the browser and return to your home screen, you will see an icon for the shortcut with the name you specified. To quickly access your CE Diary in the future, simply tap on this shortcut.

Have a QR code reader?
Access the CE Diary quickly by scanning this QR code