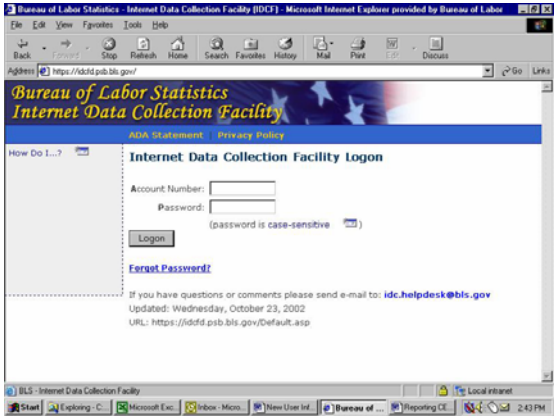
Establishing a BLS Internet Account for CES/MWR File Transfer

Before you can report your Bureau of Labor Statistics (BLS) data through the Internet, you must first establish a BLS Internet account. To do so, please follow the steps below.

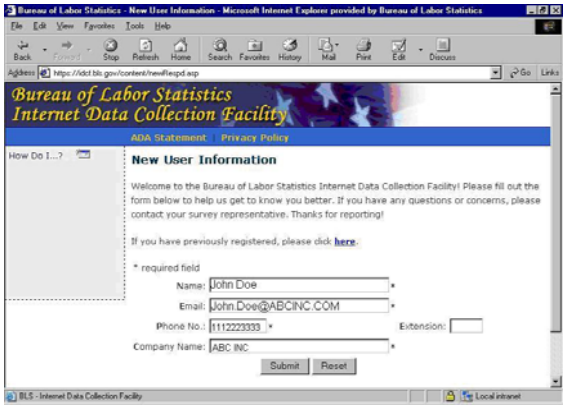
1. **Website Address:** Go to https://idcf.bls.gov

2. **Account Number/Password:** At the *Internet Data Facility Logon* screen enter the 12-digit *Temporary Account Number* and *Temporary Password* from your cover letter or form and click **Logon**.

If you *do not* have a Temporary Account Number and Password, please contact the help desk at mwr.helpdesk@bls.gov to receive one.

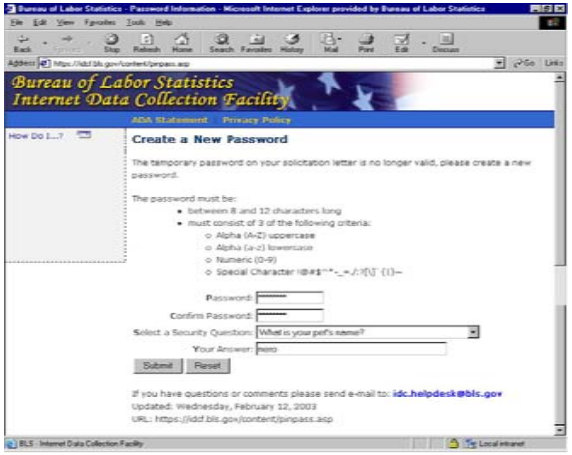


3. **Contact Information:** At the *New User Information* screen, enter all of the required information (items denoted with an asterisk, [*]) and then click **Submit** to continue to the next step.

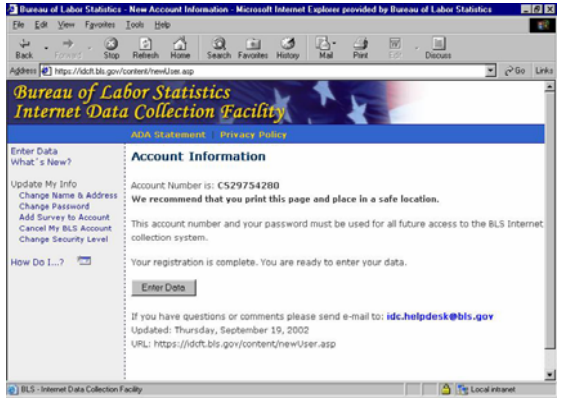


4. **Password:** At the *Create a New Password* screen, enter a new password that you will use to access your account. Do not enter the temporary password you were provided. **Your password must be 8-12 characters in length and must be a combination of upper and lower case letters and numbers. Examples: Blsdata9, Boston01.**

5. **Security Question:** In the "Select a Security Question" box, please select one of the four questions. Enter your answer in the "Your Answer" box (maximum of 30 characters). **Note: In case you forget your password, the system will allow you to retrieve it if you answer the Security Question correctly.** Click **Submit** to continue.



6. **Permanent Account Number:** Your permanent BLS account number will be displayed on the *Account Information* screen. **Please make a note of the account number or print this page for your reference.** You will need the account number when reporting your data through the BLS Internet Data Collection Facility.

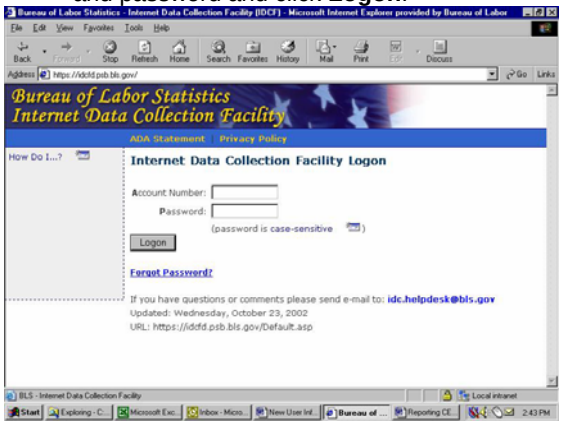


7. **Account Established:** Your BLS Internet account has now been established. If you are ready to transfer your file, click **Enter Data** and follow the instructions in the *Reporting CES/MWR Data using Internet File Transfer*. If you are not ready to transfer the file, please exit and return to **https://idcf.bls.gov** when you are ready to do so.

Reporting CES/MWR Data Using Internet File Transfer

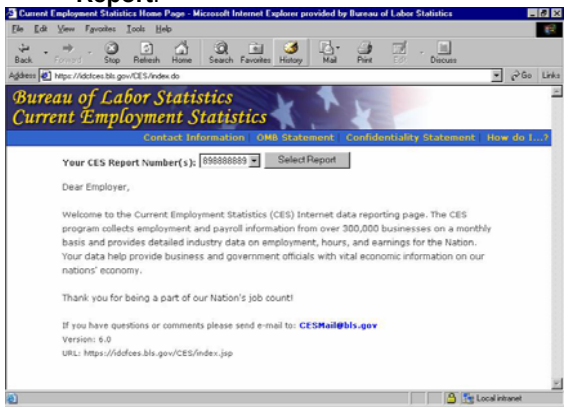
1. Create your CES/MWR data file as specified by BLS. For ease of identification, include the reference month and year in the file name. For example: ***ABCINC0403.BLS***

2. At the *Internet Data Collection Facility Logon* screen, enter your permanent account number and password and click **Logon**.

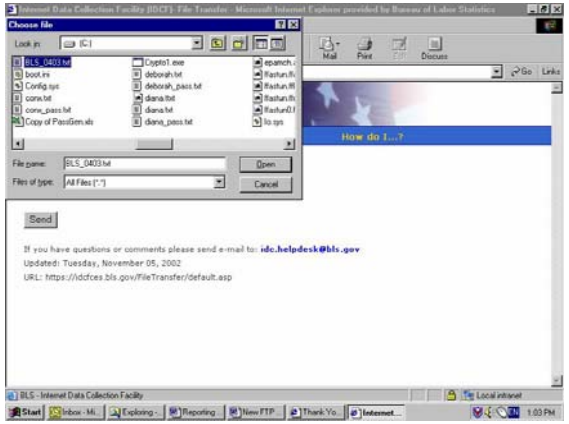


3. *At the Internet Data Collection Facility screen's drop-down box*, *select* **Current Employment Statistics** if you are transmitting a file for the CES program <u>only</u>. Select **Multiple Worksite Report** if you are transmitting a file for the MWR program <u>only</u>. You may also select both CES and MWR where appropriate. Click Continue**.**

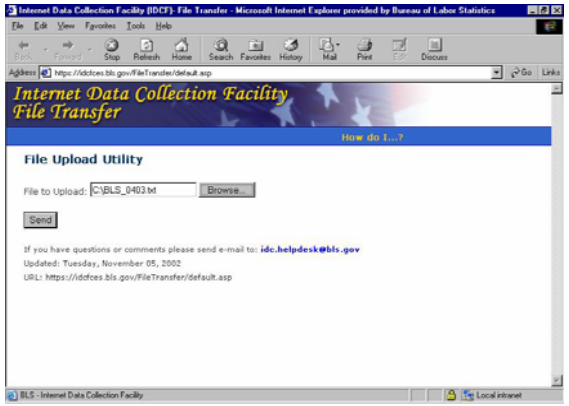
4. At the *Current Employment Statistics* screen select the **CES Report Number** assigned to your firm in the drop-down box and click **Select Report**.



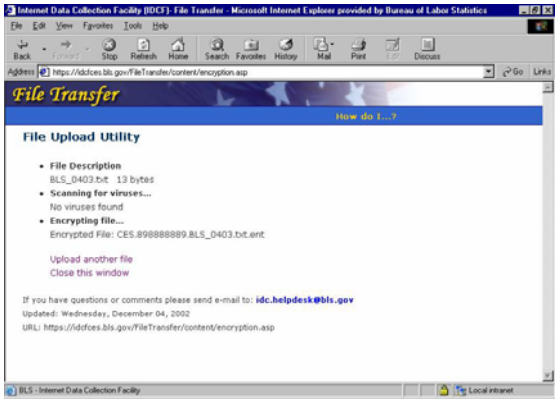
5. At the *File Upload Utility* screen, click on **Browse** to select the data file you want to transmit to BLS. (Clicking **Browse** allows you access to any folder on your computer. Locate the file you want to transmit, double click on it or click once and then click **Open**.)



6. When you double click on the file (or single click and then click **Open**), the file you selected is automatically placed in the "File to Upload" box. Click **Send** to transmit the file to BLS.



7. After you've successfully transmitted the file, you will see the *File Transfer* screen. You may now click on **Close this window** to exit.



Reporting CES/MWR Data File Transfer

BLS Internet Data Collection System

U.S. Department of Labor
Bureau of Labor Statistics

<u>idc.helpdesk@bls.gov</u>

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