

NEW WEB REPORTING OPTION

U.S. Department of Labor
Bureau of Labor Statistics

The Bureau of Labor Statistics (BLS) is pleased to offer an additional method for reporting your Multiple Worksite Report (MWR). You can now report your MWR data using the Internet at a BLS secure website.

Reporting Your Multiple Worksite Report Information Using the Internet

Before you can report your MWR data using the BLS Internet website, you must first establish an account with the Internet Data Collection Facility (IDCF).

Step 1. Registering with the BLS

Open your Internet browser and type <https://idcf.bls.gov> in the address line. Please note the “s” in “https”, it is required.

Step 2. Find your Temporary Account Number (ID) and Password

The first time you access the system, you will login using the temporary account number (ID) and password located on your MWR form.

An *example* is shown below

EXAMPLE

QUARTERLY REPORT INFORMATION

U.I. NUMBER : 1234567890
 QUARTER ENDING : JUNE 30, 2005
 DUE DATE : JULY 31, 2005

Please update address and contact information in the address block shown at the left.

MWR WEB INFORMATION
 ID: 123456789012
 *Password: 99999999

INSTRUCTIONS ON THE BACK OF THIS PAGE

NUMBER OF EMPLOYEES (subject to UI laws) During the Pay Period Which Includes the 12 th of the Month	QUARTERLY WAGES OF WORKSITE (subject to UI laws) Round to the nearest dollar		
	APR	MAY	JUN
1, etc)			

Step 4. Contact Information

At the *Enter New User Information* screen, enter any of the required information (items denoted with a red asterisk [*]) that is not already completed and then click the **Continue** arrow.

Step 5. Account Number and Password

The next step in the registration process is at the *Create a Permanent Password* screen. Enter your own password that you will use in the future and do not enter the temporary password you were provided. Your password must be:

- 8-12 characters in length
- Must contain 3 out of these 4 criteria: uppercase letters, lowercase letters, numbers, or special characters

Examples: A234567b, Boston2!

**Bureau of Labor Statistics
Internet Data Collection Facility**

ADA Statement | Privacy Policy | Logout

Step 2 of 3: Create a Permanent Password

The temporary password is no longer valid, please create a new password.

Password: [REDACTED] **ATTENTION** (Criteria met when NO red X's appear)
 Confirm Password: [REDACTED] (The password you create MUST:)

- ✓ Be between 8 and 12 characters long
- ✓ Use a combination of 3 or more of the following
 - ✓ UPPER CASE ALPHA (A-Z)
 - ✓ lower case alpha (a-z)
 - ✓ Numeric (0-9)
 - ✓ Special Character !@#\$%^&*_-=/;?[]{}~
- ✓ Both passwords must match

Select a Security Question: [Pick a security question]

Your Answer: [REDACTED]

Continue →

Step 3. Enter Temporary Account & Password

Enter the 12-digit *Temporary Account Number* and *Temporary Password* from your MWR form and click **I Accept**.

NOTE: Your Temporary Password is Case-Sensitive

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Internet Data Collection Facility**

ADA Statement | Privacy Policy | Logout

Internet Data Collection Facility (IDCF) Logon

Welcome to the Internet Data Collection Facility (IDCF). To report your survey data via the Internet, you must first have an IDCF account with the Bureau of Labor Statistics (BLS).

Account Number: 123456789012

Password: [REDACTED] **Forget Password?**
 (password is case-sensitive)

I Accept

Please read: Due to security reasons, your session will time out after 15 minutes of system inactivity. You will need to login to the website again to continue.

Select one of the four questions from the “Select a Security Question” box and enter your answer in the “Your Answer” box (maximum of 30 characters). Click the **Continue** arrow. **Note: In case you forget your password, the system will allow you to retrieve it if you answer the Security Question correctly.**

Step 6. Permanent Account Number

Your permanent BLS account number will be displayed on the *Confirmation & Security Option Notice* page. **Please print this page which contains your account number. Also, please make a note of your password for your reference.** You will need the account number and password when reporting your data using the BLS Internet website.

**Bureau of Labor Statistics
Internet Data Collection Facility**

Step 3 of 3: Confirmation & Security Option Notice

The Account Number with the Temporary Password you were given in the solicitation letter are no longer valid.

Please use your Permanent IDCF Account Number, that has been emailed to you, for subsequent logons.

CS4428826

You have completed your IDCF registration. Click on the "Continue" arrow to report your data.

Security Options for IDCF Reporting

The Account Number and Password option meets BLS prescribed Authentication criteria. Only the holder of the account number knows the password. This level of security is most familiar since it is the standard used by banks and other commercial enterprises.

However, we currently offer a higher level of security known as a Digital Certificate. You may choose to use a Digital Certificate instead of the Account Number and Password option by clicking on the **Change Security Option** link located on the right-hand menu.

Click **Continue** if you are ready to report your data.

Step 7. Internet Data Collection Facility

Your BLS account has now been established. If you are ready to report data now, please select your survey (the Multiple Worksite Report), click the **Continue** arrow and follow the instructions on the following pages. If you are not ready to report at this time, please Logout and link to <https://idcf.bls.gov> when you are ready to report. From now on, all you need to report your data using the Internet are the Internet Data Collection Facility address, your permanent *account number* and your own *password*.

NOTE: Your Password is Case-Sensitive

**Bureau of Labor Statistics
Internet Data Collection Facility**

Welcome to the Internet Data Collection Facility! Please review your respondent information listed below. Click the "Update" button to make any changes to this information. If no changes are required, select the appropriate survey and click on the "Continue" arrow.

Change Respondent Info

Update	JOHN SMITH Testors 3 INC higgins.david@dol.gov	2 MASSACHUSETTS AVE NE WASHINGTON, DC 20212 (202) 691-6460
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Please Select a Survey: Multiple Worksite Report

Continue

Maintenance activities may be conducted on Sundays from noon to 6:00 p.m., EST in order to keep the Internet Data Collection Facility (IDCF) at its peak performance and to cause as little disruption in service to our customers. If the system is unavailable, please try back at a later time.

Please skip the following steps if you are using the Account number and password. These steps are for the Digital certificate option.

1. Click on the **Change Security Option** link under the Update My Info menu. The Select Your Security Option page appears.
2. Click on the **Click here to obtain a digital certificate** link.
3. Read the instructions on the page. Click on the **Continue** button.
4. Click on the affirmative buttons ("Yes" or "OK") on the prompts (there will be up to 5 prompts depending on your browser) until the IDCF Digital Certificate Request page appears.

**Bureau of Labor Statistics
Internet Data Collection Facility**

IDCF Digital Certificate Request

Obtaining your new IDCF digital certificate requires us to take you through a three stage process. The first two stages in the process require you to confirm a series of two to three prompts each. Failure to confirm each prompt will cancel your certificate request and may prevent you from accessing the IDCF environment until new credentials have been issued.

Stage 1: Processing the Request

In stage one your identifying information entered when registering with IDCF will be submitted to the IDCF Certificate Authority for issuing your digital certificate.

Potential Scripting Violation

The Web site is requesting a new certificate on your behalf. Do you want to request a certificate now?

CLICK "YES" WHEN PROMPTED

Our certificate authority and your browser will establish secure communications for continuing the certificate request.

Note: If you click on the "No", a digital certificate will not be installed on your computer.

5. Click on the "Close Browser" button to **completely close your Internet browser**. This will allow the digital certificate to load on your computer.
6. Click on the "Yes" button when prompted to close your browser.

Need help?

- Click on the *Help* link on the right side of each screen.
- Problems with accessing or registering with the Internet Data Collection Facility? Please send an email to idc.helpdesk@bls.gov

Reporting your MWR data on the BLS Internet

Once you have registered with BLS, you may now open your Internet browser and type <https://idcf.bls.gov> Please note the “s” in “https”, it is required.

Step 1. Login

Please enter your permanent account number and password. Then click “I Accept.” Now you may update your contact information

NOTE: Your Password is Case-Sensitive

Step 2. Read the “Welcome Page”

Please read the “Welcome Page”, which contains important system information. There is also a description of the legal aspects of completing the MWR, which is required by law in many states. Click the **Continue** arrow.

Step 3. UI Account Information

The *UI Account Information* page allows you to correct the Legal name, if you wish. Click the **Continue** arrow.

Step 4. Select a worksite

- Select a worksite from the table.
- You may sort the order of the worksites in the screen display by clicking on the drop down menu. Worksites may be sorted by Business Name, Description, City/State, or ZIP.

Step 5. Enter the data

a) Please enter the employment for the pay period that includes the 12th of each month, and the quarterly wages for that location.

b) If needed, please update the worksite address, description, or other information by clicking on [Update this worksite information](#).

c) Click the **Continue** arrow to return to the worksite selection list.

NOTE: Also, you may go back to the worksite list without entering data or saving your changes for that worksite by clicking on [Cancel and Return to the worksite Selection list](#).

Step 6. The system examines the data

The system edits your data and may question possible entries. Verify the data or make corrections.

If you have verified your data, you will be asked to select from a list of possible reasons to explain the data entries.

Step 7. Continue data entry

Continue entering the employment and quarterly wage data for all worksites. In the table, *Yes* appears under the *Done* column when the data has been entered for a worksite.

Step 8. Review data

After you have entered data for all your worksites, the **Compare and Review Worksite Data** screen appears. This screen shows the total employment and wages for all of your worksites.

- Compare these totals with the data you submitted on your State Quarterly Contributions Report (the form that accompanies your quarterly payment to the State Unemployment Insurance tax system).
- The MWR totals should match the monthly employment and quarterly wage totals from your Quarterly Contributions report.
- **NOTE:** If the numbers do not match, check to be sure the worksite list is complete. If you have opened a new location, it might not appear.

If you do not have to add a new worksite, click the **Continue** arrow.

Grand Totals from all Worksites:				
Quarter ending September 30, 2005				
Number of Employees				
	Jul	Aug	Sep	Quarterly Wages
Total of all worksites:	627	95	65	1,436,940

NOTE: The totals on this form must match the corresponding totals on your Virginia Employment Commission Employer's Quarterly Tax Report (Form VEC-FC-20).

What if the totals don't match? Click the (Update) buttons (below) to update information for any worksite.
[Add a worksite that should be in the list.](#)

Click the Continue arrow when you are finished.

Quarter ending September 30, 2005					
Number of Employees					
Worksite	Description	Jul	Aug	Sep	Quarterly Wages
Update	ABC Head Office 123 Main St. #301 Petersburg, VA 23805	566	33	5	436,440
Update	ABC INC 123 Main St. #202 Washington, VA 22309	61	62	60	1,000,500
Total of all worksites:		627	95	65	1,436,940

[Continue](#)

If you have questions or comments about this web application, please send e-mail to: mwr.helpdesk@bls.gov

Step 9. Add a worksite

If you have a new worksite to add, click on [Add a worksite that should be in the list](#) at any time. Follow the directions on the screen.

Step 1 - Add a Worksite

UI Account Number: 8002994150 State: Virginia Legal Name: ABC CRUSHED STONE INC
* = required field

* One location: Does this worksite consist of a single physical location in Virginia?
 Yes No

Worksite Description:

* Address:

* City:

* State: VA (State must be NE)

* ZIP: ZIP4:

Don't know the ZIP code

[Continue](#)

[Cancel and Return to the Worksite Selection List](#)

If you have questions or comments about this web application, please send e-mail to: mwr.helpdesk@bls.gov

Step 10. Acquisition, Sale, Merger or Reorganization

If your company has experienced any of the following during the quarter, please provide the requested information.

Multiple Worksite Report

Acquisition, Sale, Merger or Reorganization

In the quarter ending September 30, 2005, has this company:
(Select all that apply):

Acquired another company?
 Been sold to another company?
 Been in a merger?
 Reorganized?
 Opened a new UI Account?
 None of the above

[Submit data to BLS](#) Once you submit your data, you will not be able to make further updates. Contact the State office shown at the bottom of the screen if you need to correct your data, or if there is an error in a prior quarter report.

If you have questions or comments about this web application, please send e-mail to: mwr.helpdesk@bls.gov

Step 11. Submit data

Click **Submit data to BLS**. Do not mail your MWR form if you have successfully submitted your data.

Step 12. Print a copy of your report.

This will assist you with your on-line reporting next quarter.

Multiple Worksite Report

Thank you for completing the Multiple Worksite Report on the Web.

UI Account Number: 8002994150 Virginia ABC CRUSHED STONE INC
We have received the data that you submitted. You may wish to print this page for your records.

Quarter ending September 30, 2005					
Number of Employees					
Worksite	Description	Jul	Aug	Sep	Quarterly Wages
ABC Head Office 123 Main St. #301 Petersburg, VA 23805	Head Office	566	33	5	436,440
ABC INC 123 Main St. #202 Washington, VA 22309	HR	61	62	60	1,000,500
Total of all worksites		627	95	65	1,436,940

[Return to JDCE Home Page](#)
[Return to a State BLS Home Page](#)

If you have questions or concerns about this data, please contact:
Virginia Employment Commission
Economic Information Services
P.O. Box 1356
Richmond, VA 23218 0141
PH: (804)786-7740 FAX: (804)692-0945

If you have questions or comments please send e-mail to: mwr.helpdesk@bls.gov

Step 13. Logout

Finished? Click **Logout** in the top right-hand corner of the screen.

Need help?

- Click on the **Help** link at the top of each screen.
- Questions about your data? Contact your State at the address shown at the bottom of the screen.
- Technical problems entering your data? Please send an email to mwr.helpdesk@bls.gov