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

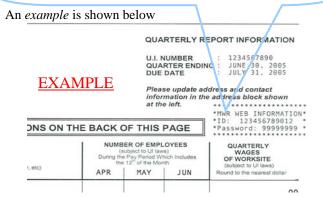
Before you can report your MWR data using the BLS Internet website, you must first establish an account with the Internet Data Collection Facility (IDCF).

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 <u>Temporary</u> 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.



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



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 S Internet Data Col		60
	ADA Statem	ent Privacy Policy <u>Logout</u>
Step 2 of 3: Create a Perma	nent Passwod	Help 📨
The temporary password is no lon	ger valid, please create a new password.	
Password:	ATTENTION (citeria met when No ed X's appear) The password you create MUST: ### Be between 8 and 12 characters long ### Use a <u>combination of 3</u> or more of the following ### Use CASE ALPHA (A.E.) ### lower case alpha (a-2) ### Numeric (0-9) ### Speala Character @#\$^*_=/;?[\]^{\} {\} ~ ### Both passwords must match	Password Information
Select a Security Question: Pick a Your Answer: Continue	security question	

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.

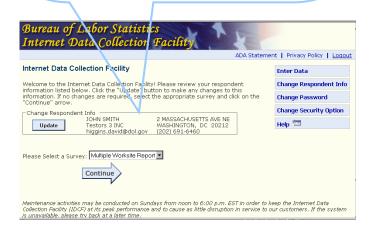


Click **Continue** if you are ready to report your data.

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



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.
- 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.



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

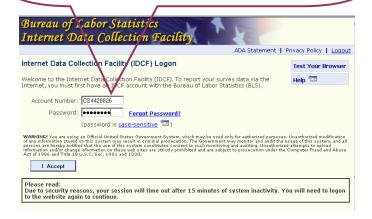
Reporting your MWR data on the BLS Internet

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

- a) Select a worksite from the table.
- b) 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

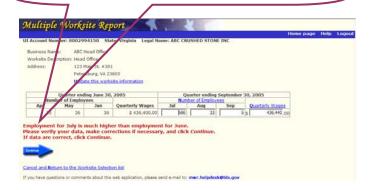
- **a)** Please enter the employment for the pay period that includes the 12th of each month, and the quarterly wages for that location.
- **b)** If needed, please update the worksite address, description, or other information by clicking on <u>Update</u> this worksite information.
- c) Click the **Continue** 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 <u>Cancel and Return to the</u> 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.

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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 10. Acquisition, Sale, Merger or Reorganization

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

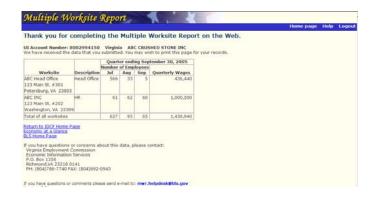


Step 11. Submit data

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.



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