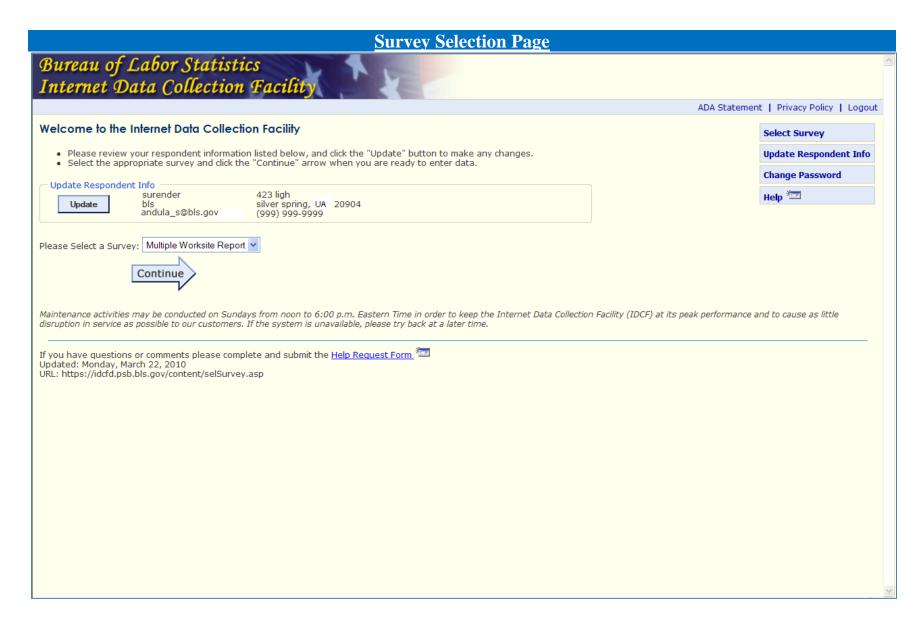
MWR Web Screenshots

The following screenshots reflect what respondents see when they go out to the website to enter their Multiple Worksite Report data. These screenshots reflect the most common reporting steps and issues that respondents encounter.



IDCF Log-In Page	
Bureau of Labor Statistics Internet Data Collection Facility	
ADA Statement Privacy Policy L	.ogout
Internet Data Collection Facility (IDCF) Logon Welcome to the Internet Data Collection Facility (IDCF). To report your survey data, you must logon with a valid password for the IDCF account number that is included in your Bureau of Labor Statistics (BLS) survey documents.	vser
Account Number: Password: Forgot Password? (password is case-sensitive **)	
WARNING! You are using an Official United States Government System, which may be used only for authorized purposes. Unauthorized modification of any information stored on this system may result in criminal prosecution. The Governmen monitor and audit the usage of this system, and all persons are hereby notified that the use of this system constitutes consent to such monitoring and auditing. Unauthorized attempts to upload information and/or change information on these sites are strictly prohibited and are subject to prosecution under the Computer Fraud and Abuse Act of 1986 and Title 18 U.S.C. Sec. 1001 and 1030. I Accept	t may web
Please read: Due to security reasons, your session will time out after 30 minutes of system inactivity. You will need to logon to the website again to continue.	
If you have questions or comments please complete and submit the Help Request Form Typical Monday, March 22, 2010 URL: https://idcf.bls.gov/Default.asp	
	<u>~</u>
	>

This is the IDCF log-in screen. Respondents enter their ID and password here to get into the website.



Respondents select the survey they want to report for on this page (MWR, OSH, etc.).



UIN Selection Page

Multiple Worksite Report

Home page | Add an additional account | Select another account | Help | Logout

Select a UI Account

These are the UI Accounts that you report for in MWRweb. Use the Select button to enter the data for any UI account.

	Done?	State	UI Account Number	Legal Name
Select			0000417901	ABC CORP
Select	Yes	Utana	0029544468	PETERS AND CO
Select	Yes	Utana	0772987030	THOMAS INC
Select	Yes	Utana	1004610000	XYZ INC
Select	Yes	Utana	1011844600	ABC CORPORATION
Select	Yes	Utana	1016795600	XYZ INCORPORATED
Select	Yes	Utana	1021677300	PETERS AND CO
Select	Yes	Utana	2008564500	XYZ INC
Select	Yes	Utana	9101394400	ABC CORP
Select	Yes	Utana	9220211600	ABC CORPORATION
Select	Yes	Utana	9300695300	XYZ INC
Select	Yes	Utana	9617055100	THOMAS INC
Select	Yes	Utana	2413676000	ABC CORP

Paperwork Reduction Act Statement

We estimate that this form will take from 10 minutes to 60 minutes to complete per response, with an average of 22 minutes. This includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this information. If you have any comments regarding these estimates or any aspect of this form, send them to the Bureau of Labor Statistics, Division of Administrative Statistics and Labor Turnover, Room 4840, 2 Massachusetts Avenue N.E., Washington, D.C. 20212. The OMB control number for this survey is 1220-0134 and it expires on 05/31/2013. Without a currently valid OMB number, BLS would not be able to conduct this survey.

If respondents report data for multiple UI Accounts, they will display in one table. Respondents choose the UI Account they want by clicking "Select."

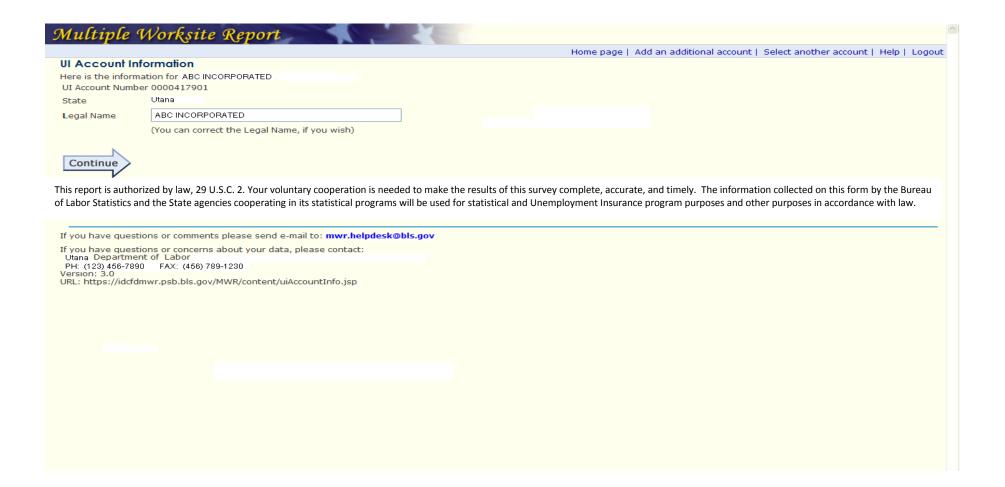




Once respondents select a UI Account, they will see this page. Respondents will be directed right to this page after logging into the site if they have only one UI Account for which they report on the web. Note that this is an example of a "Mandatory" state.

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MWR Web Screenshots



This is the same as the previous page except for the fact that this is an example of a "Voluntary" state.

View All Worksites Page

Multiple Worksite Report

Home page | Add an additional account | Select another account | Help | Logout

UI Account Number: 0000417901 State: Utana Legal Name: ABC CORP

To enter employment and wage data for each worksite, click the Select buttons.

To sort worksites, select a display order in the drop-down list. The symbol ▲ shows you the current sort.

Tip: When you update a worksite, you can place any useful text in its Description. Example: Store #3.

Additional benefit: When you sort the list by Description, the system will display the worksites in that order.

Add a worksite to this list

Sort by: Select a display order: V

To remove a worksite: Click on the Select button next to the appropriate worksite and follow the instructions on the next page.

	Done?	Business Name	Description	Address	City / State 🛦	Zip
Select		ABC CORP		311 21ST ST SOUTH	ANYTOWN, UA	12345-6789
Select		ABC CORPORATION		3500 3RD AVE SOUTH	ANYTOWN, UA	12345-6789
Select		ABC CORP		4115 HWY 31 SOUTH	SOMECITY, UA	12345-6789
Select		ABC CORPORATION		2000 NORTH BELTLINE HWY	SOMECITY, UA	12345-6789

The Multiple Worksite Report is MANDATORY in Utana

This report is mandatory under Administrative Rule No. 480-6-1-.01, and is authorized by law, 29 U.S.C. 2. Your cooperation is needed to make the results of this survey complete, accurate, and timely. The information collected on this form by the Bureau of Labor Statistics and the State agencies cooperating in its statistical programs will be used for statistical and Unemployment Insurance program purposes, and other purposes in accordance with law.

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

If you have questions or concerns about your data, please contact:

Utana Department of Labor

PH: (123) 456-7890 FAX: (456) 789-1230

/ersion: 3.0

URL: https://idcfdmwr.psb.bls.gov/MWR/content/uiAccountInfo.jsp

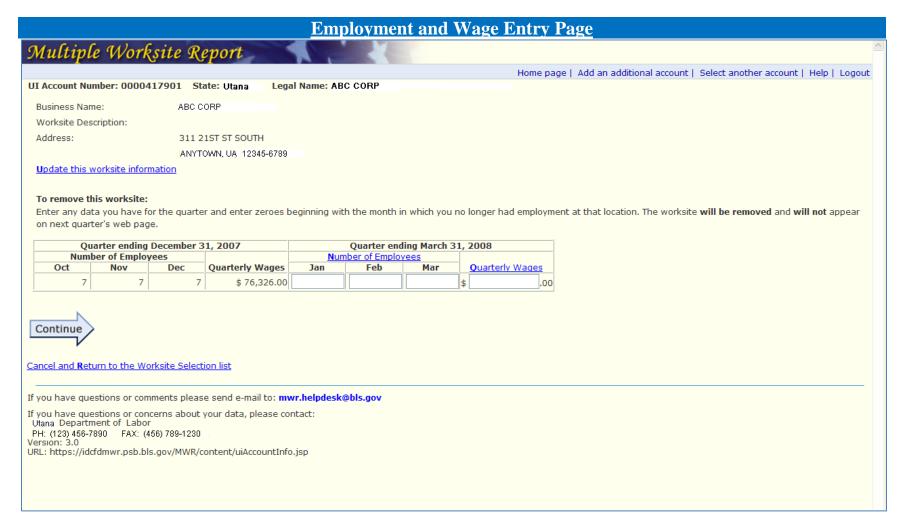
Once respondents select the UI Account, they will come to this page with all of their worksites listed. They will now select the worksite so that they can enter data. Note that this is a "Mandatory" state.



MWR Web Screenshots



This is the same as the previous page except for the fact that this is an example of a "Voluntary" state.



Respondents use this screen to enter their employment and wages for a given worksite. If they do not fail the edits, they will continue back to the "View All Worksites Page."





The respondent is asked to verify if the employment entered is correct, since it failed our edit.



<u>Em</u>	ployment and V	Vage E	dit Failure	Reason Page	
Multiple Worksite Report					
			Home	e page Add an additional account Select another accour	it Help Logout
UI Account Number: 0000417901 State: Utana L	egal Name: ABC CORP				
Business Name: ABC CORP					
Worksite Description:					
Address: 311 1ST ST					
ANYTOWN, UA 12345-6789					
Quarter ending December 31, 2007 Number of Employees Quarterly Wages	Quarter ending Number of Employe		008 Ouarterly W ages		
Oct Nov Dec	Jan Feb	Mar	Quartery ** ages		
7 7 7 \$ 76,326.00	0 0	0	\$ 0.00		
Employment for January is much lower than en	aployment for Decembe	r.			
Please select the appropriate explanation(s) for the cha	anges in the list helow				
Seasonal closing or end-of-season business slowdo	-				
Generally less business, general slowdown					
☐ Short-term project ending or ended					
☐ Employees on strike (labor dispute)					
✓ Worksite permanently closed					
☐ Worksite was sold					
☐ Internal changes resulting in less employment					
 Employees transferred to other locations 					
 Natural disaster (hurricane, earthquake, tornado, et 	tc.)				
☐ Bad weather					
Employment for last quarter is not correct					
If you do not see the explanation for your situation, descri	ibe it below:				
Other Reason:					
Continue					
If you have questions or comments please send e-mail to:					
If you have questions or concerns about your data, please Utana Department of Labor	a contact:				
PH: (123) 456-7890 FAX: (456) 789-1230					
Version: 3.0 URL: https://idcfdmwr.psb.bls.gov/MWR/content/uiAccount	tInfo.jsp				

Now the respondent needs to provide a reason for the discrepancy in employment.



Add Additional	Worksite Page
Multiple Worksite Report	
	Home page Add an additional account Select another account Help Logout
Step 1 - Add a Worksite	
UI Account Number: 0000417901 State: Utana Legal Name: ABC CORP	
(* Required Field)	
<u>Business Name</u>	
Worksite Description	
*Address	
*City	
*State UA (State must be AL)	
*ZIP ZIP4	
☐ Don't know the ZIP code	
Continue	
Containe	
Cancel and Return to the Worksite Selection List	
If you have questions or comments please send e-mail to: mwr.helpdesk@bls.gov	
If you have questions or concerns about your data, please contact: Utana Department of Labor	
PH: (123) 456-7890 FAX: (456) 789-1230 Version: 3.0	
URL: https://idcfdmwr.psb.bls.gov/MWR/content/uiAccountInfo.jsp	

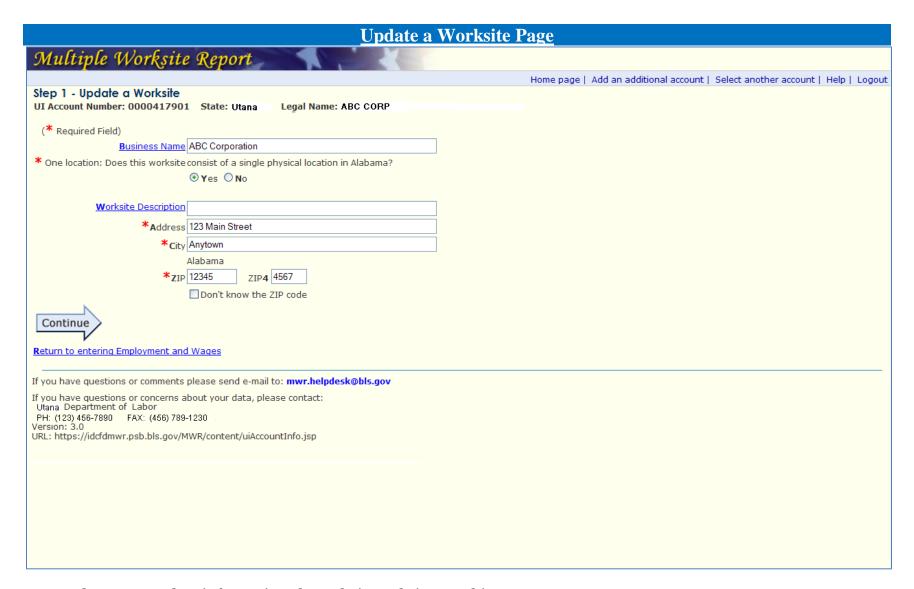
Respondents can click on the "Add an Additional Worksite" link which is located on the "View All Worksites Page" (see page 7 of this document). That link will bring them to this page where they can add their worksite.

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Multiple Worksite Report Step 2 - Add a Worksite UI Account Number: 0000417901 State: Utana Legal Name: ABC CORP (* Required Field) Business Name: ABC Incorporated Worksite Description: Establishment Address: 123 Main Street
Step 2 - Add a Worksite UI Account Number: 0000417901 State: Utana Legal Name: ABC CORP (* Required Field) Business Name: ABC Incorporated Worksite Description: Establishment
UI Account Number: 0000417901 State: Utana Legal Name: ABC CORP (* Required Field) Business Name: ABC Incorporated Worksite Description: Establishment
(* Required Field) Business Name: ABC Incorporated Worksite Description: Establishment
Business Name: ABC Incorporated Worksite Description: Establishment
Worksite Description: Establishment
Address: 123 Main Street
City: Anytown
State: Utana
ZIP: 35004
* County: Select the county 💌
☐ Don't know the county
When did this worksite open? (mm/yyyy)
You can leave the month or year blank, if you don't know them.
* Describe the type of business or economic activity that is performed at this site:
Continue
Cancel and Return to the Worksite Selection List
If you have questions or comments please send e-mail to: mwr.helpdesk@bls.gov
If you have questions or concerns about your data, please contact:
Utana Department of Labor PH: (123) 456-7890 FAX: (456) 789-1230
Version: 3.0
URL: https://idcfdmwr.psb.bls.gov/MWR/content/uiAccountInfo.jsp

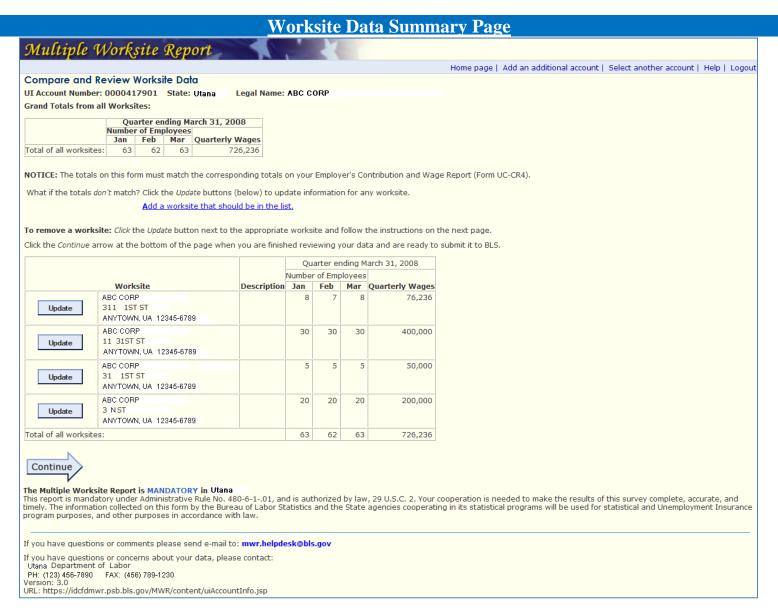
Respondents can give a description of the economic activity at the new location.





Respondents can update information about their worksites on this page.

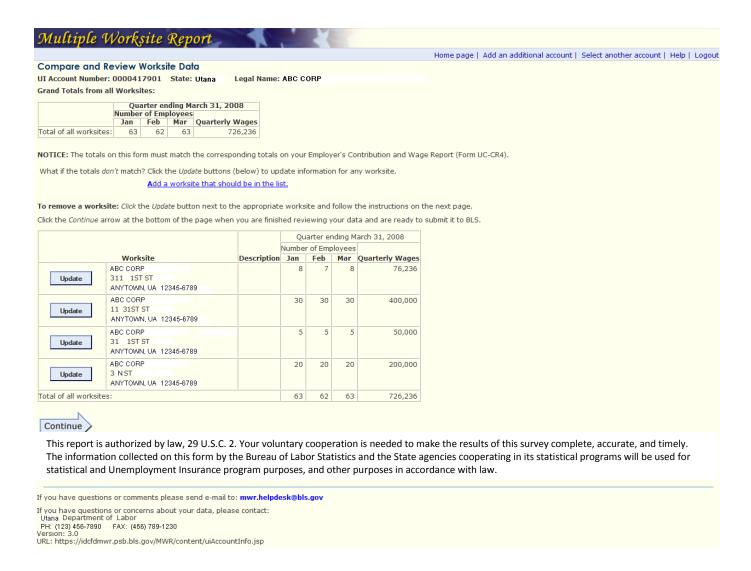




Respondents can view all of the data entered for their worksites associated with a specific UI Account before they submit their data. Note that this is an example of a "Mandatory" state.



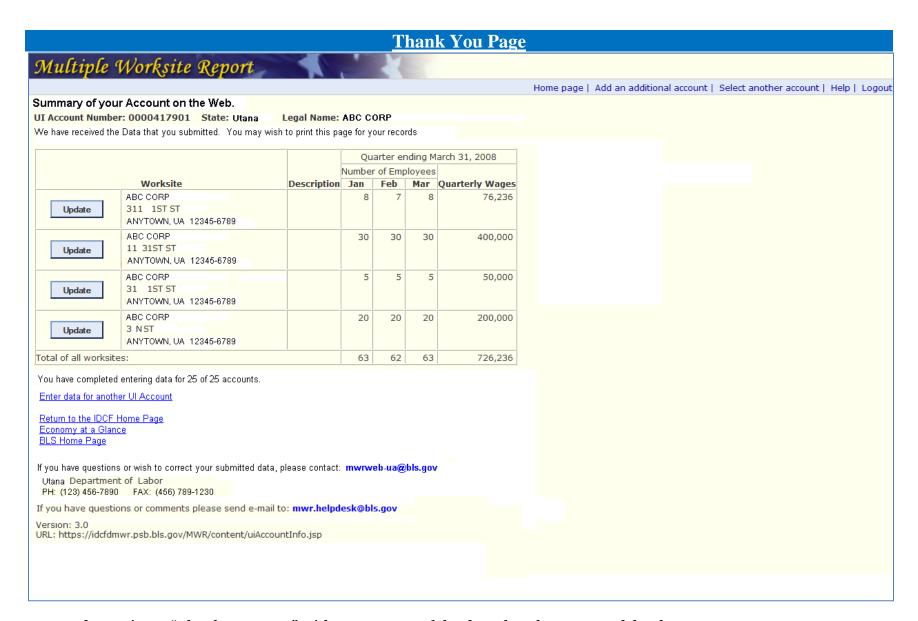
MWR Web Screenshots



This is the same as the previous page except for the fact that this is an example of a "Voluntary" state.

Worksite Data Summary Page
Multiple Worksite Report
Home page Add an additional account Select another account Help Logout
Acquisition, Sale, Merger or Reorganization
In the quarter ending March 31, 2008, 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
Notice 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 please send e-mail to: mwr.helpdesk@bls.gov
If you have questions or concerns about your data, please contact:
Utana Department of Labor PH: (123) 456-7890 FAX: (456) 789-1230
Version: 3.0 URL: https://idcfdmwr.psb.bls.gov/MWR/content/uiAccountInfo.jsp
OKE: https://idcidinwr.psb.bis.gov/mwk/content/diaccodhttnio.jsp

The respondents are asked about acquisitions, sales, mergers, or reorganizations for the company before submitting data.



Respondents view a "Thank You Page" with a summary of the data that they reported for the UI Account. They are advised that they might wish to print this page for their records.

