

# 2014 Annual Survey of Public Employment & Payroll

## - Electronic Reporting -

### Respond Online!

Our web collection system is both **fast** and **secure**.

It allows you to:

- ✦ Upload files
- ✦ View auto-summed totals
- ✦ Assess possible data issues instantly
- ✦ Navigate with a user-friendly interface
- ✦ Access detailed information about the survey
- ✦ Print a blank form
- ✦ Review and print a completed copy of the form

E-CTE (03/10/14)

Enter your survey responses online using the Census Bureau's website.

**STEP 1:** Go to the survey's website → [respond.census.gov/aspep](http://respond.census.gov/aspep)

The screenshot shows the login page for the 2014 Annual Survey of Public Employment & Payroll. At the top, it features the U.S. Department of Commerce and Bureau of the Census logos, along with the survey title and the Survey of Governments logo. The page includes contact information: Website: [Survey of Governments - Employment](http://Survey of Governments - Employment), Email: [govs.employ@census.gov](mailto:govs.employ@census.gov), and Telephone: 1-800-642-4901 weekdays, 7AM to 5PM ET. The main content area is titled "Welcome to the Annual Survey of Public Employment & Payroll" and lists the due date as May 31, 2014, and a brief description of the web collection system. Below this is a "Login" section with instructions: "To log in, please enter the User ID and Password indicated on the form or the letter and press the 'Login' button." It also notes that User ID and Password are case sensitive and provides a contact number for forgotten credentials. A "Please note" section states: "You will be logged out of the system after 45 minutes of inactivity. No data will be lost." The login form has two input fields for "User ID:" and "Password:" and a "Login" button. To the right, there is a "REPORT ONLINE" box with a "User ID:" and "Password:" field and a "Login" button. Below the form, there is a "Please respond to this survey at the following address: [respond.census.gov/aspep](http://respond.census.gov/aspep). To log in and complete the survey online, use the User ID and Password below." with "User ID:" and "Password:" fields. At the bottom, there is a "WARNING" box with a disclaimer: "You have accessed a UNITED STATES GOVERNMENT computer. Use of this computer without authorization or for purposes for which authorization has not been extended is a violation of Federal law and can be punished with fines or imprisonment (PUBLIC LAW 93-474). System usage may be monitored, recorded, and subject to audit. Use of this system indicates consent to monitoring and recording." The footer contains links for "Burden Statement", "Accessibility", "Privacy", and "Security".

**STEP 2:** Enter your User ID and Password found in the letter you received in the mail.

# 2014 Annual Survey of Public Employment & Payroll

## - Electronic Reporting -

### Respond Online!

Our web collection system is both **fast** and **secure**.

It allows you to:

- ✦ Upload files
- ✦ View auto-summed totals
- ✦ Assess possible data issues instantly
- ✦ Navigate with a user-friendly interface
- ✦ Access detailed information about the survey
- ✦ Print a blank form
- ✦ Review and print a completed copy of the form

E-CTE (03/10/14)

Enter your survey responses online using the Census Bureau's website.

**STEP 1:** Go to the survey's website → [respond.census.gov/aspep](http://respond.census.gov/aspep)

The screenshot shows the login page for the 2014 Annual Survey of Public Employment & Payroll. At the top, it features the U.S. Department of Commerce and Bureau of the Census logos, along with the survey title and the Survey of Governments logo. The page includes contact information: Website: [Survey of Governments - Employment](http://Survey of Governments - Employment), Email: [govs.employ@census.gov](mailto:govs.employ@census.gov), and Telephone: 1-800-642-4901 weekdays, 7AM to 5PM ET. The main content area is titled "Welcome to the Annual Survey of Public Employment & Payroll" and lists the due date as May 31, 2014, and a brief description of the web collection system. Below this is a "Login" section with instructions: "To log in, please enter the User ID and Password indicated on the form or the letter and press the 'Login' button." It also notes that User ID and Password are case sensitive and provides a contact number for forgotten credentials. A "Please note" section states: "You will be logged out of the system after 45 minutes of inactivity. No data will be lost." The login form has two input fields for "User ID:" and "Password:" and a "Login" button. To the right, there is a "REPORT ONLINE" box with a "User ID:" and "Password:" field and a "Login" button. Below the form, there is a "Please respond to this survey at the following address: [respond.census.gov/aspep](http://respond.census.gov/aspep). To log in and complete the survey online, use the User ID and Password below." with "User ID:" and "Password:" fields. At the bottom, there is a "WARNING" box with a disclaimer: "You have accessed a UNITED STATES GOVERNMENT computer. Use of this computer without authorization or for purposes for which authorization has not been extended is a violation of Federal law and can be punished with fines or imprisonment (PUBLIC LAW 93-474). System usage may be monitored, recorded, and subject to audit. Use of this system indicates consent to monitoring and recording." The footer contains links for "Burden Statement", "Accessibility", "Privacy", and "Security".

**STEP 2:** Enter your User ID and Password found in the letter you received in the mail.