2014 ELECTRONIC MEDIA TRANSMITTAL SHEET

(2014 Report of Organization and/or Annual Survey of Manufactures Reporting Software CD)

Companies Receiving Reporting Software CD

Your company's mailing package includes the following materials:

- 2014 Report of Organization and/or Annual Survey of Manufactures Reporting Software CD
- 2014 General Information Sheet (C) on the back of this sheet
- CD mailer

Instructions for installing and executing the reporting software are printed on the back of this sheet.

Transmitting your data:

You may transmit your completed data to the Census Bureau electronically via the Internet or by mail on CD using an express courier service to:

U.S. Census Bureau
ATTN: Jennifer Vititoe - Bldg 64F
1201 East 10th Street
Jeffersonville IN 47132-0001

To send your data via the Internet, you will need:

User ID and Password

Access to the Internet

Microsoft Internet Explorer Versions 6.0 or higher

Click on the Submit Responses icon within the reporting software and follow the instructions.

If you need additional information or assistance, visit our help site at **https://econhelp.census.gov/cosasm** or telephone the Respondent Outreach and Promotion Branch at 1-800-838-2640, Monday through Friday, 8:00 a.m. to 4:30 p.m. Eastern time. We thank you in advance for your cooperation.

(C)

GENERAL INFORMATION SHEET FOR THE 2014 REPORT OF ORGANIZATION AND/OR ANNUAL SURVEY OF MANUFACTURES

SYSTEM AND CONFIGURATION REQUIREMENTS

- Hardware: IBM compatible PC.
- Operating System: XP, Vista, Windows 7, or Windows 8.
- Disk Space: at least 165.6 megabytes free disk space.
- Disk Drive: high density CD-ROM drive.
- 256 Megabytes installed RAM.
- 733 MHz or faster CPU.
- 32-bit CD-ROM driver.

YOUR DATA ARE ENCRYPTED TO ENSURE CONFIDENTIALITY. TO OBTAIN THE DECRYPTION KEY/PASSPHRASE FOR YOUR DATA FILE, FOLLOW THE STEPS BELOW

- Go to our help site at **https://econhelp.census.gov/cosasm**.
- Click on "Self-Service Log in."
- Enter User ID and Password provided in the label of the cover letter. Password is case sensitive.
- Click on "Decryption Key."
- Write down your decryption key/passphrase for use below. Decryption key/passphrase is case sensitive.

INSTALLING AND DECRYPTING THE SOFTWARE FROM THE CD USING 32-BIT WINDOWS (XP, Vista, Windows 7, or Windows 8)

- Insert CD.
- Open Windows Explorer: Choose **Start | Programs | Accessories | Windows Explorer**.
- From the dropdown or the left panel in Windows Explorer, Select D: drive.
- Double click on **surveyor_setup.exe** and follow the directions on the screen.
- Copy **Surveyor_Folder** from **D:** to **C:**\.
- Copy **DefaultUser2014** (folder) and **surveyor_urlconf.xml** from **D:**\ to **C:\Program Files\Census\Census Surveyor**.
- From the **C:\ Program Files\Census\Census Surveyor\DefaultUser2014**, double click on the file, **survey_package.xml.exe**.
- Enter the decryption key/passphrase (Decryption key/passphrase is case sensitive).
- Choose **Start | Programs | U.S. Census Bureau | Census Surveyor** to execute the software.
- Choose **Cancel** on **Retrieve New Survey Data screen**.
- Click on **File | Open Manifest | DefaultUser2014 | survey_package.xml**, select **Open**.

RE-ENTERING THE SOFTWARE

- Click the Start button.
- Click on "Programs | U.S. Census Bureau | Census Surveyor"
  or Click on the "Census Surveyor" shortcut icon on the Desktop.

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