

# How to Correct a Submitted 2012 Survey of Business Owners and Self-Employed Persons (SBO) Form

1. Log into survey using the User ID and Password from the letter.

The screenshot shows the login page for the Survey of Business Owners and Self-Employed Persons. It features a header with the United States Census Bureau logo and the title "Survey of Business Owners and Self-Employed Persons". Below the header, there is a welcome message and instructions for logging in. A login form with fields for "User ID:" and "Password: (case sensitive)" and a "Login" button is centered on the page. At the bottom, there is a "WARNING" section with a disclaimer about system monitoring and recording.

2. Click on the icon that appears to the right side under the "View/Print PDF" column.

The screenshot shows the main menu of the Survey of Business Owners and Self-Employed Persons. It includes a "Main Menu" section with instructions to complete the form. Below this, there are sections for "Company Address" and "Business Description". A table with columns "Action", "Status", and "Form" is displayed. The "Action" column has a "Submitted" button. The "Status" column shows "Submitted" with a timestamp. The "Form" column shows "SBO-1". A red arrow points to a "Print PDF" icon in the "Form" column. At the bottom, there is a footer with the text "Form: SBO-1 OMB No: 0607-0943 OMB Expiration Date: 11/30/2015" and a note about PDF files.

3. A PDF of the form will open.
4. Print the PDF copy of the form.
5. Mark a line through mistakes and clearly add your corrections in black ink.
6. Scan the corrected PDF copy into a file, and email this file as an attachment by using our [Secure Messaging System](#)

– OR –

Fax the corrected PDF copy to our SBO fax line (301) 763-6622.