

## **M3 Internet Reporting Instructions**

We invite you to report your Manufacturers' Shipments, Inventories, and Orders (M-3) survey data using our "Census Taker" system via the World Wide Web. This system is designed to make reporting fast, easy, and convenient.

The primary requirement for using the Census Taker Software is a web browser capable of at least 128 bit encryption. Most browsers released since 1998 are sufficient. There are no JavaScripts, Java, or Cookies used by this software. To start reporting on our system, please follow these steps:

1. Go to the Business Help web site at: <http://bhs.econ.census.gov/BHS/index.html> to access the M3 web survey.
2. Please follow links to the Manufacturers' Shipments, Inventories, and Orders (M3) login page.
3. Log in using your company's username and password and press the submit button. If you don't know your company's username and password, please call your Census contact on your report form or visit <http://bhs.econ.census.gov/BHS/M3/ContactUs.html> to email your request.
4. Read the instructions on the Main Menu.
5. Press the 'Form #' button on the Main Menu to begin reporting.
6. When finished, exit using the 'Go' Exit/Logout button on the Main Menu. This will insure a secure logout and confidentiality.
7. Please bookmark the following web page to report your data in future months:  
<http://bhs.econ.census.gov/BHS/index.html>

If you have questions or problems regarding our system, please call or e-mail:

Sean Morse or Heather Dudash at 301-763-4832 or email your question/problem at <http://bhs.econ.census.gov/BHS/M3/ContactUs.html>