

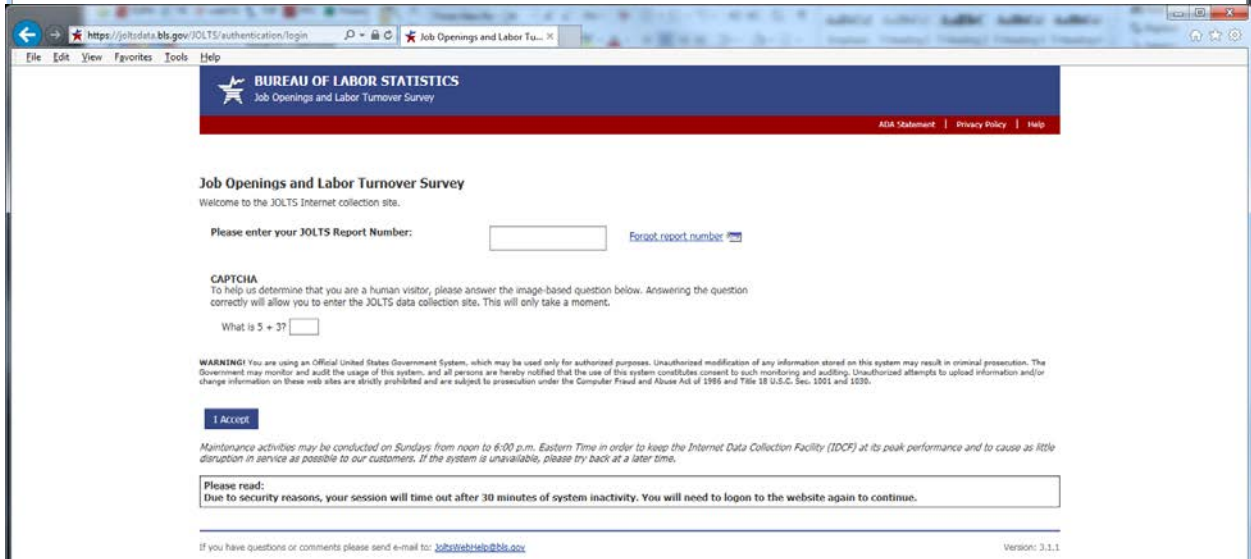
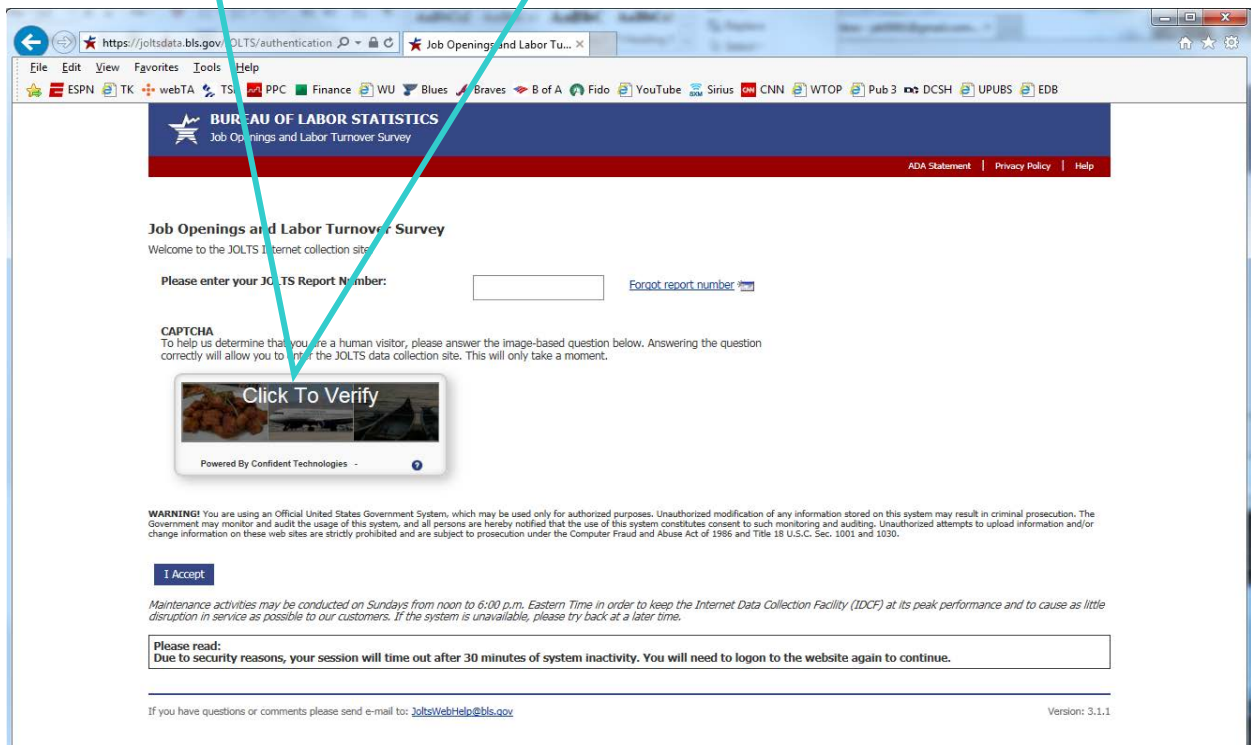
Reporting JOLTS Data on the BLS Internet

1. Link to <https://joltldata.bls.gov> Please note that the “s” in “https” is required.

If you experience any issues using the website, send an e-mail to JOLTSWebHelp@bls.gov. This e-mail link is at the bottom of every page of the reporting site.

2. Enter your report number in the first box. Your report number will be printed in the **subject line** of the e-mail reminder you receive when it is time to report.

3. Click the “Click To Verify” box then select the described picture. Then click on the “I Accept” button below the box. At times there will be a simple math problem to solve instead of a picture to select (pictured below).



If you have any questions regarding the data you are reporting, please call 1-800-341-4620.

4. The welcome screen is next. Click on “Continue” when you are ready to enter your data.

5. Select the reference month and enter your data. Only the two most recent reference months are available to report. Be sure to enter a value in the box for each data item you can report. If any data item is not available, leave the box blank. Click “Continue” once you are finished entering your data.

Report Number: 099999991

Report the data items below for the report month of (select month and year):

March 2016
 April 2016

	A	B	C	D	E	F	G
	Total Employment	Job Openings	Hires	Quits	Layoffs and Discharges	Other Separations	Total Separations
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Continue](#)

6. After you enter your data, click on the “Submit Data to BLS” button to finish, or the “Edit” button to return to the previous screen.

Please review your data and edit or submit

Report Number: 099999991

Review items reported for the month of April 2016

	A	B	C	D	E	F	G
	Total Employment	Job Openings	Hires	Quits	Layoffs and Discharges	Other Separations	Total Separations
April 2016	71	3	6	3	1	1	5

[Submit Data to BLS](#) [Edit](#)

If you have questions or comments please send e-mail to: JobsWebHelp@bls.gov Version: 3.1.1

If you have any questions regarding the data you are reporting, please call 1-800-341-4620.

7. After submitting your data, you will be taken to a confirmation page. Here you can view the data you have submitted, print your data, and view your confirmation number. If you received a confirmation number, your data were submitted successfully. If not, a problem occurred so please re-enter your data.

BUREAU OF LABOR STATISTICS
Job Openings and Labor Turnover Survey

Thank you for reporting your data!
Your data have been sent to BLS.
Your Confirmation Number is **981246**. Please report again next month.

Report Number: **099999991**

Report for the month of April 2016

	A	B	C	D	E	F	G
	Total Employment	Job Openings	Hires	Quits	Layoffs and Discharges	Other Separations	Total Separations
April 2016	71	3	6	3	1	1	5

[Print](#)

NOTE: If you made a data entry error or selected the incorrect month, click the "Enter data for a report number" link below.

To Report More Data
[Enter data for a report number](#)

To Obtain More Information about JOLTS Data
[See how your data were used last month](#)
[Economy at a glance](#)
[BLS Home Page](#)
[JOLTS data](#)

JOLTS Forms
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If you have questions or comments please send e-mail to: JobsWebHelp@bls.gov Version: 3.1.1

8. If you need to enter data for another report number or a different month click the corresponding link in the bottom left. If you need to make corrections to already submitted data, log in and resubmit all the data items for that reference month. The newer data submission will be kept.

If you have any questions regarding the data you are reporting, please call 1-800-341-4620.