SECURE DEPOSIT BOX INSTRUCTIONS

Accessing the secure link to the CSO website

To send information securely to the CSO via the Internet, you will need to go to the Internet address (URL) https://lodgedata.cso.ie

Logging in

You will need to enter your username and password in the relevant spaces and click on the 'Login' button.

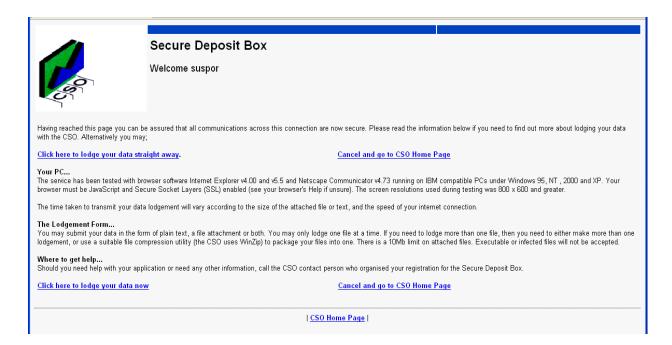
Central Statistics Office Secure Deposit Box You will require an authorised username and password to access the CSO data lodgement site Login Please enter your Username and Password Username: Login Login

CSO Home Page

Welcome page

After logging in, you will reach the welcome page. This page has some background information on the Secure Deposit Box and allows you to navigate to the data lodgement page.

Note: Clicking on the 'Cancel and go to CSO Home Page' will take you to the CSO Home Page (www.cso.ie)



Data lodgement page

The data lodgement page provides the functionality for you to lodge data files and textual information to the CSO. There are three steps to take when submitting data:

Select the name of the survey you are providing data for by clicking on the drop down arrow next to 'CSO Survey Name'.

Attach your survey data either as a file using the 'Browse' button to locate the file (only one file can be attached per lodgement) or as text in the box 'Enter Textual Data'. You can also use the text box to add any comments you wish to send with the attached file or to give feedback on the Secure Deposit Box.

Press the 'Lodge Data' button to complete the data lodgement.

	Secure Deposit Box Data Lodgement
Your Business Name:	Susana Inc.
Your Ref No :	EN11211227
	Please attach your data below and then press the "Lodge Data" button.
CSO Survey Name :	EHECS test survey for Mairead 🔻
Attach Data File :	Browse
And / or :	
Enter Textual Data :	<< Enter Text Here >>
Send Your Data :	Lodge Data Cancel and go to CSO Home Page
CSO Home Page	

Thank you page

After lodging your data and/or text you will get a message to confirm that the data has been lodged.

Note: Clicking on the 'Click here to lodge another data file' will allow you to lodge another data file.

Exiting

To exit the system, close down the thank you page.



Secure Deposit Box

Thank you

Your data has been lodged to the CSO Secure Deposit Box.

Thank you for taking the time to help us.

Click here to lodge another data file

Take me to CSO Home Page

To exit the Secure Deposit Box close down this page.

CSO Home Page