

[Enterprise Notes for Lodging EII 2018 to the SDB:](#)

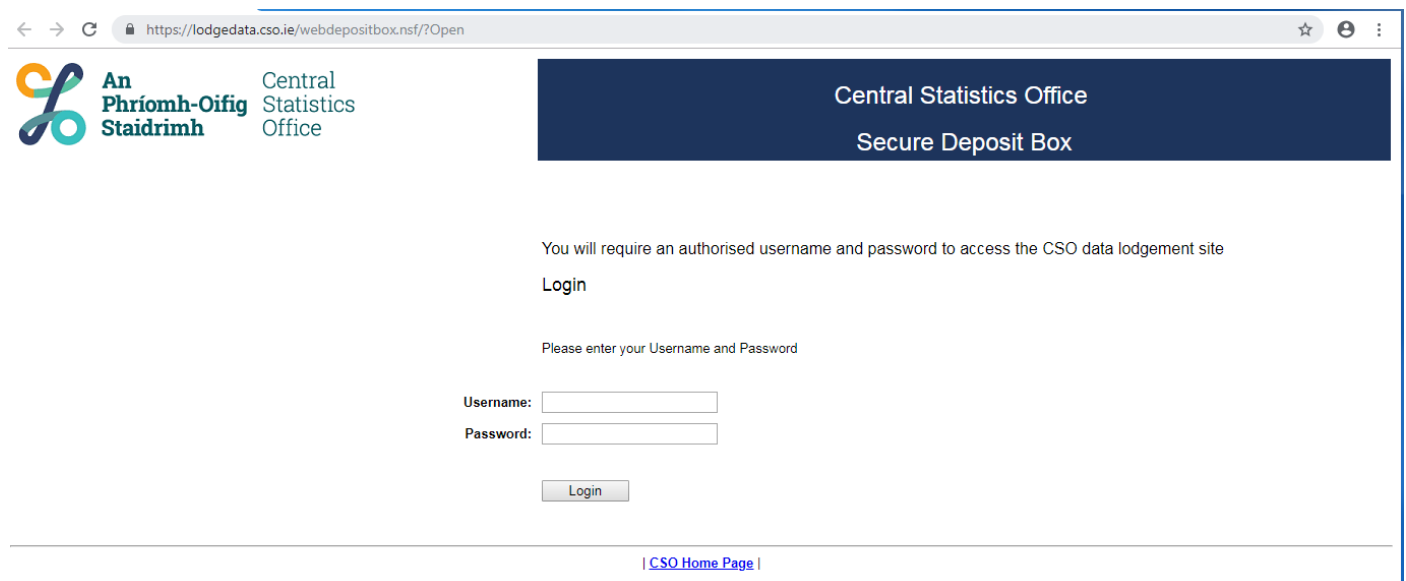
Accessing the secure link to the CSO website:

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

Login:

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

Your username is always in capital letters and your password is case sensitive and may have a mix of numbers, capital and small letters.



The screenshot shows a web browser window with the URL <https://lodgedata.cso.ie/webdepositbox.nsf/?Open>. The page header includes the logo for 'An Phríomh-Oifig Staidrimh' (Central Statistics Office) and the text 'Central Statistics Office' and 'Secure Deposit Box'. The main content area contains the following text:

You will require an authorised username and password to access the CSO data lodgement site

Login

Please enter your Username and Password

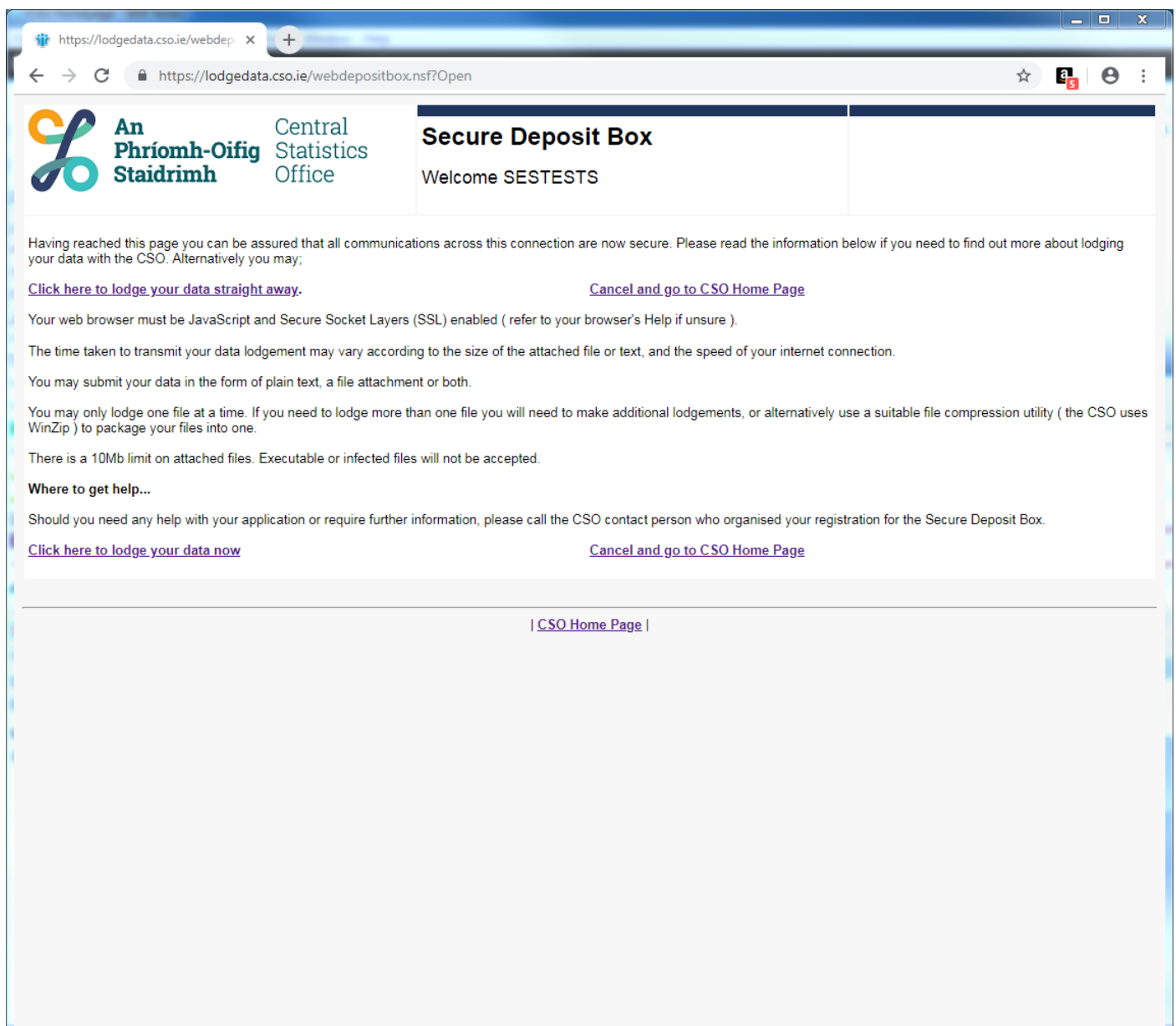
Username:

Password:

At the bottom of the page, there is a link: [| CSO Home Page |](#)

Welcome screen:

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 using 'Click here to lodge data straight away' or to leave without lodging use 'Cancel and go to CSO Home Page' which will take you to the CSO Home Page (www.cso.ie)



The screenshot shows a web browser window with the URL <https://lodgedata.cso.ie/webdeposi...>. The page header includes the logo for 'An Phríomh-Oifig Staidrimh' and 'Central Statistics Office'. The main heading is 'Secure Deposit Box' with a sub-heading 'Welcome SESTESTS'. The page contains several paragraphs of text and two sets of links: 'Click here to lodge your data straight away.' and 'Cancel and go to CSO Home Page'. At the bottom, there is a link for '| CSO Home Page |'.

An Phríomh-Oifig Staidrimh Central Statistics Office

Secure Deposit Box

Welcome SESTESTS

Having reached this page you can be assured that all communications across this connection are now secure. Please read the information below if you need to find out more about lodging your data with the CSO. Alternatively you may;

[Click here to lodge your data straight away.](#) [Cancel and go to CSO Home Page](#)

Your web browser must be JavaScript and Secure Socket Layers (SSL) enabled (refer to your browser's Help if unsure).

The time taken to transmit your data lodgement may vary according to the size of the attached file or text, and the speed of your internet connection.

You may submit your data in the form of plain text, a file attachment or both.

You may only lodge one file at a time. If you need to lodge more than one file you will need to make additional lodgements, or alternatively use a suitable file compression utility (the CSO uses WinZip) to package your files into one.

There is a 10Mb limit on attached files. Executable or infected files will not be accepted.

Where to get help...

Should you need any help with your application or require further information, please call the CSO contact person who organised your registration for the Secure Deposit Box.

[Click here to lodge your data now](#) [Cancel and go to CSO Home Page](#)

| [CSO Home Page](#) |

Data Lodgement Page:

The data lodgement page provides the functionality for you to lodge the SES data files and add relevant text comments.

Select the name of the survey you are providing data for by clicking on the dropdown arrow next to 'CSO Survey Name', chose 'Structure of Earnings Survey' here.

Attach your SES EXCEL file using the 'Browse' button to locate the file you have stored locally. (Only one file can be attached per lodgement).

Enter any comments you may wish to add in the box 'Enter Textual Data'.

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

The screenshot shows a web browser window titled "CSO Secure Data Lodgement" with the URL "https://lodgedata.cso.ie/webdepositbox.nsf/fLodgement?OpenForm". The page header includes the logo for "An Phríomh-Oifig Staidrimh" and "Central Statistics Office". The main heading is "Secure Deposit Box" with a sub-heading "Data Lodgement". The form contains the following fields and controls:

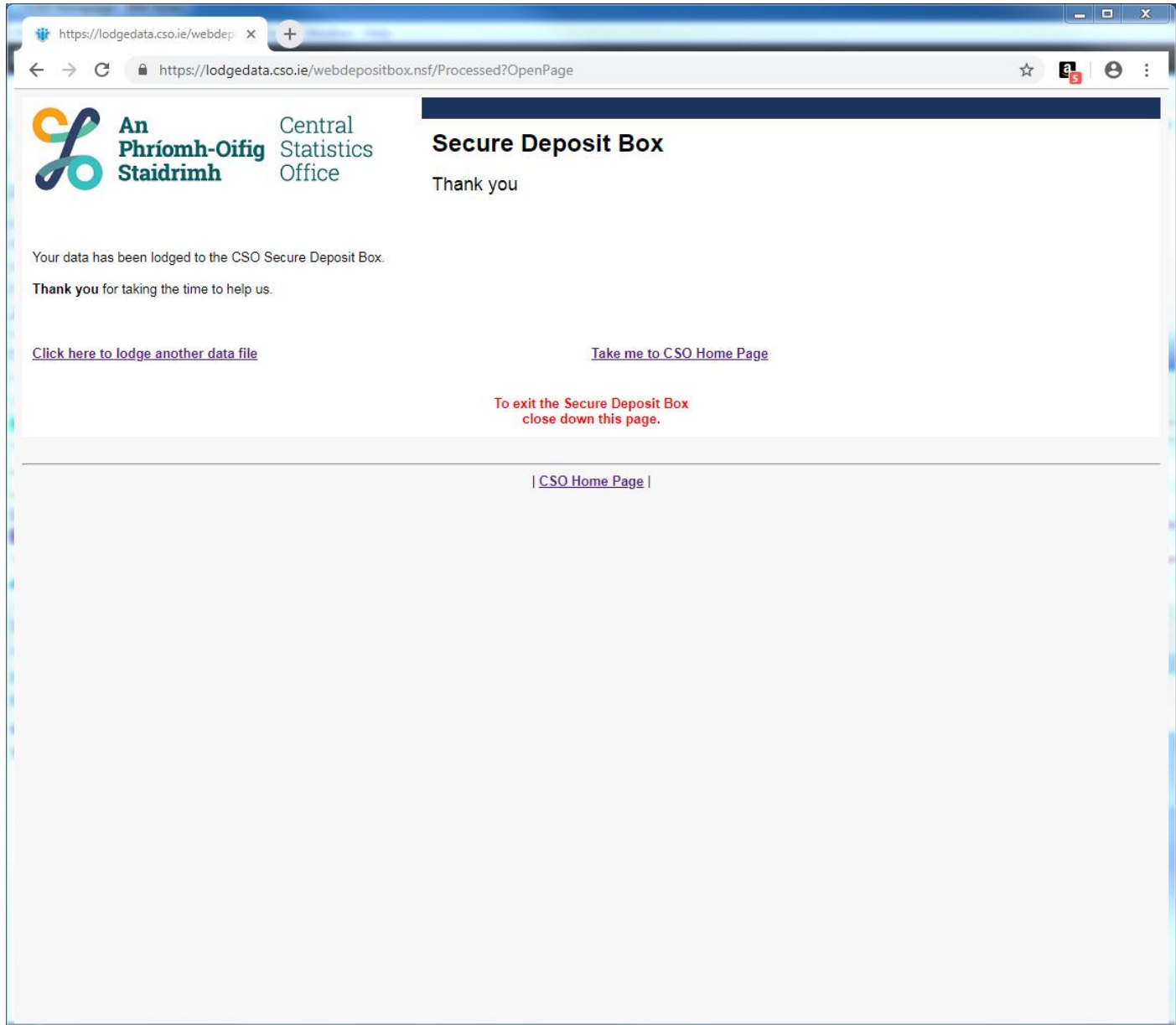
- Your Business Name:** Text input field containing "SES Test".
- Your Ref No :** Text input field containing "EN87654321".
- CSO Survey Area :** Dropdown menu showing "Structure of Earnings Survey".
- Attach Data File :** A "Choose File" button and the text "No file chosen".
- And / or :** A label for the next section.
- Enter Textual Data :** A large text area containing the placeholder text "<< Enter Text Here >>".
- Send Your Data :** A "Lodge Data" button and a link "Cancel and go to CSO Home Page".

At the bottom of the form area, there is a link: [| CSO Home Page |](#)

Thank you page:

After lodging your file you will get a message to confirm that the data has been lodged. To continue lodging the SES chose the option to 'Click here to lodge another data file'.

To exit the system when you have lodged your file close down the thank you page.



The screenshot shows a web browser window with the following content:

- Browser Address Bar:** <https://lodgedata.cso.ie/webdepos>
- Page Title:** <https://lodgedata.cso.ie/webdepositbox.nsf/Processed?OpenPage>
- Logo:** An Phríomh-Oifig Staidrimh (Central Statistics Office)
- Section Header:** **Secure Deposit Box**
- Text:** Thank you
- Message:** Your data has been lodged to the CSO Secure Deposit Box.
- Text:** Thank you for taking the time to help us.
- Links:**
 - [Click here to lodge another data file](#)
 - [Take me to CSO Home Page](#)
- Red Text:** To exit the Secure Deposit Box close down this page.
- Footer:** | [CSO Home Page](#) |