

USER GUIDE

2025



**ANNUAL ESTABLISHMENT
REPORT ON WAGES**

DATA TO BE COLLECTED

A ESTABLISHMENT DATA

- Asset Size
- Address of the Establishment
- Contact Information of the Establishment
- Legal Organization of Establishment
- Main Economic Activity
- Major products or goods or type of service rendered
- Export Oriented
- Labor Relations

B EMPLOYMENT DATA

- Number of male and female Managerial/Supervisory and Rank and File (R&F) employees
- Breakdown of (R&F) Employees
 - Hourly-Paid
 - Daily-Paid
 - Monthly-Paid
 - Output-Rated
 - Others
 - Learners
 - Apprentices
- Minimum Wage Earners
- Persons with Disability
- Regularly-Paid Cash Allowances

C WAGE DISTORTION

- Awareness on Wage Distortion

D LIVING WAGE

- Awareness on Living Wage

E PRODUCTIVITY IMPROVEMENT AND INCENTIVE PROGRAM

2025 Annual Establishment Report on Wages

▼ A. ESTABLISHMENT DATA

1. Establishment Name

123 OFFICE

Single Establishment Head Office Branch

2. Tax Identification No. (Establishment)

100-000-000-000

3. Asset Size

Micro (Below PhP3 Million) Small (Php3,000,001-15,000,000) Medium (PhP15,000,001-100,000,000) Large (Above PhP100,000,000)

4. Address

Report

FAQs

Contact Us



Navigation

Logout

Home Icon - report page

Question Mark Icon -
Frequently Asked
Questions (FAQs) Page

Phone Icon - AERW
hotline and email
address

Exit Icon - log out and
redirects to the Login
Page

1. Establishment Name

FINAL TEST

Single Establishment Head Office Branch

2. Tax Identification No. (Establishment)

000-002-999-000

3. Asset Size

Micro (Below PhP3 Million) Small (Php3,000,001-15,000,000) Medium (PhP15,000,001-100,000,000) Large (Above PhP100,000,000)

4. Address

Region

SELECT REGION

Province

SELECT PROVINCE

City

SELECT CITY/MUNICIPALITY

Barangay

SELECT BARANGAY

Number/Street/Subdivision/Village

5. Contact Information of the Establishment

Mobile No.

☎

Format: +639#####

Email Address (Confirmation of report submission will be sent to this email address)

✉ email@domain.com

6. Legal Organization of Establishment

- SINGLE PROPRIETORSHIP refers to a business establishment organized, owned, and managed by one person, who alone assumes the risk of the business enterprise.
- PARTNERSHIP refers to an association of two or more individuals for the conduct of a business enterprise based upon an agreement or contract between or among them to contribute money, property or industry into a common fund with the intention of dividing profits among themselves.
- STOCK CORPORATION refers to an ordinary business corporation organized by private persons, created and operated for the purpose of making a profit which may be distributed in the form of dividends to stockholders on the basis of their invested capital.
- ONE PERSON CORPORATION is corporation with a single stockholder, who can only be a natural person, trust, or estate.
- NON-STOCK, NON-PROFIT CORPORATION refers to a business corporation which does not issue stock to its members and are created not to profit but for the public good and welfare. Of this character are most of the religious, social, charitable, educational, literary scientific, civic and political organizations and societies.
- COOPERATIVE refers to an organization composed primarily of small producers and/or consumers who voluntarily join together to form a business enterprise which they themselves own, control and patronize.
- OTHERS refers to an organization not classified in any of the above classification. It includes private associations, foundations, Non-Governmental Organizations, or other forms of legal organizations.

7. Main Economic Activity

Select Main Economic Activity

8. Major products or goods or type of service rendered

9. Export Oriented?

Yes No

10. Labor Relations

With registered union Without registered union

Please read and follow the instructions to avoid error.

Establishment Data

1-3 Establishment Name, type and TIN are auto filled.

4. Click to select Asset Size
5. Click the drop-down arrow to select:

- Region
- Province
- City
- Barangay

Input your answer:

- Number/ Street/ Subdivision/ Village
- Mobile No. starts with **+639**
- Email Address

6. Click to select the Legal Organization of Establishment

7. Click "Select Main Economic Activity" to choose the industry or main economic activity

Select Main Economic Activity

of goods is generally considered as manufacturing. Manufacturing units are described as plants, factories or mills and characteristically use power-driven machines and materials handling equipment. Units that transform materials into new products by hand, in the worker's home, or sell products made on the same premises from which they are sold are also included here. Manufacturing units may process materials or may contract with other units to process their materials for them.

E - Water Supply, Sewerage, Waste Management and Remediation Activities

Includes the activity of providing electric power, natural gas, steam, hot water and the like through a permanent infrastructure (network) of lines, mains and pipes. The dimension of the network is not decisive. Also included are the distribution of electricity, gas, steam, hot water and the like in industrial park or residential buildings. This section therefore includes the operation of electric and gas utilities, which generate, control and distribute electric power or gas. Also included is the provision of steam and air-conditioning supply.

F - Construction

Includes general construction and specialized construction activities for buildings and civil engineering works. It includes new work, repair, additions and alterations, the erection of prefabricated buildings or structures on the site and also construction of a temporary nature. General construction is the construction of entire dwellings, office buildings, stores and other public and utility buildings, farm buildings etc., or the construction of civil engineering works such as motorways, streets, bridges, tunnels, railways, airfields, harbors and other water projects, irrigation systems, sewerage systems, industrial facilities, pipelines and electric lines, sports facilities etc.

CONSTRUCTION OF BUILDINGS
CIVIL ENGINEERING
SPECIALIZED CONSTRUCTION ACTIVITIES

G - Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles

This section includes wholesale and retail sale (i.e. sale without transformation) of any type of goods and the rendering services incidental to the sale of these goods. Wholesaling and retailing are the final steps in the distribution of goods. Goods bought and sold are also referred to as merchandise. Also included in this section is the repair of motor vehicles and motorcycles.

WHOLESALE AND RETAIL TRADE AND REPAIR OF MOTOR VEHICLES AND MOTORCYCLES
WHOLESALE TRADE, EXCEPT OF MOTOR VEHICLES AND MOTORCYCLES
RETAIL TRADE, EXCEPT OF MOTOR VEHICLES AND MOTORCYCLES

H - Transportation & storage

Includes the provision of passenger or freight transport, whether scheduled or not, by rail, pipeline, road, water or air and associated activities such as terminal and parking facilities, cargo handling, storage etc. Also included in this section are the renting of transport equipment with driver or operator, and the postal and courier activities.

LAND TRANSPORT AND TRANSPORT VIA PIPELINES
WATER TRANSPORT
AIR TRANSPORT
WAREHOUSING AND SUPPORT ACTIVITIES FOR TRANSPORTATION
POSTAL AND COURIER ACTIVITIES

I - Accommodation and Food Service Activities

This section includes the provision of short stay accommodation for visitors and other travelers and the provision of complete meals and drinks fit for immediate consumption.

ACCOMMODATION
FOOD AND BEVERAGE SERVICE ACTIVITIES

J - Information and Communication

Includes the production and distribution of information and cultural products, the provision of the means to transmit or distribute these products, as well as data or communications, information technology activities and the processing of data and other information service activities.

PUBLISHING ACTIVITIES
MOTION PICTURE, VIDEO AND TELEVISION PROGRAMME PRODUCTION, SOUND RECORDING AND MUSIC PUBLISHING ACTIVITIES
PROGRAMMING AND BROADCASTING ACTIVITIES
TELECOMMUNICATIONS
COMPUTER PROGRAMMING, CONSULTANCY AND RELATED ACTIVITIES
INFORMATION SERVICE ACTIVITIES

K - Financial and Insurance Activities

It includes financial service activities, including insurance, reinsurance and pension funding and activities to support financial services. This section also includes the activities of holding assets, such as activities of holding companies and the activities of trusts, funds and similar financial entities.

FINANCIAL SERVICE ACTIVITIES, EXCEPT INSURANCE AND PENSION FUNDING
INSURANCE, REINSURANCE AND PENSION FUNDING, EXCEPT COMPULSORY SOCIAL SECURITY
ACTIVITIES AUXILIARY TO FINANCIAL SERVICE AND INSURANCE ACTIVITIES

L - Real Estate Activities

It includes acting as lessors, agents and/or brokers in one or more of the following: selling or buying real estate, renting real estate, providing other estate services such as appraising real estate or acting as real estate escrow agents. Activities in this section may be carried out on own or leased property and may be done on a fee or contract basis. Also included is the building of structures, combined with maintaining ownership or leasing of such structures.

Select

Click once you've chosen
a Main Economic Activity

Once the **Select Main Economic Activity** button is clicked, a window will appear.

Select the applicable option, then click **"Select"**.

8. Major products or goods or type of service rendered •

9. Export Oriented? •

Yes No

10. Labor Relations •

- With registered union
 Without registered union

8. Input the major products or goods or type of service/s rendered

9-10. Click to select the applicable options:

- Export Oriented
- Labor Relations

LABOR RELATIONS: WITH REGISTERED UNION

10. Labor Relations •

With registered union

Without registered union

With existing Collective Bargaining Agreement

Without existing Collective Bargaining Agreement

This field must be selected

WITH EXISTING COLLECTIVE BARGAINING AGREEMENT

10. Labor Relations •

With registered union

Without registered union

With existing Collective Bargaining Agreement

Without existing Collective Bargaining Agreement

Date of Effectivity of CBA •

This field is required

Date of Expiration of CBA •

This field is required

WITHOUT EXISTING COLLECTIVE BARGAINING AGREEMENT

10. Labor Relations •

With registered union

Without registered union

With existing Collective Bargaining Agreement

Without existing Collective Bargaining Agreement

Please provide reason(s) for the absence of existing CBA

No certified union of sole and exclusive bargaining agent (SEBA) yet

Negotiation between certified union and enterprise/management has not started

Negotiation between certified union and enterprise/management is ongoing

Others, please indicate:

Test x

If **with registered union** is selected:

- Select whether **with** or **without existing CBA**
- If **with existing CBA**, input date of effectivity and expiration.
- If **without existing CBA**, select reason/s for the absence of CBA. If “Others” is selected, specify your answer in the field provided.

If **Without registered union** is selected, proceed to **B. Employment Data.**

Particulars	Male Employees	Female Employees	Total
B.1 MANAGERIAL AND SUPERVISORY LEVEL Managerial Employee refers to an employee who is vested with the prerogatives to lay down and execute policies and/or to hire, transfer, recall, discharge, assign or discipline Supervisory Employee refers to an employee who, in the interest of the employer, effectively recommends managerial actions if the exercise of such authority is not merely routine or clerical in nature but requires the use of independent judgement	50	50	100
B.2 RANK-AND-FILE EMPLOYEES: DO NOT INCLUDE MANAGERS AND SUPERVISORS refers to an employee who does not fall under the category of managerial and supervisory employees	30	30	60
TOTAL NUMBER OF EMPLOYEES	80	80	160

Fill out the **number of Male Managerial and Supervisory Level Employees**

Fill out the **number of Female Managerial and Supervisory Level Employees**

Fill out the **total number of male rank-and-file employees**

Fill out the **total number of female rank-and-file employees**

B. EMPLOYMENT DATA

Totals are auto-filled.

B.2.1 BREAKDOWN OF RANK-AND-FILE EMPLOYEES: DO NOT INCLUDE MANAGERS AND SUPERVISORS

Rank-and-File Employees	Male Employees	Female Employees	Total
Hourly-Paid Employees	5	5	10
Daily-Paid Employees Daily-Paid Employees Daily-paid employees are those who are paid on the days they actually worked and on unworked regular holidays.	0	5	5
Monthly-Paid Employees Monthly-paid employees are those who are paid every day of the month, including unworked rest days, special days, and regular holidays. Factor 365 days in a year is used in determining the equivalent monthly salary of monthly paid employees.	15	5	20
OUTPUT-RATED EMPLOYEES Persons whose pay is in relation to their output, i.e., piece-rate, quota, "pakyao", or task.	10	15	25
OTHERS May include regular seasonal workers, workers paid with part wage and part commission, etc.	0	0	0
TOTAL NUMBER OF RANK-AND-FILE EMPLOYEES	30	30	60

B.2.1 BREAKDOWN OF RANK-AND-FILE (R&F) EMPLOYEES

(DO NOT INCLUDE MANAGERS AND SUPERVISORS)

Fill out the number of **male and female rank-and-file employees** based on the type of employees:

- *Hourly-Paid Employees*
- *Daily-Paid Employees*
- *Monthly-Paid Employees*
- *Output-Rated Employees*
- *Others*

Ensure that **B.2.1 Breakdown of of R&F employees tallies with the total R&F employees in B.2.**

Fill out the **number of Female Minimum Wage Earners**

OF THE 80 (TOTAL NUMBER OF RANK-AND-FILE EMPLOYEES), PLEASE PROVIDE THE FOLLOWING:			
Particulars	Male Employees	Female Employees	Total
Minimum Wage Earners Fill out the number of Male Minimum Wage Earners	30	5	35
Persons with Disability (PWD) Fill out the number of Male PWD	0	10	10
Employees with Regularly-Paid Cash Allowances Allowances include cost of living allowances (COLA) and other guaranteed cash payments given regularly, for at least six (6) months in a given year. It excludes, however, reimbursements for travel, entertainment, meals and other expenses, etc. incurred in conducting the business of the employer; cost of uniform/working clothes; bonuses and gratuities; family allowances and payments in kind.	0	10	10
LEARNERS Persons hired other industrial occupations which are non-apprenticeable and which may be learned through practical training on the job in a relatively short period of time which shall not exceed three (3) months.	0	0	0
APPRENTICES Worker who is by an apprenticeship agreement with an employer or any of the entities.	0	0	0

Fill out the **number of Male Minimum Wage Earners**

Fill out the **number of Male PWD**

Fill out the **number of Male Employees with Regularly-Paid Cash Allowances**

Fill out the **number of Female Employees with Regularly-Paid Cash Allowances**

Fill out the **number of Female PWD**

Fill out the **number of Male Learners**

Fill out the **number of Female Learners**

Fill out the **number of Male Apprentices**

Fill out the **number of Female Apprentices**

Fill out the number of **male and female rank-and-file employees** based on the type of employees:

- *Minimum Wage Earners*
- *Persons with Disability*
- *With Regularly-Paid Cash Allowances*
- *Learners*
- *Apprentices*

▼ C. WAGE DISTORTION

Wage distortion is a situation where an increase in prescribed wage rates results in the elimination or severe contraction of intentional quantitative differences in wage or obliterate the distinctions embodied in such wage structure based on skills, length of service or other logical bases of differentiation.

Are you aware of wage distortion? •

Yes No

Has your company experienced wage distortion?

Yes No

Did your company address the wage distortion by providing wage/salary adjustments to affected employee/s?

Yes No

How was the wage distortion corrected? (Select all that apply/only what applies - multiple responses)

- Management Initiative
- Collective Bargaining Agreement (CBA)
- Other labor-management or bipartite mechanisms
- Assistance from RTWPB/NWPC or other DOLE agency
- Applied wage distortion formula based on NWPC Advisory 01, Series of 2023
- Referred to the NWPC website
- Others

Others, please specify: •

Test

C. WAGE DISTORTION

Click to select your answer. If 'Others' is selected, please provide specifics in the space provided.

∨ D. LIVING WAGE

Living wage is an income that covers more than the basic needs and exceeds minimum wage. It considers other vital elements such as healthcare, education, transportation, and savings for emergencies.

Beyond complying with the minimum wage law, does your establishment also implement a living wage policy? •

Yes No

Would your establishment be open receiving technical assistance on living wage? •

Yes No

D. LIVING WAGE

Click to select your answer.

∨ E. PRODUCTIVITY IMPROVEMENT AND INCENTIVE PROGRAM

With Productivity Improvement Program? •

Yes No

Check as many as applicable:

- 5S/7S of Good Housekeeping
- Client Satisfaction Measurement Program
- Continuous Process Improvement Program
- Just in Time Program
- Six Sigma
- Lean Manufacturing
- Total Quality Management Program
- Others, please specify

Test

With Productivity/Performance Reward Scheme? •

Yes No

Cash Non-Cash Both Cash and Non-Cash

E. PRODUCTIVITY IMPROVEMENT AND INCENTIVE PROGRAM

Click to select your answer. If 'Others' is selected, please provide specifics in the space provided.

∨ F. SUPPORTING DOCUMENTS

For verification purposes, respondents are required to submit the **list of rank-and-file employees** with their basic pay and regularly-paid cash allowance using the downloadable Excel format below. (Note: P compatible with this year's template)

[Download Excel Template Here](#)

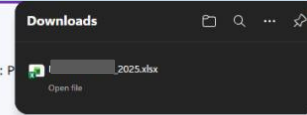
Note: Please ensure that the data for rank-and-file employees in the excel file tallies with the data encoded in B.2.1.

After accomplishing the excel template, please save a file in your computer and upload here

Accepted file format: Microsoft Excel Worksheet (.xlsx)

[Upload Accomplished Excel File](#)

↑ Drop Accomplished Excel File



F. SUPPORTING DOCUMENTS

Click “**Download Excel Template Here**” to download the excel file.

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File Edit View Insert Format Data Tools Extensions Help

100%

	Name of Employee (Rank and File Employees Only)		Sex (M/F)	PWD (Y/N)	Position/ Designation	Basic Pay (in PhP) (Input in One Column Only per Employee/ Row)				Regularly Paid Cash Allowances (Monthly) (in PhP)
	Last Name	First Name				Hourly	Daily	Monthly	Output-Rated	
3	(Example only) Dela Cruz	Juan	M	N	Office Staff		695			5000
4	(Example only) Fernandez	Maria	F	N	Office Staff			20000		5000
30	Mercado	Zandro	M	N	Utility Worker				25000	
31	Valdez	Adrian	M	N	Service Crew				25000	
32	Luna	Bryan	M	N	Packer				25000	
33	Molina	Cedric	M	N	Messenger				25000	
34	Sarmiento	Dominic	M	N	Assembler				25000	
35	Ocampo	Alyssa	F	Y	Receptionist	800				1500
36	Quinto	Bianca	F	Y	Cashier	800				1500
37	Roces	Camille	F	Y	Data Encoder	800				1500
38	Samonte	Denise	F	Y	Admin Aide	800				1500
39	Tiongson	Elaine	F	Y	Sales Clerk	800				1500
40	Umali	Frances	F	Y	Records Clerk		1500			1500
41	Villar	Grace	F	Y	Office Assistant		1500			1500
42	Wenceslao	Hazel	F	Y	Booking Clerk		1500			1500
43	Yuson	Ivy	F	Y	Counter Staff		1500			1500
44	Zamora	Janelle	F	Y	Front Desk Staff		1500			1500
45	Pineda	Edgar	F	N	Delivery Helper			18000		1500
46	Padilla	Felix	F	N	Utility Worker			18000		1500
47	Estrada	Glen	F	N	Warehouseman			18000		1500
48	Chavez	Henry	F	N	Driver Helper			18000		1500
49	Natividad	Ismael	F	N	Production Aide			18000		1500
50	Tolentino	Julian	F	N	Field Collector			18000		1500
51	Alvarez	Kristoff	F	N	Stock Clerk			18000		1500
52	Macaraig	Leo	F	N	Merchandiser			18000		1500
53	Abad	Mark	F	N	Store Runner			18000		1500
54	Cortez	Nathan	F	N	Packing Aide			18000		1500
55	Arceo	Karen	F	N	Service Crew				20000	
56	Briones	Liza	F	N	Sales Clerk				20000	
57	Cabral	Mona	F	N	Store Assistant				20000	
58	Decena	Nina	F	N	Field Interviewer				20000	
59	Enriquez	Olivia	F	N	Office Runner				20000	
60	Yap	Owen	F	N	Accounting Assistant				20000	
61	Go	Patrick	F	N	HR Staff				20000	
62	Uy	Rico	F	N	Inventory Clerk				20000	
63	Mendez	Steven	F	N	Purchasing Staff				20000	
64	Palma	Thomas	F	N	Admin Officer				20000	

Downloads

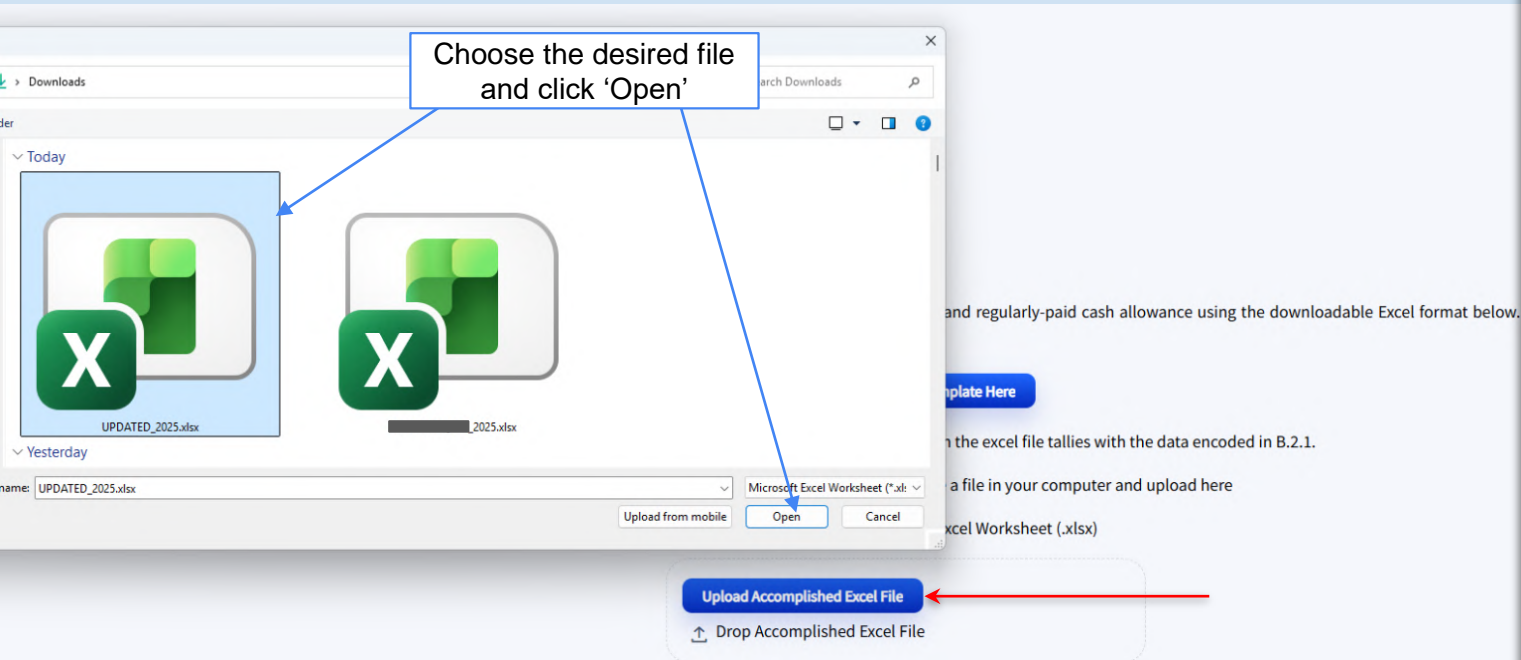
UPDATED_2025.xlsx
Open file

..._2025.xlsx
Open file

See more

Ensure that the details of R&F employees listed in the excel file tallies with the details reflected in B.2.1.

Save your file, then upload it to the system.



Upload the accomplished excel file by clicking **“Upload Accomplished Excel File”** and selecting the saved file.

You may also drag and drop the saved excel file in the "Drop Accomplished Excel File" section.

Upload Accomplished Excel File

Drop Accomplished Excel File

✓ UPDATED_2025.xlsx

Data uploaded is equal to the total of Rank-and-File employees

Particulars	Male	Female	Total
Hourly	10	5	15
Daily	0	5	5
Monthly	10	10	20
Output-rated	10	10	20
Others	0	0	0
Regularly-Paid Cash Allowances	0	15	15
Total	30	30	60

Excel file uploaded successfully. Please review the summary table.

When the file is **successfully uploaded**, the number of male and female employees per type will be displayed, **as shown below**.

IN CASE OF DATA INCONSISTENCIES

Upload Accomplished Excel File

Drop Accomplished Excel File

✓ INCORRECT_2025.xlsx

Data uploaded is not equal to the total of Rank-and-File employees

Particulars	Male	Female	Total
Hourly	13	0	13
Daily	3	7	10
Monthly	9	9	18
Output-rated	13	6	19
Others	0	0	0
Regularly-Paid Cash Allowances	38	22	60
Total	38	22	60

Excel file uploaded successfully. Please review the summary table.

If there are **inconsistencies** in the data, the system will **highlight the mismatched entries**.

Correct the **inaccurate data** by revising your excel file before continuing to the next section.

▼ G. CERTIFICATION

Name of Respondent •

Position •

Mobile Number •

Format: +639#####

Email Address of Respondent

Has the AERW system been effective in reducing the cost, time, or use of other resources needed for reporting?

Yes No

Required before submitting

Do you consent to the use of your information in availing the programs and services of the Department of Labor and Employment?

Yes, I'd like to be updated on programs and services of the Department of Labor and Employment.

No thanks, I do not want to hear about programs and services of the Department of Labor and Employment.

I certify that the content of the uploaded document is true and correct, based on personal knowledge and/or official record of the establishment.

Required before submitting

I understand that a copy of the summary of responses will be sent to me as respondent, and to the establishment as well thru the email addresses provided herein.

Required before submitting

Date: 2026-05-04

NOTE: Please review the information provided before clicking the submit button.

G. CERTIFICATION

Input the following information:

- *Name of Respondent*
- *Position*
- *Mobile Number*
- *Email address*

Select applicable answers for the remaining questions.

Review the report carefully before clicking the Submit button to avoid error.

All fields completed, data matched

Tester

Email Address of Respondent

+639123456789

kelly.inso@fireclay.ph

Format: +639#####

Has the AERW system been effective in reducing the cost, time, or use of other resources needed for reporting?

Yes No

Do you consent to the use of your information in availing the programs and services of the Department of Labor and Employment?

Yes, I'd like to be updated on programs and services of the Department of Labor and Employment.

No thanks, I do not want to hear about programs and services of the Department of Labor and Employment.

I certify that the content of the uploaded document is true and correct, based on personal knowledge and/or official record of the establishment.

I understand that a copy of the summary of responses will be sent to me as respondent, and to the establishment as well thru the email addresses provided herein.

Date: 2026-05-04

NOTE: Please review the information provided before clicking the submit button.

SUBMIT

Active Submit Button

Incomplete fields, data mismatch

Submit is disabled. Complete these required items first:

- Asset Size must be selected
- Region is required
- Province is required
- City is required
- Barangay is required
- Street is required
- Mobile No. is required
- Email Address is required
- Legal Organization must be selected
- Main Economic Activity is required
- Major products or goods or type of service rendered is required
- Export Oriented must be selected
- Unionism must be selected
- With Productivity Improvement Program must be selected
- With Productivity/Performance Reward Scheme must be selected
- Wage distortion awareness must be selected
- Living wage policy must be selected
- Technical assistance preference must be selected

The list of all items missed
In the Survey

SUBMIT

Inactive Submit Button

If all fields are completed and the data in the portal matches excel file, the “**Submit**” button will be enabled. It will remain disabled if there are unfilled fields and/or data mismatches, and an error message will appear.

Go back to the missing or incorrect items and complete your entries. Once done, review the information and click the “**Submit**” button

2025 Annual Establishment Report on Wages



Thank you for submitting your 2025 Annual Establishment Report on Wages.

An email will be sent to the respondent and establishment's email address confirming report submission. If you have any questions or concerns, please do not hesitate to contact us at aerw@nwpc.dole.gov.ph or through our Wage Report Hotlines - 8527-5519, 85278011 and 09178630855. Thank you.

Once successfully submitted, this message will be displayed.

A confirmation email will be sent to both the establishment's and respondent's email addresses. Check your inbox to confirm receipt.

If any information needs to be revised *after* submission, the user may login using the same **email, establishment id, and password.**

The user can only revise the submitted report only **ONCE.**