

## **NCRP – Instructions To Send The U.S. Census Bureau NCRP Files By The Internet**

- Proceed to the Census Bureau Send File Utility (<http://www2.census.gov/cgi-bin/sendfile>).
- Select the Browse button to locate the NCRP files you are sending to the Census Bureau. **NOTE: If you are sending more than one file you will have to repeat this process for each file you are sending. You can't send multiple files at one time.**
- Under "Target Information," please enter **ncrp** for the "Directory to Receive File" field. **Please note we are securing the upload by specifying a certain directory "ncrp" for you to upload your NCRP data files.**
- You may opt to rename the file by populating the "New File Name" but it's not required.
- Enter your valid work e-mail address under "Sender's Email Address." **Please note as a security measure, any files uploaded to the directory without an e-mail address will not be downloaded and delivered.**
- Enter the Census Bureau email address "demographic.internet.staff@census.gov" under "Census Bureau Employee's E-mail Address." This will allow you to notify us about the data upload. **NOTE: Please enter the census email address provided above. It is the only way we are notified of your attempted file transmission.**
- Enter the Verification Code, provided in the gray text box, into the text box at the bottom of the page. This is a security measure put in place to prevent spam.
- Click on the "Upload" button.

If you have any questions, please contact the NPS Staff at 1-800-221-1829.