

## 2018 Census Test Group Quarters Operation

Help Telephone: 1-800-528-3049  
(8:00 a.m. - 4:45 p.m. ET/M-F)

### Welcome to the Group Quarters (eResponse) 2018 Census Test.

Your responses to the 2018 Census Test will assist us in our planning efforts to enumerate Group Quarters (GQ) facilities for the 2020 Census.

If you have questions regarding the 2018 Census test, please email [dcmd.group.quarters@census.gov](mailto:dcmd.group.quarters@census.gov) or call 301-763-9333.

Thank you for your participation.

### Login

- Login by entering the user ID given to you in the Census letter and press the 'Login' button.
- User Id is case sensitive.

User Id:

**Please note: sessions will expire (requiring you to log back in) after 15 minutes of inactivity. No data will be lost.**

### U.S. Census Bureau Notice and Consent Warning

You are accessing a United States Government computer network. Any information you enter into this system is confidential. It may be used by the Census Bureau for statistical purposes and to improve the website. If you want to know more about the use of this system, and how your privacy is protected, visit our online privacy webpage at <http://www.census.gov/about/policies/privacy/privacy-policy.html>.

Use of this system indicates your consent to collection, monitoring, recording, and use of the information that you provide for any lawful government purpose. So that our website remains safe and available for its intended use, network traffic is monitored to identify unauthorized attempts to access, upload, change information, or otherwise cause damage to the web service. Use of the government computer network for unauthorized purposes is a violation of Federal law and can be punished with fines or imprisonment (PUBLIC LAW 99-474).

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Thank you for your participation.

## Login

- Login by entering the user ID given to you in the Census letter and press the 'Login' button.
- User Id is case sensitive.

User Id:

**Enter the 6-digit PIN we gave you the last time you entered the survey.**

PIN:

[Click here if you do not know your PIN.](#)

**Please note: sessions will expire (requiring you to log back in) after 15 minutes of inactivity. No data will be lost.**

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**Please provide the answer to the following verification question to return to your survey.**

**What is your paternal grandfather's first name?**

Response:

**Submit**

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**Please make note of the 6-digit PIN below.**

PIN: **315197**

Please select verification questions for your PIN. If you forget your PIN, you will be asked to provide this response to enter the survey.

Security Question 1:

Response:

Security Question 2:

Response:

**Next**

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**Please make note of the 6-digit PIN below.**

PIN: **XXXX (hidden for security)**

Please select verification questions for your PIN. If you forget your PIN, you will be asked to provide this response to enter the survey.

**Please select a security question and answer. You will not be allowed to change your response.**

Security Question 1:

Response:

**Please select a security question and answer. You will not be allowed to change your response.**

Security Question 2:

Response:

**Next**

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## Main Menu

- Start reporting data by clicking the 'Start' button below.
- To See a list of your Group Quarters, click the 'My Census IDs' link in the upper right hand corner on any screen.
- Please download Instruction Manual before continuing.

Facility			
Action	Overall Status	Point of Contact	Instructions
<a href="#">Continue</a>	Started		

Individual Group Quarters			
Census ID	GQ Name	Status	Data Upload Error Count
200000000096	Test GQ	Started	0
200000000097	Test GQ	Started	0
200000000098	Test GQ	Started	0
200000000099	Test GQ	Started	0
200000000100	Test GQ	Started	0

The letters PDF or the  icon indicate a document is in the [Portable Document Format \(PDF\)](#). To view the file you will need the [Adobe® Reader](#), which is available for **free** from the Adobe web site.

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2018  
Group

Approval Expires: 09/30/2020

### Census IDs

Below is our list of your Group Quarters. Please be sure to report data for each of the IDs listed below:

Individual Group Quarters			
Census ID	GQ Name	Status	Data Upload Error Count
200000000096	Test GQ	Started	0
200000000097	Test GQ	Started	0
200000000098	Test GQ	Started	0
200000000099	Test GQ	Started	0
200000000100	Test GQ	Started	0

### My Census IDs

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Close Census ID List

Facility	Action	Overall Status	Point of Contact	Instructions
	<a href="#">Continue</a>	Started		

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## Facility Validation

**Please review the contact information for the group quarters and supply any necessary corrections:**

Name:

Title:

Phone:

Email:

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### Export Wizard

**Download the 'Census Template' provided below and enter the requested data directly into the template.**

**DO NOT SUBMIT THE FOLLOWING:**

- Personal Social Security numbers or Federal Tax ID
- Information not requested by the Census Bureau
- Domestic violence shelter data

**Please Note:**

- **Data will only be accepted using the provided Census template.**
- Please verify your completed Census Template before submitting.
- The Census ID field is **required** on both tabs of the uploaded spreadsheet.
- The data you provide will be validated.

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## Import Wizard

- Click the "Browse" button to search for the file you want to upload to our site.
- Select the file you want to upload.
- Click the "Upload File" button to start the uploading process.
- Once your file has been uploaded successfully the file name will appear in the box below.

Please be sure that you have included data for each Group Quarters listed in your mailing materials and on the 'My Census IDs' list.

### Select File to Upload

no file selected

No files have been uploaded.

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**No file was entered to upload.**

## Import Wizard

- Click the "Browse" button to search for the file you want to upload to our site.
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no file selected

No files have been uploaded.

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Help Telephone: 1-800-528-3049  
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**File Uploaded.**[Print errors](#)**SUBMISSION PENDING**

Your Census Bureau template appears to be missing some required information. Please:

1. Print/save the required changes below.
2. Address the required changes to your Census Bureau template and resubmit.

If you believe you have received this message in error, please contact support staff at [dcmd.group.quarters@census.gov](mailto:dcmd.group.quarters@census.gov)

Population Count on GQ\_Name sheet for Census ID 200000000096 is 22, however 1 entries in the spreadsheet.

**Import Wizard**

- Click the "Browse" button to search for the file you want to upload to our site.
- Select the file you want to upload.
- Click the "Upload File" button to start the uploading process.
- Once your file has been uploaded successfully the file name will appear in the box below.

Please be sure that you have included data for each Group Quarters listed in your mailing materials and on the 'My Census IDs' list.

**Select File to Upload**

no file selected

Filename	Date	Status	Action
1A-GQ-Template-2018_-_upload_test_1.xlsx	05-29-2018 10:28:23 AM	UPLOADED	<a href="#">delete</a>

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Help Telephone: 1-800-528-3049  
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**File Uploaded.**

[Print errors](#)

### SUBMISSION PENDING

Your Census Bureau template appears to be missing some required information. Please:

1. Print/save the required changes below.
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If you believe you have received this message in error, please contact support staff at [dcmd.group.quarters@census.gov](mailto:dcmd.group.quarters@census.gov)

- Population Count on GQ\_Name sheet for Census ID 200000000097 is 22, however 1 entries in the spreadsheet.
- Population Count on GQ\_Name sheet for Census ID 200000000096 is 22, however 1 entries in the spreadsheet.
- Population Count on GQ\_Name sheet for Census ID 200000000098 is 22, however 1 entries in the spreadsheet.
- Population Count on GQ\_Name sheet for Census ID 200000000100 is 22, however 1 entries in the spreadsheet.
- Population Count on GQ\_Name sheet for Census ID 200000000099 is 22, however 1 entries in the spreadsheet.

### Import Wizard

- Click the "Browse" button to search for the file you want to upload to our site.
- Select the file you want to upload.
- Click the "Upload File" button to start the uploading process.
- Once your file has been uploaded successfully the file name will appear in the box below.

Please be sure that you have included data for each Group Quarters listed in your mailing materials and on the 'My Census IDs' list.

#### Select File to Upload

no file selected

Filename	Date	Status	Action
1A-GQ-Template-2018_-_upload_test_1.xlsx	05-29-2018 10:41:50 AM	UPLOADED	<a href="#">delete</a>

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There are errors in this file:

- Population Count on GQ\_Name sheet for Census ID 200000000096 is 22, however 1 entries in the spreadsheet.

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## SUBMISSION COMPLETED

**Your data has been transferred to the Census Bureau**  
**Upload a new file for any further data**

### Import Wizard

- Click the "Browse" button to search for the file you want to upload to our site.
- Select the file you want to upload.
- Click the "Upload File" button to start the uploading process.
- Once your file has been uploaded successfully the file name will appear in the box below.

Please be sure that you have included data for each Group Quarters listed in your mailing materials and on the 'My Census IDs' list.

#### Select File to Upload

no file selected

Filename	Date	Status	Action
1A-GQ-Template-2018_-_upload_test_1.xlsx	05-29-2018 10:28:23 AM	SUBMITTED	

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## Submission Confirmation

Thank you for completing your Group Quarters eResponse questionnaire for the 2018 Census Test.  
Please print this listing for your records by clicking the 'Print Confirmation' button below.

If you need to make any changes to your submissions, please contact us at 301-763-9333.

Data Submitted: Tue May 29 10:32:12 2018

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