GUPS - Quick Start - Boundary and Annexation Survey Respondent Guide

Initial Steps
1) Report that you are making updates by one of the following methods:
   - Complete the Annual Response Form on the BAS website: <**https://www.census.gov/programs-surveys/bas.html**>
   - Call (800) 972-5651
   - Email: geo.bas@census.gov
2) Obtain the following materials from the BAS website or CD/DVD (if requested):
   - GUPS – BAS Respondent Guide
   - GUPS Quick Start – BAS Respondent Guide
   - GUPS Software: <www2.census.gov/geo/pvs/gups/>.
     Note: Those requesting the GUPS tool and data on CD/DVD will receive a software and data disc in the mail.
3) Review respondent guides and training videos
   - Review the GUPS – BAS Respondent Guide and Quick Start guide on the BAS website before beginning any boundary or linear feature updates. Training videos can be found on the BAS website <https://www.census.gov/programs-surveys/bas/library/videos/gups-bas.html>

Download and Install GUPS
1) Download the GUPS tool from the BAS website to your computer.
2) Unzip the file and extract all contents of the unzipped package to a folder on your computer.
3) Click the **Setup-X.X.X-X.bat** to start the installation.
4) When the installer opens, the **Welcome to the QGIS GUPS Setup Wizard** screen will appear. Follow the instructions on the Wizard and click the *Next* button.
5) The **License Agreement** screen will appear. Review the License Agreement and click *I Agree* button to continue the install process.
6) The **Choose Install Location** screen will appear. The *Browse* button will allow you to choose the location where GUPS will be installed. It is recommended that you install the application at the default location shown (C:\Program Files\QGIS GUPS). Click *Next* to continue the install process.
7) The **Choose Components** screen will appear. The Select Components to Install box will be greyed out as it is the default. Click *Install* to continue.
8) The software should take 5 to 10 minutes to complete the install. When the install is complete the **Completing the QGIS GUPS Setup Wizard** screen will appear. To complete the install, click the *Finish* button at the bottom of the screen.
   Note: The software should run automatically for those requesting a DVD. If it does not, please navigate to your DVD drive and begin with Step 3, above).

Start New BAS Project
1) Double-click the QGIS icon on your desktop [GUPS splash screen appears].
2) Click Close (X) on QGIS Tips screen.
3) [Map Management dialog page opens].
4) Use dropdown box for Program to select Boundary and Annexation Survey 2019.
5) Use State dropdown box to select your state.
6) Use Working County dropdown box to select the county you wish to update.
7) Use the Select Data Folder, Directory or Location dropdown box to select the location from which you want to pull the county's shapefiles (Options: Census-provided CD/DVD, My Computer or the Census Partnership website).
8) From the Entity Type dropdown box select the entity you represent (County, MCD, Place or State).
9) Once selected, a list of adjacent counties will appear highlighted (Uncheck any counties you do not want to appear on the Map View)
   - If adjacent counties are selected, load their shapefiles from the Select Data Folder, Directory or Location dropdown box.
   - Files load and you are ready to make updates.

Perform Geographic Review/Updates
1) Use the BAS Module in GUPS for the following updates:
   - Add, delete, and modify legal entities (Counties [and equivalent areas], Minor Civil Divisions, Incorporated Places, and Consolidated Cities).
   - Add, delete, and modify linear features (Roads, Railroads, and Hydrology).
   - Add, delete, and modify area landmarks and hydrographic areas.
   - Add, delete, and modify point landmarks.
   - Provide address data for newly annexed areas.

Perform Quality Control

1) Use the validation tools provided in GUPS to review your changes before returning updates to the Census Bureau:
   - Review Change Polygon Tool.
   - Geography Review Tool.

Create Return Zip Files

1) Select Export to Zip icon on the BAS Toolbar.
2) From the Select Output Type dialog box select Export for Census button to create a file to return to the Census Bureau. Click the Share with Another Participant button if you would prefer.
3) Click OK.
4) A window opens showing the location of the of the output file on your local system. This is the file that you will return to the Census Bureau in the next steps.

Return Updates Using the Secure Web Incoming Module (SWIM)

1) Open a browser window and enter the SWIM URL: <**https://respond.census.gov/swim/**>.
2) If you already have a SWIM account enter your email address and Password - Skip to Step 4).
3) If you do not have a SWIM account click 'Register Account'.
   - Enter the 12 digit token provided by Census.
   - Create a password following the five criteria below:
     o It must be 8 characters in length.
     o It must have at least one upper case character.
     o It must have at least one lower case character.
     o It must have at least one number.
     o It must have at least one special character (valid characters are: #, !, $, &, ?, ~). Do not use commas since they are for spacing purposes only.
   - Complete the registration information form.
4) Login to SWIM
   - Select Start New Upload button.
   - Select Bounday and Annexation Survey (BAS) radio Button.
   - Select your entity type (State, Place, County, County Subdivision, Tribal Area, or Concity).
   - Select your state and county.
   - Select the Zip file to upload.
   - Click the + Add File button.
   - Double-click on the file you want to upload.
   - [Add additional files in the same manner].
   - Add any additional information to the Comments field.
   - Logout.

BAS Schedule and Deadlines

- **January 1** Boundary updates must be legally in effect on or before this date to be reported in the current survey year
- **March 1** Boundary updates returned by this date will be reflected in the ACS and PEP data estimates and in next year's BAS materials
- **May 31** Boundary updates returned by this date will be reflected in next year's BAS materials.

Contact Information

If you have questions, please contact the U.S. Census Bureau:

- Email: **geo.bas@census.gov**,
- Phone: 1-800-972-5651
- Fax: 1-800-972-5652