UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001

Geographic Update Partnership Software (GUPS) – Participant Statistical Areas Program (PSAP) Quick Start Guide for Web site Download

Initial Steps

1) Obtain the following materials from the PSAP Web sites listed below:
   - GUPS – PSAP Respondent Guide <Web site>.
   - GUPS – https://www2.census.gov/geo/pvs/gups/.
2) Review the appropriate respondent guide and training videos:
   - Tribal participants should review the *2020 Census Participant Statistical Areas Program (PSAP) Geographic Update Partnership Software (GUPS) Tribal Respondent Guide* on the PSAP Web site before beginning any updates.
   - All other participants should review the *2020 Census Participant Statistical Areas Program (PSAP) Geographic Update Partnership Software (GUPS) Respondent Guide* on the PSAP Web site before beginning any updates.
   - Training videos can be found in the 'Help' menu within the GUPS tool.
3) Report whether you are making updates by one of the following methods:
   - Check the "No Changes" box or the "I plan to submit changes" box on the prepaid postcard and mail it back to the U.S. Census Bureau (Census Bureau).
   - Call 1-844-788-4921 if you need a SWIM token.
   - Email: geo.psap@census.gov if you have any further questions.

Download and Install GUPS

1) Download the GUPS tool to your computer.
2) Unzip the file and extract all contents of the unzipped package to a folder on your computer.
3) Click on the file named **Setup-2.0.0-X.bat** to start the installation.
4) Once 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 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. If the *Reboot now* appears, select it and then click Finish. A blue GUPS icon appears on your desktop.

Start New PSAP Project

1) Double-click the GUPS icon on your desktop *[GUPS splash screen appears]*.
2) Click *X* to close the QGIS Tips screen [**Map Management** dialog page opens].
3) Use dropdown box for Program to select Participant Statistical Areas Program.
4) Select User Type. **For County Based Users, follow Step 5 below. For Tribal Statistical Review Users, skip to Step 6 below:**
   For County Based Users:
5) Use the State dropdown box to select your state.
5a) Use the Working County dropdown box to select the county you wish to update.
5b) Skip to Step 7.
   For Tribal Statistical Review Users:
6) Use the Entity Type dropdown box select the entity you represent (Reservation / Trust Land).
6a) Use the Entity Name dropdown box to select the entity you wish to update.
7) Once selected, a list of adjacent counties will appear highlighted (Uncheck any counties you do not want to appear on the Map View):
   - Select adjacent counties if they will be load from the Select Data Folder, Directory, or Location dropdown box.
8) Click Open.

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9) Use the <u>Select Data Folder, Directory or Location</u> 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 Web site).
10) Files load and you are ready to make updates.

Perform Geographic Review/Updates
1) Use the PSAP Module in GUPS to do the following updates:
   - Add, delete, and modify statistical areas.
   - 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 <u>Export to Zip</u> icon on the PSAP Toolbar.
2) From the Select Output Type dialog box select <u>Export for Census</u> button to create a file to return to the Census Bureau (file Name: psapv2020_<descriptor>_changes.zip.). Click the <u>Share with Another Participant</u> button if you would prefer.
3) Click <u>OK</u>. 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 below).
3) If you do not have a SWIM account click 'Register Account':
   - Enter the 12 digit token provided by the Census Bureau.
   - Create a password following the five criteria below:
     - It must be 8 characters in length.
     - It must have at least one upper case character.
     - It must have at least one lower case character.
     - It must have at least one number.
     - It must have at least one special character (valid characters are: #, !, $, &, ?, ~). Do not use commas.
   - Complete the registration information form.
4) Login to SWIM:
   - Select Start New Upload button.
   - Select PSAP radio button.
   - Select your entity type (State, Place, County, County Subdivision, Tribal Area, or City).
   - 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 (Note: Add additional files in the same manner).
   - Add any additional information to the Comments field.
   - Logout.

2020 Census PSAP Schedule

Date	Event
March – May 2018	Contact 2010 Census PSAP participants to inquire about 2020 Census PSAP participation.
July 2018	PSAP invitation materials sent to PSAP participants.
January 2019	PSAP delineation phase begins. Participants have 120 calendar days to submit updates.
February 2019	PSAP webinar trainings begin.
July 2019	Send PSAP participants communication notifying closeout of delineation phase.
January 2020	PSAP verification phase begins. Participants have 90 calendar days to review updates.

Contact Information
If you have questions, please contact the U.S. Census Bureau:
- Email: **geo.psap@census.gov**
- Phone: 1-844-788-4921.
- Web site: http://www.census.gov/programs-surveys/decennial-census/about/psap.html

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Geographic Update Partnership Software (GUPS) - Participant Statistical Areas Program (PSAP) Quick Start Guide for DVD Users

Initial Steps

Note: *GUPS, shapefiles, and PSAP materials will be sent on two Data DVD's in the mail.*

1) Obtain the following materials from the PSAP supplied Data DVD's:
   - GUPS – PSAP Respondent Guide (Data DVD 2).
   - GUPS (Data DVD 1).
2) Review the appropriate respondent guide and training videos:
   - Tribal participants should review the *2020 Census Participant Statistical Areas Program (PSAP) Geographic Update Partnership Software (GUPS) Tribal Respondent Guide* on the PSAP Web site before beginning any updates.
   - All other participants should review the *2020 Census Participant Statistical Areas Program (PSAP) Geographic Update Partnership Software (GUPS) Respondent Guide* on the PSAP Web site before beginning any updates.
   - Training videos can be found in the 'Help' menu within the GUPS tool.
3) Report whether you are making updates by one of the following methods:
   - Check the "No Changes" box or the "I plan to submit changes" box on the prepaid postcard and mail it back to the U.S. Census Bureau (Census Bureau).
   - Call 1-844-788-4921 if you need a SWIM token.
   - Email: geo.psap@census.gov if you have any further questions.

Download and Install GUPS

1) Insert the DVD mailed to you into the CD/DVD drive of your computer.
2) Follow the directions on the DVD.
3) Click the **Setup-2.0.0-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 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 PSAP Project

1) Double-click the GUPS icon on your desktop *[GUPS splash screen appears]*.
2) Click Close (X) on QGIS Tips screen [**Map Management** dialog page opens].
3) Use dropdown box for Program to select Participant Statistical Areas Program.
4) Select User Type. **For County Based Users, follow Step 5 below. For Tribal Statistical Review Users, skip to Step 6 below:**
   For County Based Users:
5) Use the State dropdown box to select your state.
5a) Use the Working County dropdown box to select the county you wish to update.
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   For Tribal Statistical Review Users:
6) Use the Entity Type dropdown box select the entity you represent (Reservation / Trust Land).
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7) Once selected, a list of adjacent counties will appear highlighted (Uncheck any counties you do not want to appear on the Map View):
   - Select adjacent counties if they will be load from the Select Data Folder, Directory, or Location dropdown box.

8) Click Open.
9) 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 Web site).
10) Files load and you are ready to make updates.

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   - Add, delete, and modify point landmarks.
   - Provide address data for newly annexed areas.

Perform Quality Control

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

Create Return Zip Files

All returned shapefiles as well as any supporting documentation, should be placed in a .zip file prior to submitting the return to the Census Bureau: **File Name: psapv2020_<descriptor>_changes.zip**.

1) Select Export to Zip icon on the PSAP Toolbar.
2) From the Select Output Type dialog box select Export from Computer 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. 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.

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4) Login to SWIM:
   - Select Start New Upload button.
   - Select PSAP radio button.
   - Select your entity type (State, Place, County, County Subdivision, Tribal Area, or City).
   - 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 (Note: Add additional files in the same manner).
   - Add any additional information to the Comments field.
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