


# State Data Collection Website Instructions

## I. Logging In

### a. In Browser, navigate to website

<https://harvester.census.gov/statecollection/states/ak>



**State of Alaska**  
Annual Borough and Municipal Financial Report

**Collection of 2018 Fiscal Year Data** **Login**

Boroughs and Municipalities provide fiscal data that are used by the State of Alaska, public interest groups, and the United States Census Bureau to provide information on funding and functions of local governments in Alaska. This information is not audited, but self-reported by local governments and should agree with their annual audit but summarized differently. The U.S. Census Bureau and the Alaska Department of Commerce have collaborated to make this web-based form available for Alaska Boroughs and Municipal Governments. Each borough and municipality is assigned a discrete username. If you do not have access to your username, please contact the U.S. Census Bureau at [ewd.local.finance@census.gov](mailto:ewd.local.finance@census.gov) or 1-800-242-4523.

**\*\*WARNING\*\*WARNING\*\*WARNING\*\*WARNING\*\*WARNING\*\***

This is a Census Bureau computer system. Census Bureau computer systems are provided for the processing of official U.S. Government information only. All data contained within Census Bureau computer systems is owned by the Census Bureau and may be monitored intercepted recorded read copied or captured in any manner and disclosed in any manner by authorized personnel. THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. System personnel may disclose any potential evidence of crime found on Census Bureau computer systems to appropriate authorities. USE OF THIS SYSTEM BY ANY USER AUTHORIZED OR UNAUTHORIZED CONSTITUTES CONSENT TO THIS MONITORING INTERCEPTION RECORDING READING COPYING CAPTURING and DISCLOSURE OF COMPUTER ACTIVITY. Use of this computer without authorization or for unauthorized purposes is a violation of federal law and punishable by fines or imprisonment (Public Law 99-474).

**\*\*WARNING\*\*WARNING\*\*WARNING\*\*WARNING\*\*WARNING\*\***

**Login**

UserID:

Password:

Change Password After Login

[Forgot Password](#)

[Login Help](#) *If you need help logging into the system please call the support staff at 301-763-5153 or 1-800-242-4523.*  
[ewd.local.finance@census.gov](mailto:ewd.local.finance@census.gov)

If you have any questions regarding the content of the Annual Borough and Municipal Financial Report, please contact the Alaska Department of Commerce, Community and Economic Development at 907-269-7959 or the U.S. Census Bureau at [ewd.local.finance@census.gov](mailto:ewd.local.finance@census.gov) or 1-800-242-4523

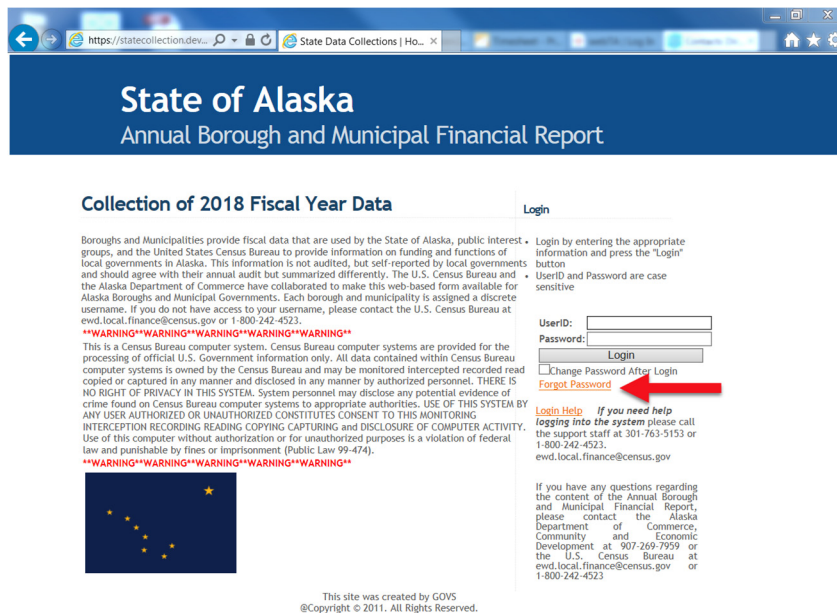
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### b. Enter userID (lowercase letters only) and password. See section c if this is the first time logging into the system.

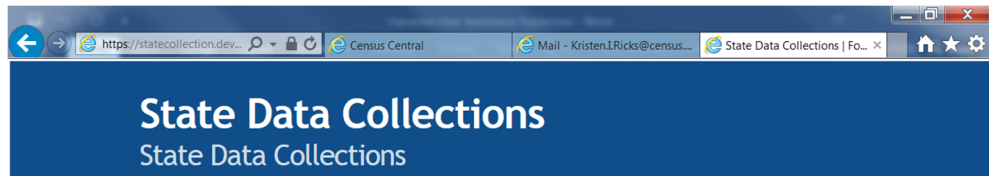
*Note: UserID provided in the initial notification letter.*



- c. If it is your first time logging into the system, click 'Forgot Password' to create a password for the account.

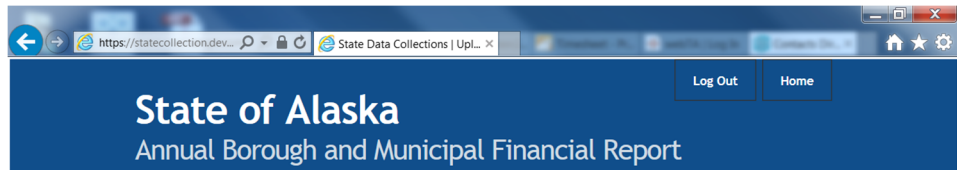


- d. Enter UserID and Email address associated with the account and click 'Reset Password'.



- e. Two emails will be sent to the email address associated with the account (from Kristen.i.ricks@census.gov), one verifying the UserID and one containing a link back to the website to create a new password.

*Note: If emails are not received or an error message is received, please contact the Census support staff at [ewd.local.finance@census.gov](mailto:ewd.local.finance@census.gov).*
- f. After clicking on the link, create a password containing at least 12 characters with one uppercase character, one lowercase character, a number, and a special character (!, @, #, \$, & are known acceptable special characters).
- g. Confirm the password by re-entering it into the next space provided.
- h. Click 'Continue,' which returns user to the home screen.
- i. Enter UserID and newly created password.
- j. Click 'Login.'

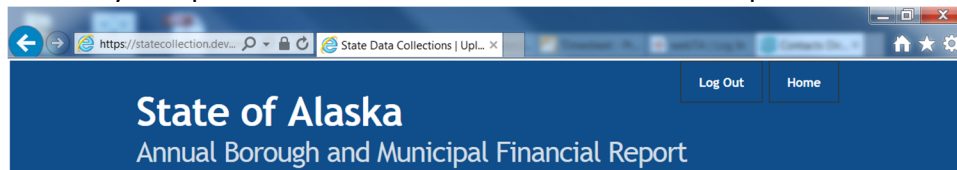


Welcome homer!  
Wednesday, July 18, 2018

State of Alaska ABMFR File Upload	
<b>STEP 1:</b>	
Please select the survey Excel template below. On the Verification Tab within the template, please select your unit's name. IMPORTANT - Save the file to your local hard drive, then complete the form and re-save.	
Select Survey: <a href="#">2018 City Template</a>	
<b>STEP 2:</b>	
Use the Browse button to select the file from your local hard drive. When you press the Upload File button, your browser will transmit the file to our web server.	
Enter Filename:	<input type="text"/> <input type="button" value="Browse..."/>
<input type="button" value="Upload File"/>	

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- II. Download Survey
  - a. Select '2018 City Template' to download the Annual Financial Report.

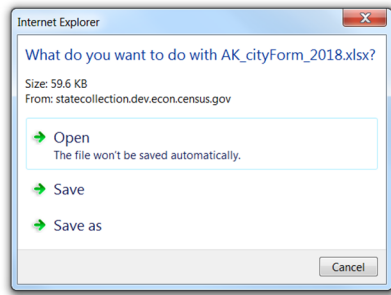


Welcome homer!  
Wednesday, July 18, 2018

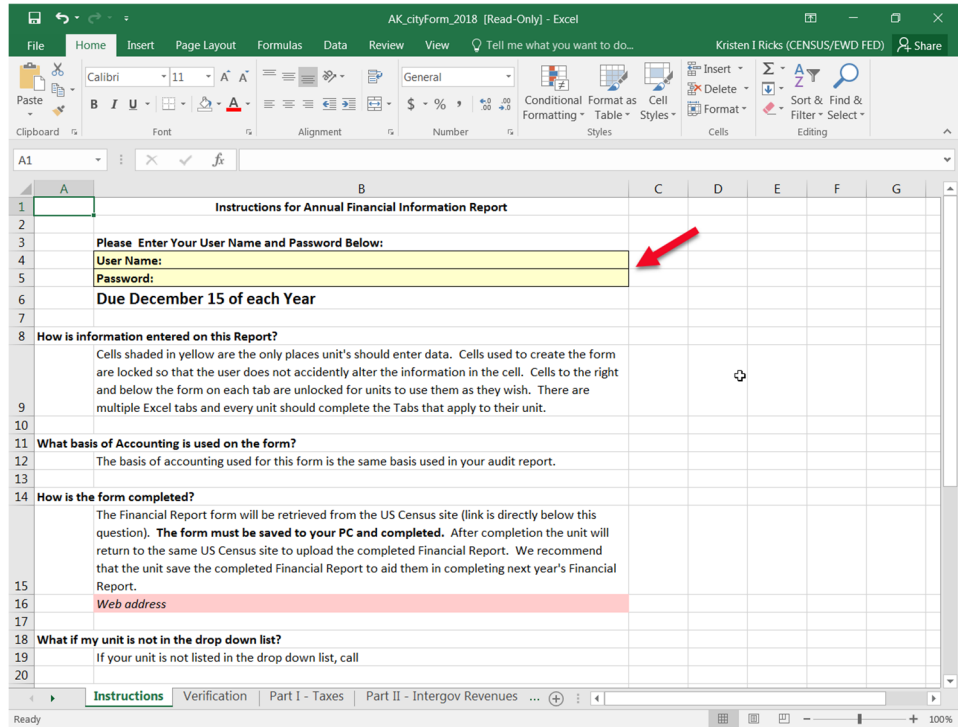
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<input type="button" value="Upload File"/>	

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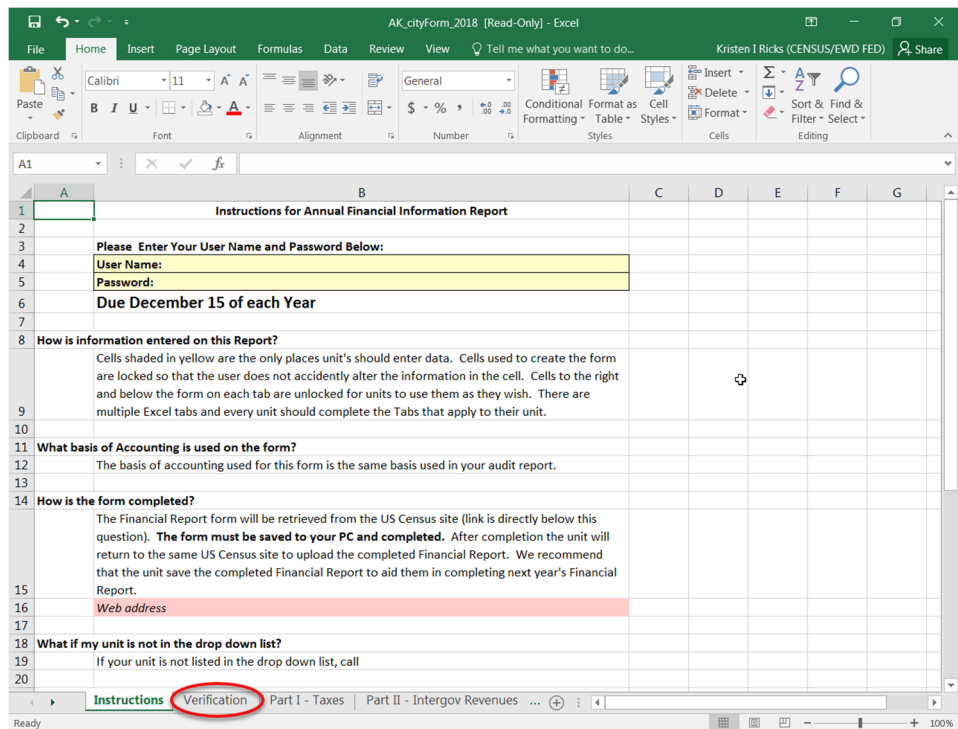
- b. From the pop-up window, select 'Open.'



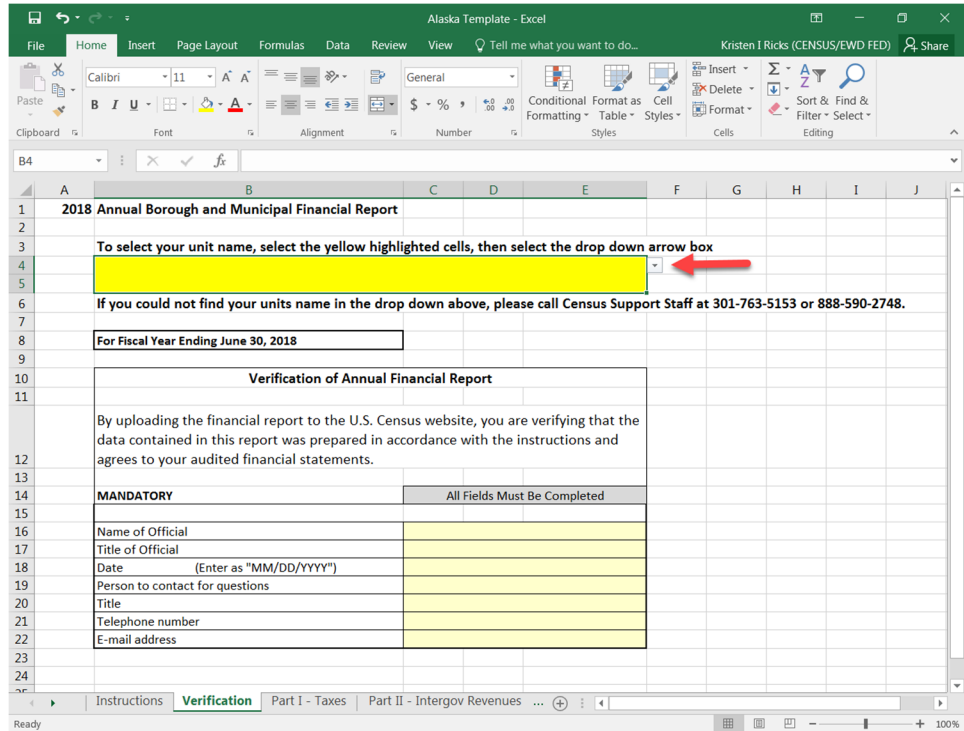
- c. Once the template opens in Excel, enter your User Name and Password into the highlighted fields.



- d. Then, select the Verification tab.



- e. Using the drop down arrow, select the appropriate community name from the menu.



- f. Save the template to your local hard drive. (Ex.: homer2018.xlsx)
- g. Complete Parts I – XI and re-save to your local hard drive.

### III. Upload Survey

- a. Log in to the State Data Collection website using steps from Part I.
- b. From the File Upload screen – Step 2, select Browse to find the completed Annual Financial Report on your local hard drive.

https://statecollection.dev... State Data Collections | Upl... Log Out Home

## State of Alaska

Annual Borough and Municipal Financial Report

Welcome homer!  
Wednesday, July 18, 2018

### State of Alaska ABMFR File Upload

**STEP 1:**  
Please select the survey Excel template below. On the Verification Tab within the template, please select your unit's name. IMPORTANT - Save the file to your local hard drive, then complete the form and re-save.  
Select Survey: [2018 City Template](#)

**STEP 2:**  
Use the Browse button to select the file from your local hard drive. When you press the Upload File button, your browser will transmit the file to our web server.

Enter Filename:  **Browse**

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- c. Once the completed file has been selected from the hard drive and the Filename field is populated, select Upload File.

https://statecollection.dev... State Data Collections | Upl... Log Out Home

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Welcome homer!  
Wednesday, July 18, 2018

### State of Alaska ABMFR File Upload

**STEP 1:**  
Please select the survey Excel template below. On the Verification Tab within the template, please select your unit's name. IMPORTANT - Save the file to your local hard drive, then complete the form and re-save.  
Select Survey: [2018 City Template](#)

**STEP 2:**  
Use the Browse button to select the file from your local hard drive. When you press the Upload File button, your browser will transmit the file to our web server.

**You have not specified a file.**

Enter Filename:

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d. You will receive a notification once file has successfully uploaded.

The screenshot shows a web browser window with the URL <https://statecollection.dev...> and the page title "State Data Collections | Upl...". The page header is blue with the text "State of Alaska Annual Borough and Municipal Financial Report" and buttons for "Log Out" and "Home". Below the header, it says "Welcome homer!" and "Wednesday, July 18, 2018". The main content area is titled "State of Alaska ABMFR File Upload" and contains two steps: "STEP 1: Please select the survey Excel template below. On the Verification Tab within the template, please select your unit's name. IMPORTANT - Save the file to your local hard drive, then complete the form and re-save. Select Survey: [2018 City Template](#)" and "STEP 2: Use the Browse button to select the file from your local hard drive. When you press the Upload File button, your browser will transmit the file to our web server." A green notification message states: "Completed ! Thank you for uploading your file. If you have any questions, the contact information is in login page." Below this is a form with "Enter Filename:" and a "Browse..." button, and an "Upload File" button. At the bottom, it says "this site was created by govs copyright © 2011. all rights reserved."

e. Click 'Log Out.'

This screenshot is identical to the one above, but with a red arrow pointing to the "Log Out" button in the top right corner of the blue header. The rest of the page content, including the "Completed" notification and the "Upload File" button, remains the same.