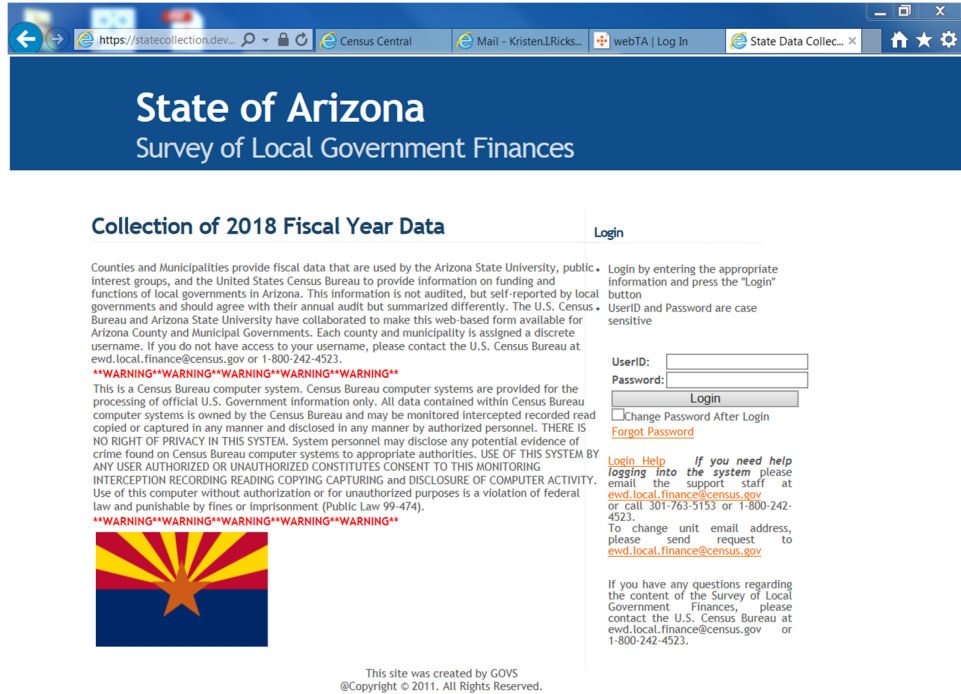


# State Data Collection Website Instructions

## I. Logging In

### a. In Browser, navigate to website

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



**State of Arizona**  
Survey of Local Government Finances


**Collection of 2018 Fiscal Year Data** Login

Counties and Municipalities provide fiscal data that are used by the Arizona State University, public interest groups, and the United States Census Bureau to provide information on funding and functions of local governments in Arizona. 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 Arizona State University have collaborated to make this web-based form available for Arizona County and Municipal Governments. Each county 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\*\***



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Login by entering the appropriate information and press the "Login" button  
UserID and Password are case sensitive

UserID:   
Password:   
  
 Change Password After Login  
[Forgot Password](#)

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

If you have any questions regarding the content of the Survey of Local Government Finances, please contact the U.S. Census Bureau at [ewd.local.finance@census.gov](mailto:ewd.local.finance@census.gov) or 1-800-242-4523.

### 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.*

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

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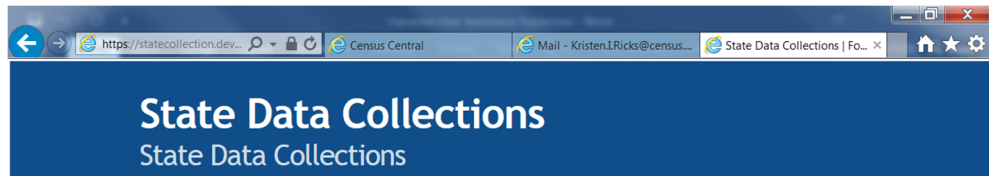
UserID:   
 Password:   
  
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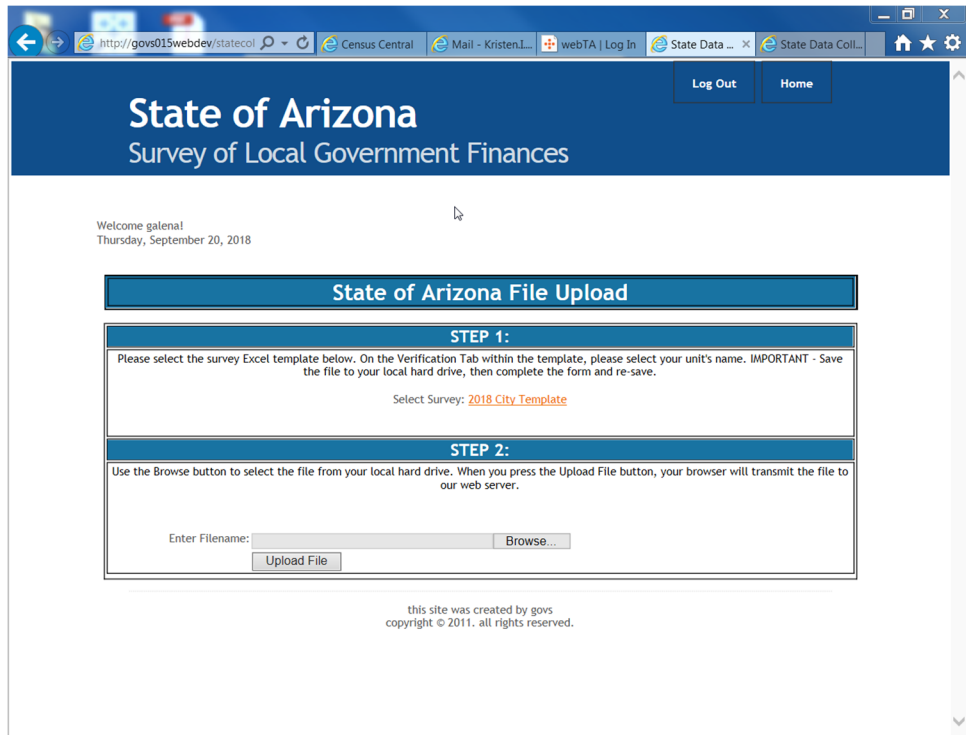
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- d. Enter UserID and Email address associated with the account and click 'Reset Password'.



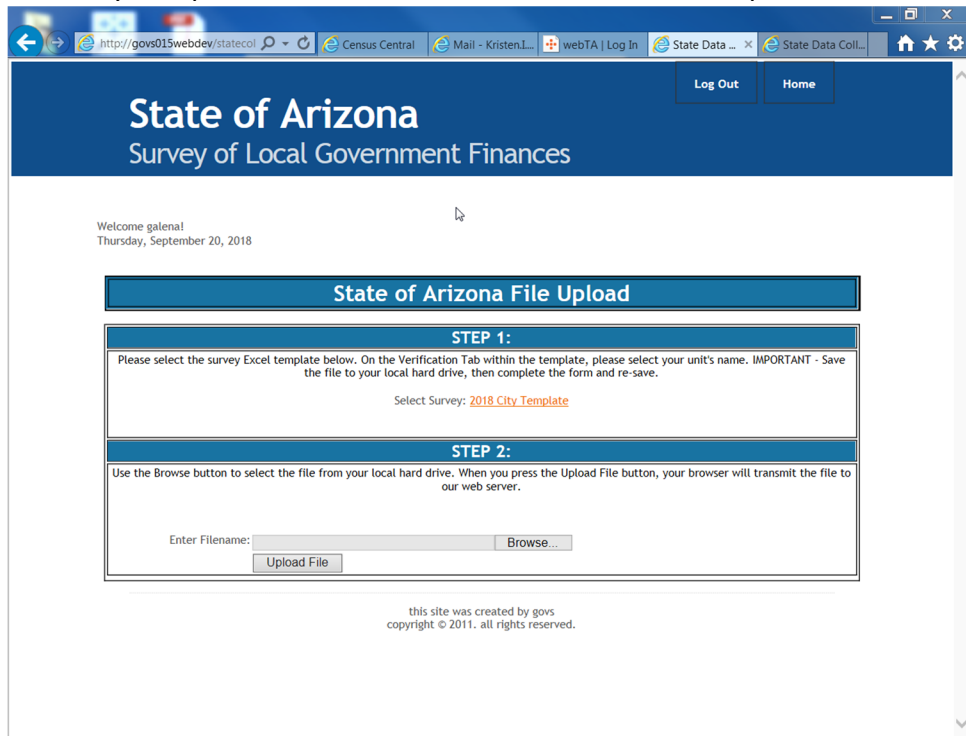
- e. Two emails will be sent to the email address associated with the account (from Kristen.i.ricks@census.gov), one verifying the UserID and one containing a link back to the website to create a new password.

*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.'

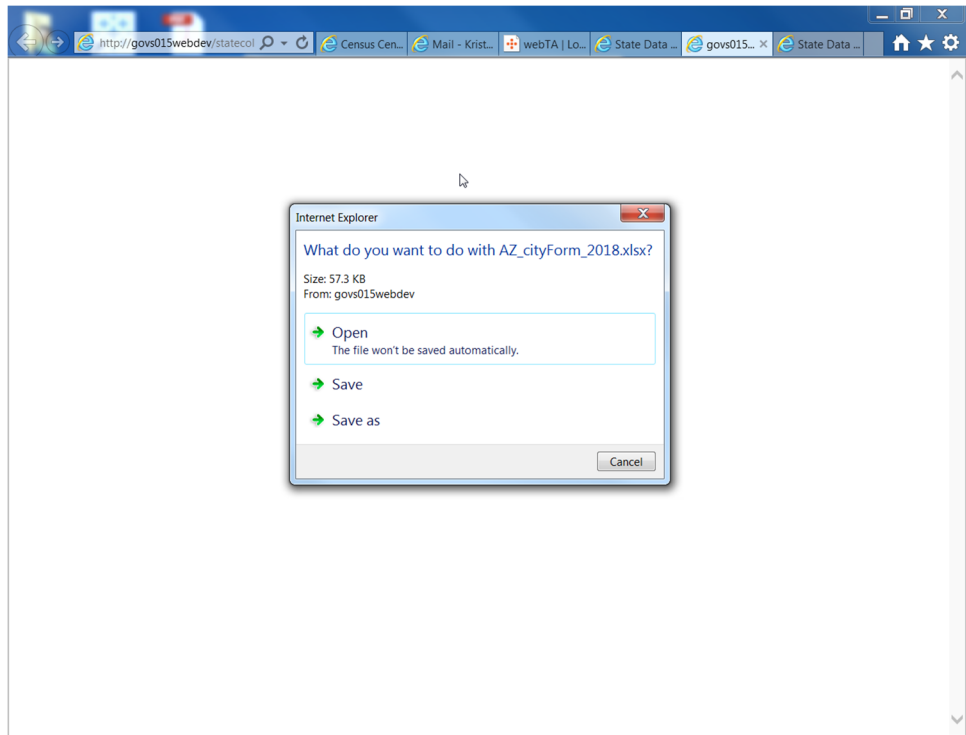


II. Download Survey

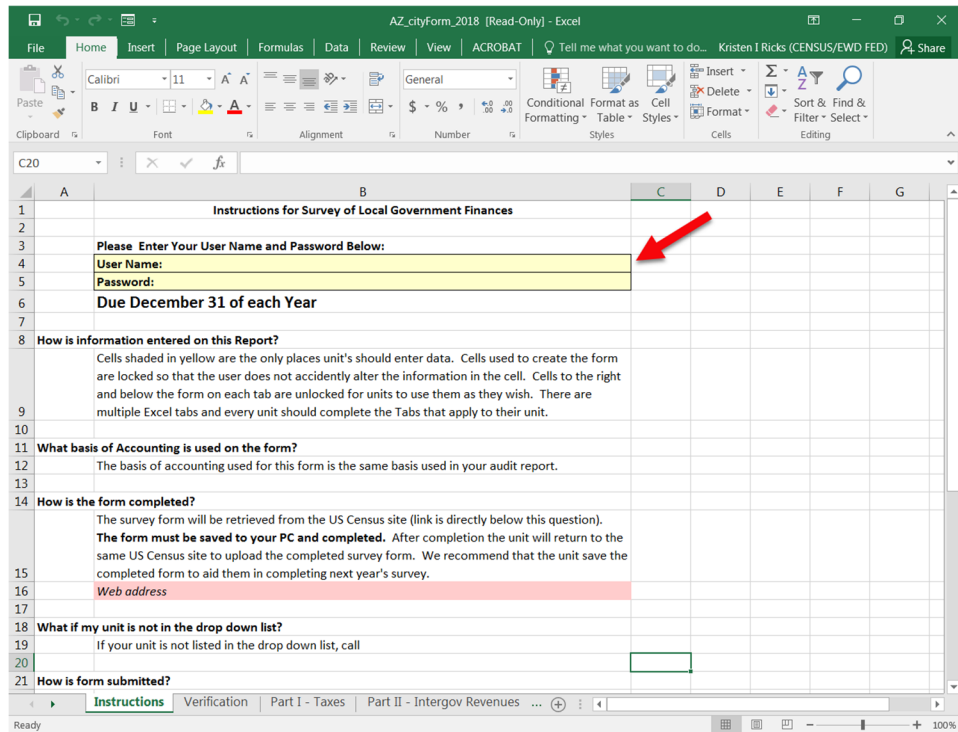
- a. Select '2018 City Template' to download the Annual Financial Report.



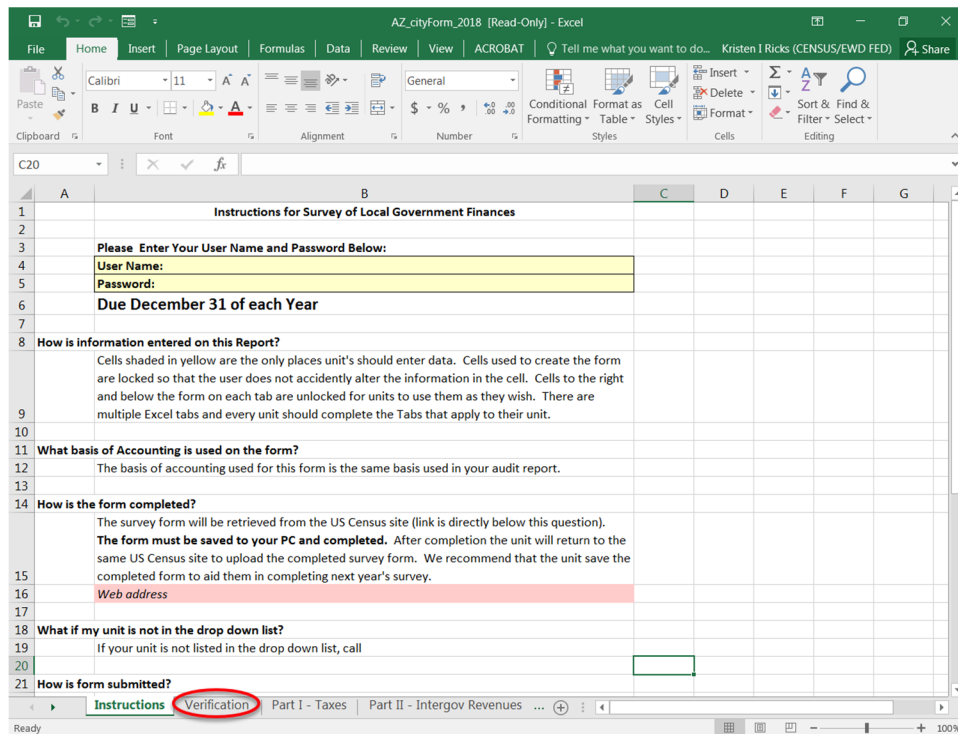
- b. From the pop-up window, select 'Open.'



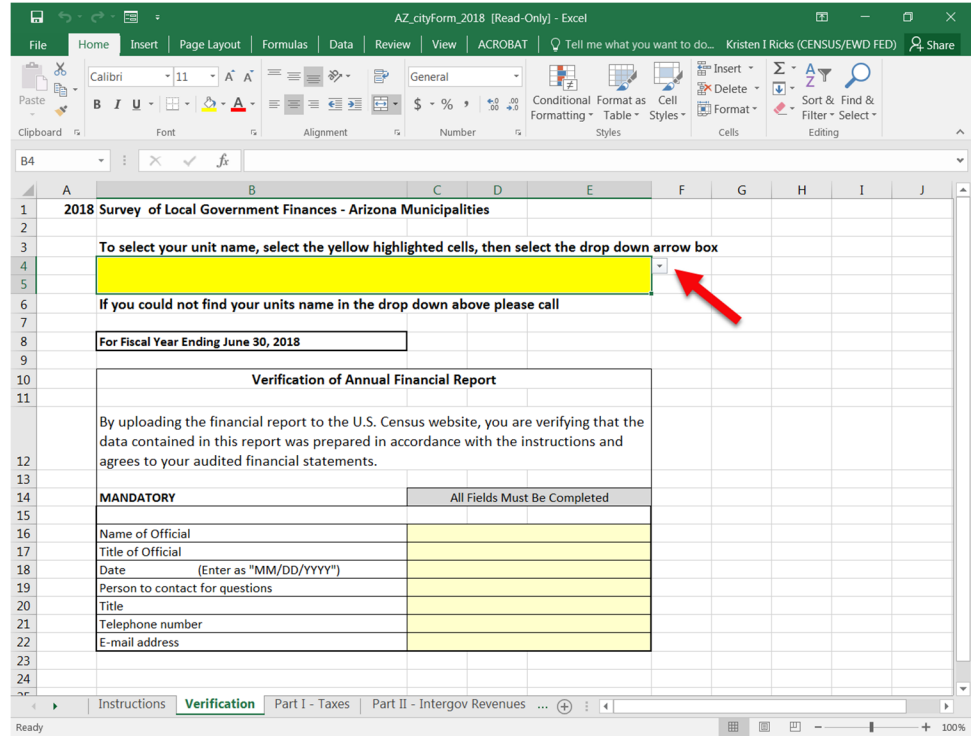
- c. Once the template opens in Excel, enter your User Name and Password into the highlighted fields.



- d. Then, select the Verification tab.



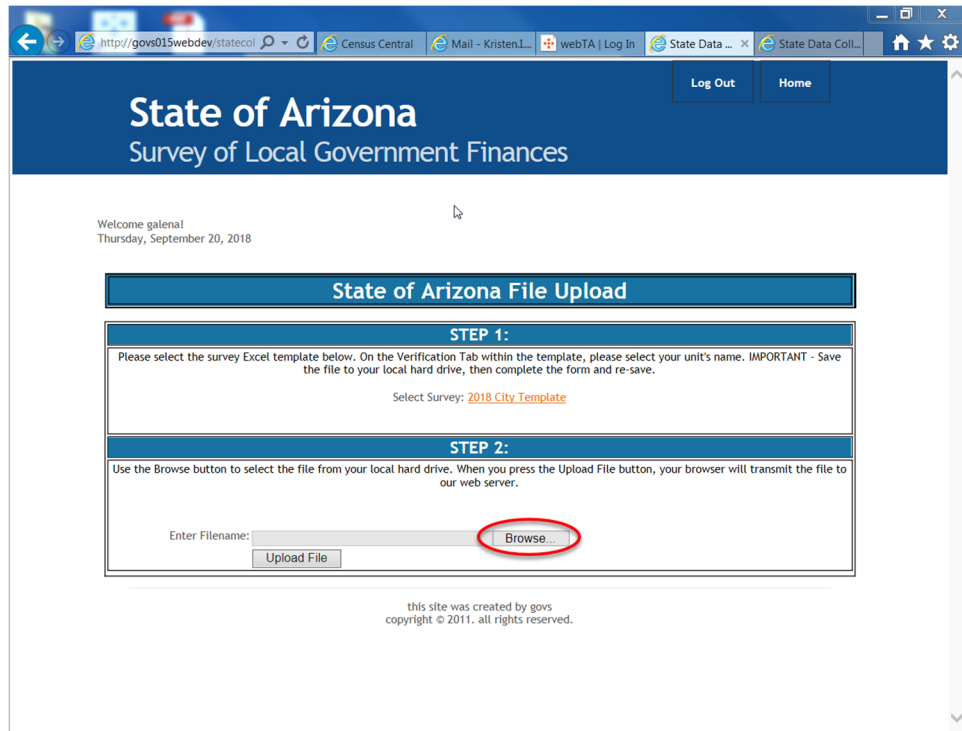
- e. Using the drop down arrow, select the appropriate community name from the menu.



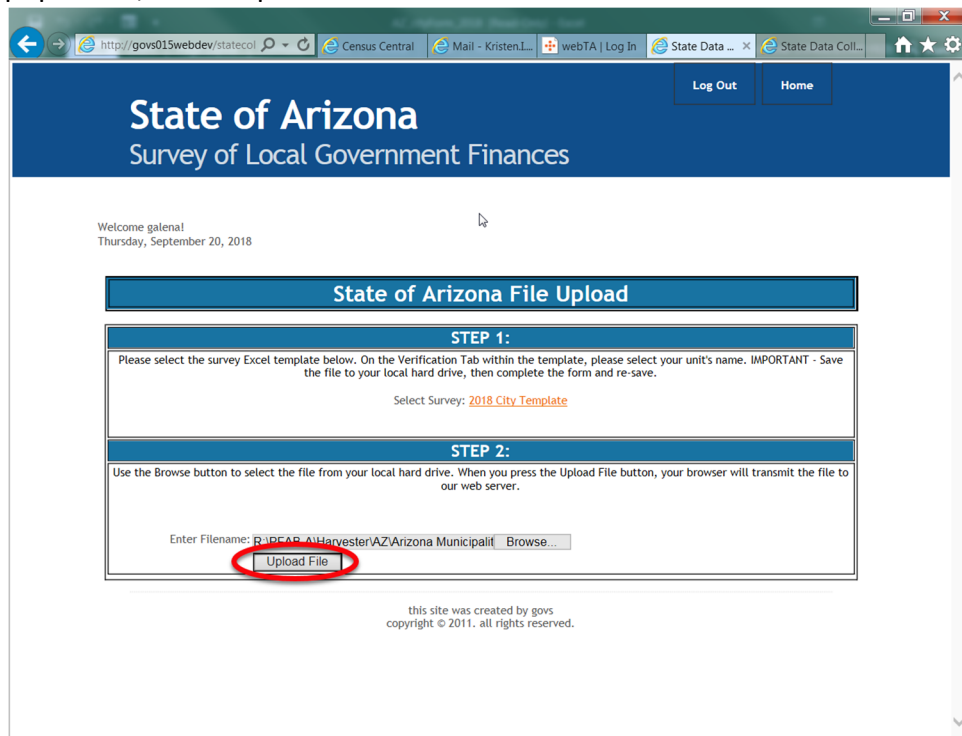
- f. Save the template to your local hard drive. (Ex.: homer2018.xlsx)
- g. Complete Parts I – XI and re-save to your local hard drive.

### 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.

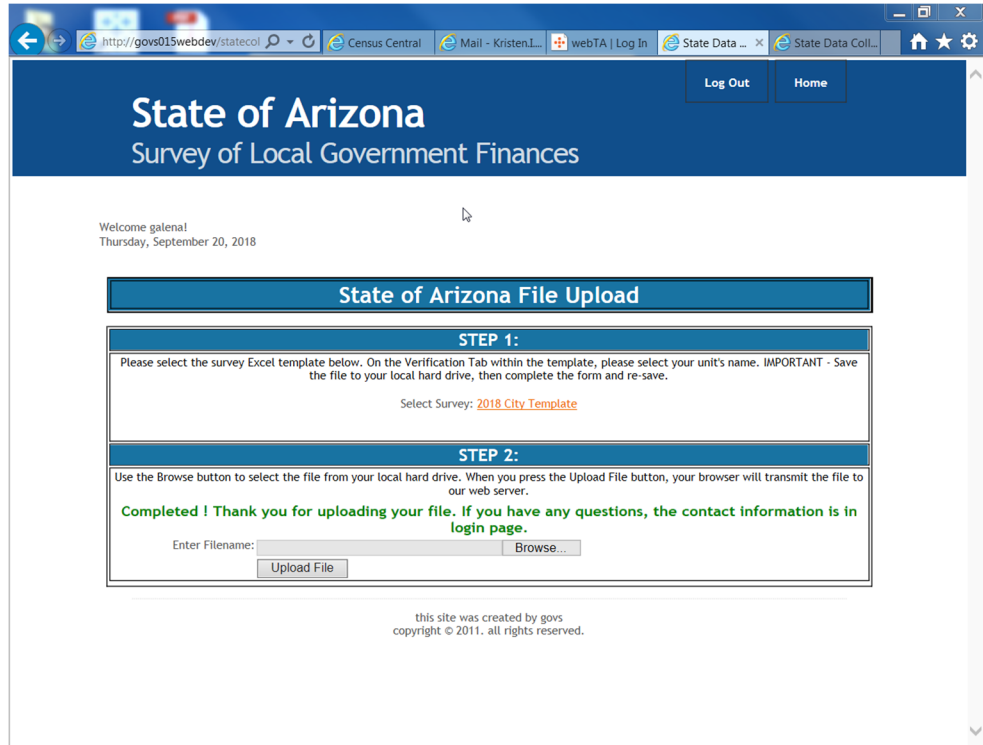


- c. Once the completed file has been selected from the hard drive and the Filename field is populated, select Upload File.





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



e. Click 'Log Out.'

