

Boundary and Annexation Survey (BAS): Geographic Update Partnership Software (GUPS) Quick Start Guide

Initial Steps

- 1) Report if making updates by one of the following methods:
 - Complete the Annual Response Form on the BAS website:
<https://www.census.gov/geo/partnerships/bas/bas_ar_form.html>.
 - Call: 1-800-972-5651.
 - Email: <geo.bas@census.gov>.
- 2) Obtain the following materials from the BAS website or DVD (if requested):
 - **Boundary and Annexation Survey (BAS) Respondent Guide: GUPS:**
<https://www2.census.gov/geo/pdfs/partnerships/bas/21_BASRespondentGuide_GUPS.pdf>.
 - **GUPS:** <<https://www2.census.gov/geo/pvs/gups/>>.

Note: Those requesting the GUPS and data on DVD will receive the software and data disc in the mail.

- 3) Review respondent guide and training videos.
 - Review the *BAS Respondent Guide: GUPS* along with the training videos video's at <<https://www.census.gov/programs-surveys/bas/library/videos.html>> before beginning any boundary or linear feature updates.

Download and Install GUPS

- 1) Download the GUPS tool from the BAS website to the computer.
- 2) Unzip the file and extract all contents of the unzipped package to a folder on the computer.
- 3) Click the **Setup-x.x.x** batch file 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 the *I Agree* button to continue the install process.
- 6) The **Choose Install Location** screen will appear. Click the *Browse* button to choose the location where GUPS will be installed. It is recommended to 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 grayed out as it is the default. Click *Install* to continue.
- 8) The software should take five to ten 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 the DVD drive and begin with Step 3, above).



Start New BAS Project

- 1) Double-click the QGIS icon on the desktop. [QGIS splash screen appears].
- 2) Click *Close (X)* on QGIS Tips screen. [Map Management dialog page opens].
- 3) Use the Program and Sub-program dropdown boxes to select Boundary and Annexation Survey and 2021 Boundary and Annexation Survey respectively.
- 4) Use the **State** dropdown box to select the state to update.
- 5) Use the **Working County** dropdown box to select the county to update.
- 6) Use the **Select Data Folder, Directory or Location** dropdown box to select the location from which to pull the county's shapefiles. (Options: Census Web (*suggested*), Census-provided CD/DVD, or My Computer).
- 7) Use the **Entity Type** dropdown box to select the entity represented (County, Minor Civil Division (MCD), Place, or State).
- 8) Once selected, a list of adjacent counties will appear highlighted. (Uncheck any counties not wanted 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 GUPS is ready to make BAS updates.

Perform Geographic Review/Updates

- 1) Use the BAS Module in GUPS to:
 - Add, delete, and modify legal governments (Counties [and equivalent areas], MCDs, Incorporated Places, and Consolidated Cities).
 - Add, delete, and modify linear features (roads, railroads, and hydrography).
 - Add, delete, and modify area landmarks, hydrographic areas, and point landmarks.
 - Provide address data for newly annexed areas.

Perform Quality Control

- 1) Use the validation tools provided in GUPS to review 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 preferred.
- 3) Click **OK**.
- 4) A window opens showing the location of the of the output file on the local system. This is the file to be returned to the Census Bureau in the next steps.

Return Updates Using the Secure Web Incoming Module (SWIM)

- 1) Open a web browser window and enter the SWIM URL:
<<https://respond.census.gov/swim/>>.
- 2) Participants who already have a SWIM account should skip to Step 4 and enter their email address and password to log in.
- 3) Participants who 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:
 - 1) It must be at least eight characters in length.
 - 2) It must have at least one upper case character.
 - 3) It must have at least one lower case character.
 - 4) It must have at least one number.
 - 5) 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) Log in into SWIM:
- 5) Upload a BAS submission:
 - Select Start New Upload button.
 - Select **BAS** radio button
 - Select the **Entity** type (State, Place, County, MCD, Tribal Area, or Consolidated City).
 - Select the State and County.
 - Click the + **Add File** button.
 - Select the **.ZIP file** to upload.
 - Double-click on the **.ZIP file** to upload. Add additional files in the same manner.
 - Add any additional information to the Comments field.
 - Click **Next**. A **Thank You** screen will appear.
- 6) Logout of SWIM.

Key Dates for BAS Respondents

- **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 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

Please contact the Census Bureau for questions:

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

Note: SWIM email addresses and passwords are case sensitive.

Forgot your password?

Participants may reset their password using the "Forgot your password?" link on the login page. Follow the prompts to enter the case-sensitive email address and provide the security answer. If the security answer is correct, the SWIM system sends a password reset link to the email account for use in resetting the password. Once logged into SWIM, users can modify their password and security answer by selecting the 'Change Security' link at the top, right-hand side of the page.

Secure Web Incoming Module Please Login

Welcome to the Census Bureau's Secure Web Incoming Module (SWIM). The SWIM is the official web portal for uploading partnership materials to the Census Bureau.

Please note: sessions will expire after 15 minutes of inactivity.

Email:

Password:

[Forgot your password?](#)