

# QUARTERLY PLANT CAPACITY SURVEY (QPC)



**QPC is Moving to ECORR!!**

## QPC is moving to the Census Bureau's Respondent Portal!

### Respondent Portal Features:

- ✓ The portal is a single point of access for all Census surveys, managed through an account that you create.
- ✓ Each survey has a unique code that securely links your account to the survey. This code is provided in your letter.
- ✓ Respondent portal allows you to:
  - request time extensions
  - share access with others who will assist in completing the survey
  - send secure messages to Census analysts and staff
  - check filing status
  - report online
  - return to your account over multiple sessions to complete the survey

### Instructions to sign on:

- ✓ **First time respondent portal users:**
  - Go to <https://portal.census.gov>. Under **"Don't have an account?"**, please click on the
    - "Need help registering" link to see a step-by-step video on how to register.
  - Click on the Register button.
  - You will need to check the email that you provided for an email from the Census Bureau. Click on the link provided in the email to validate your email address.
  - Enter your email address and password and click the "SIGN IN" button to login.
  - To add your survey, click "add authorization code" in the "New survey request box." Add your 12-digit unique authentication code that was provided to you in the letter from Census.
  - Report by clicking on "REPORT NOW" on your QPC survey card.
- ✓ **Returning respondent portal users:**
  - Go to <https://portal.census.gov>. Under "Already have an account," click on "SIGN IN."
  - Enter your email address and password and click the "SIGN IN" button.
  - To add your survey, click "add authorization code" in the "New survey request box." Add your 12-digit unique authentication code that was provided to you in the letter from Census.
  - If you have already added QPC, you will skip to the next step.
  - Report by clicking on "REPORT NOW" on your QPC survey card.

For further information or assistance regarding the QPC survey, reference Information for Respondents, "How to get Started Link": <https://www.census.gov/programs-surveys/qpc/>

**information.html**. Any additional questions should be directed to the help line at  
1-800-201-4647.