

State Data Collection Website Instructions

I. Logging In

a. In Browser, navigate to website

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

State Data Collections | Home

https://harvester.census.gov/statecollection/Default.aspx?state=ak

State of Alaska

Annual Borough and Municipal Financial Report

Collection of 2019 Fiscal Year Data

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 or 1-800-242-4523.

*****U.S. Census Bureau Notice and Consent Warning*****

You are accessing a United States government computer system. This United States government computer system is provided for the collection of financial data of the local government units in this state. Use of this system indicates your consent to collection, monitoring, recording, and use of the information you provide for any lawful government purpose. So that our network remains safe and available for its intended use, network traffic is monitored to identify unauthorized attempts to access, upload, change information, or otherwise cause damage to the web service. Use of a government computer network for unauthorized purposes is a violation of federal law and punishable by fines or imprisonment (Public Law 99-474).

January 8, 2020

*****WARNING*****

Please enter your User ID and Password in the login fields and acknowledge the Notice and Consent Warning to gain access to your form.

[State User Instructions](#)

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Login

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

Userid:

Password:

I have read, understood, and agreed to the U.S. Census Bureau Notice and Consent Warning

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 or call 1-800-242-4523. To change unit email address, please send request to 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 or 1-800-242-4523

b. Enter userID (lowercase letters only) and password. After reading the Notice and Consent statement, check the acknowledgement box. See section c if this is the first time logging into the system.

Note: UserID provided in the initial notification letter.

State Data Collections | Home

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• UserID and Password are case sensitive

Userid:

Password:

I have read, understood, and agreed to the U.S. Census Bureau Notice and Consent Warning

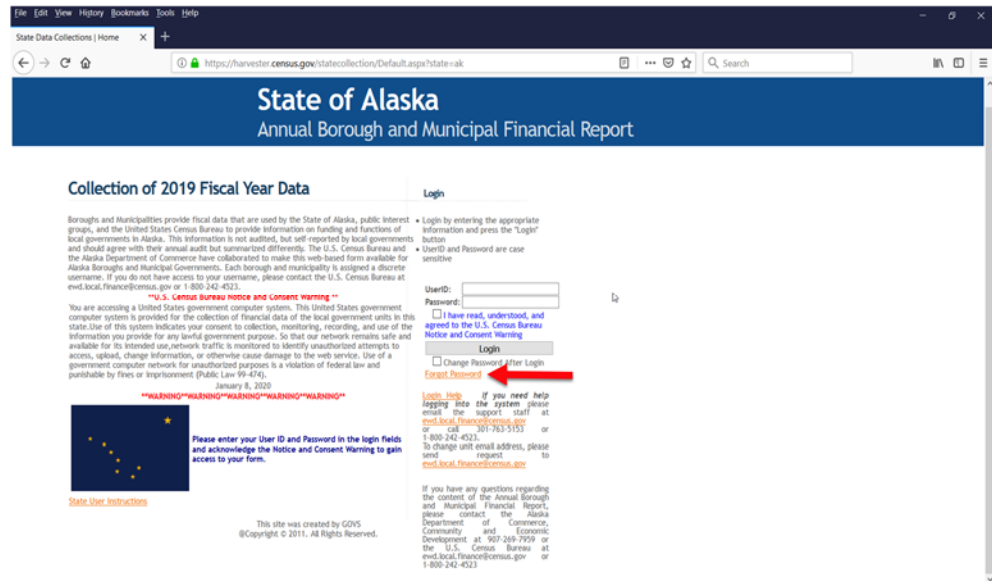
Change Password After Login

[Forgot Password](#)

Login Help If you need help logging into the system please email the support staff at ewd.local.finance@census.gov or call 1-800-242-4523. To change unit email address, please send request to ewd.local.finance@census.gov

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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.



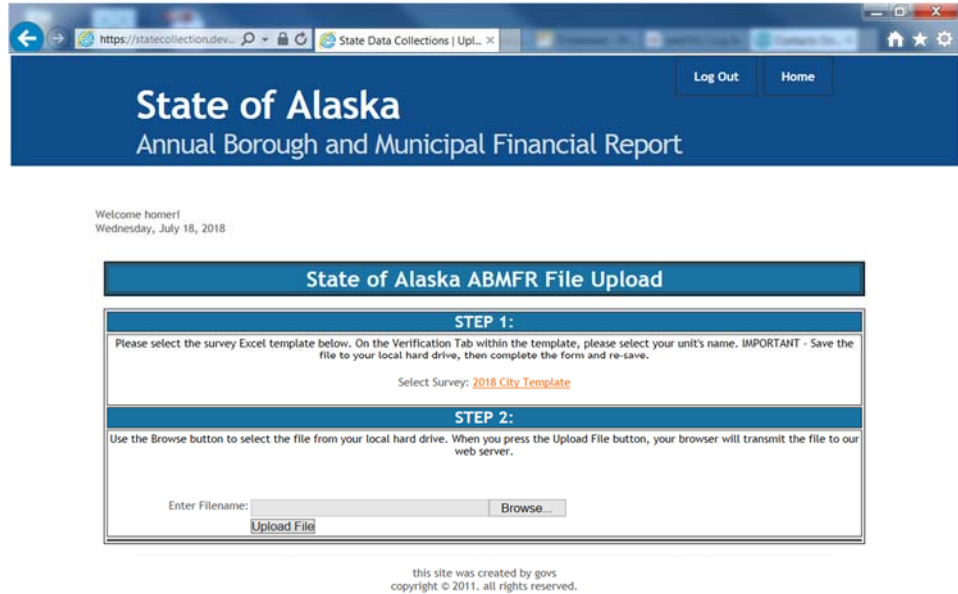
- d. Enter UserID and Email address associated with the account and click 'Reset Password'.



- 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.

- 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, newly created password, and check the acknowledgement box.
- j. Click 'Login.'



II. Download Survey

- a. Select '2020 City Template' to download the Annual 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](#)

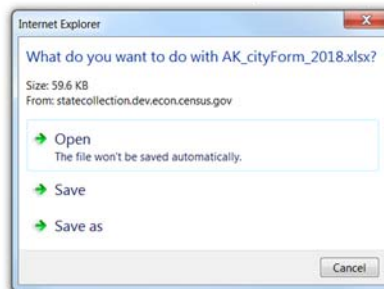
STEP 2:

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.

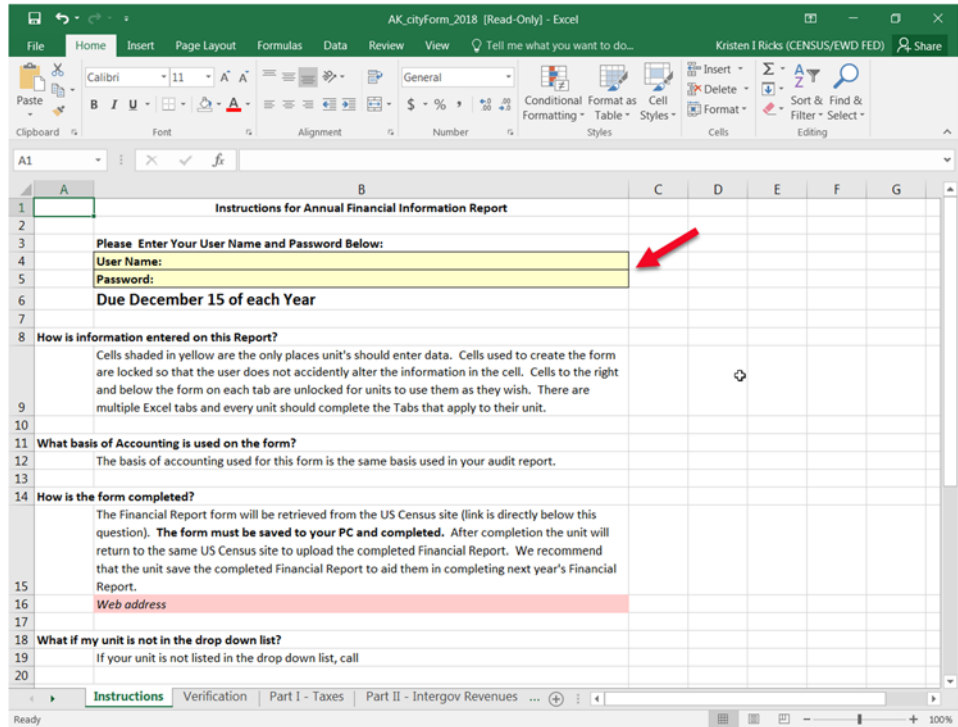
Enter Filename:

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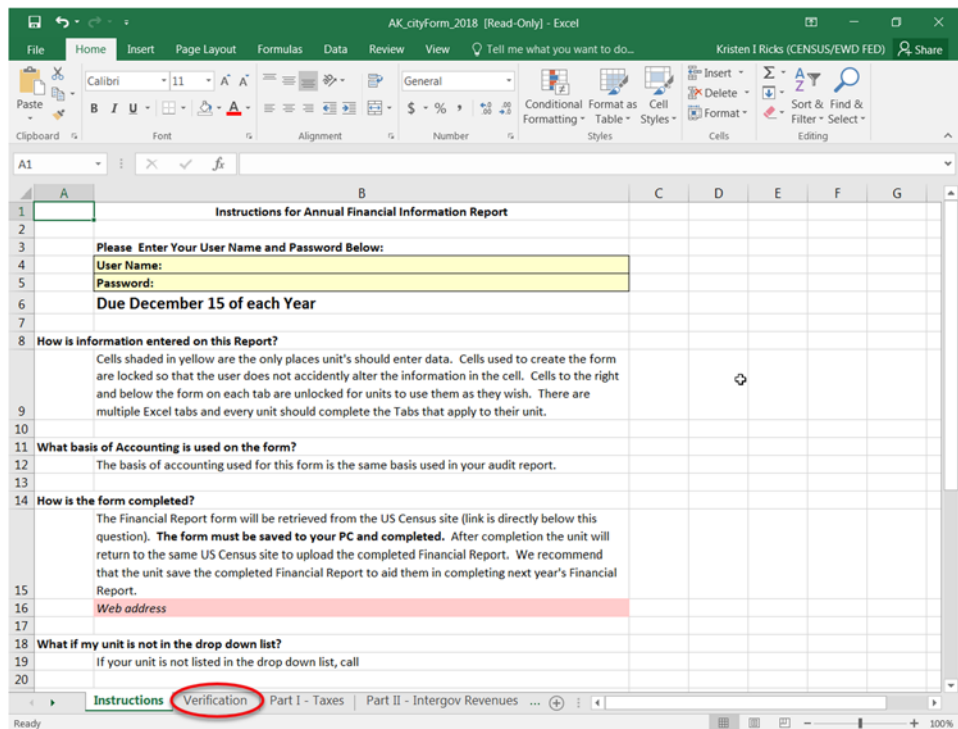
b. From the pop-up window, select 'Open.'



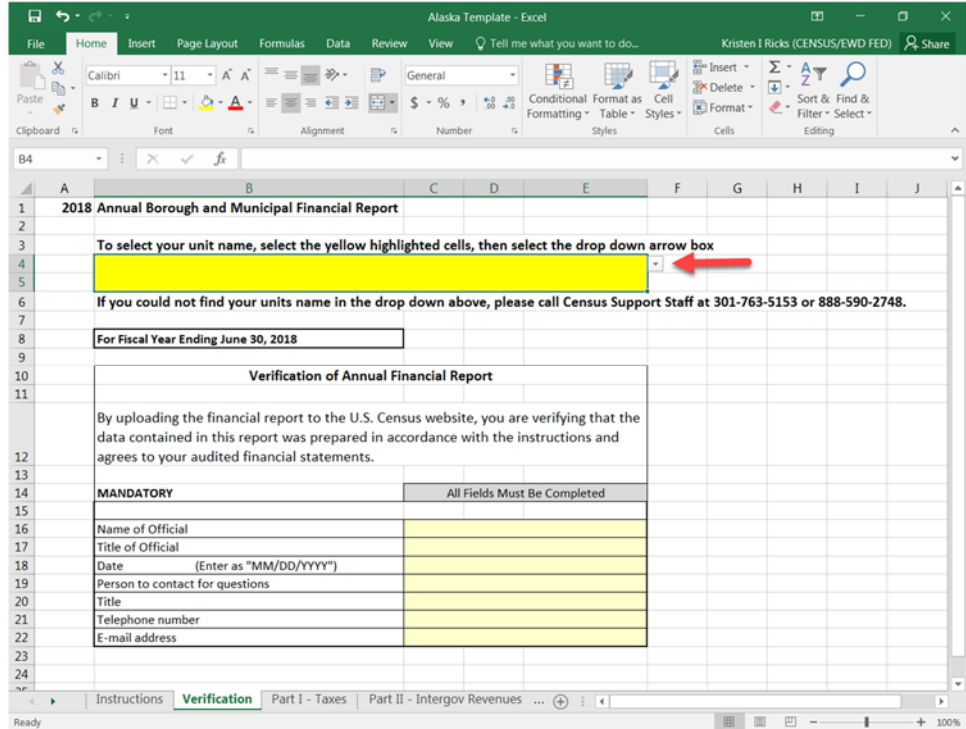
- c. Once the template opens in Excel, enter your User Name and Password into the highlighted fields.



- 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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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 header features the "State of Alaska" logo and the text "Annual Borough and Municipal Financial Report", with "Log Out" and "Home" buttons. Below the header, a message reads "Welcome homer! 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, there 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 header. The rest of the page content, including the "Completed" notification and the upload form, remains the same.