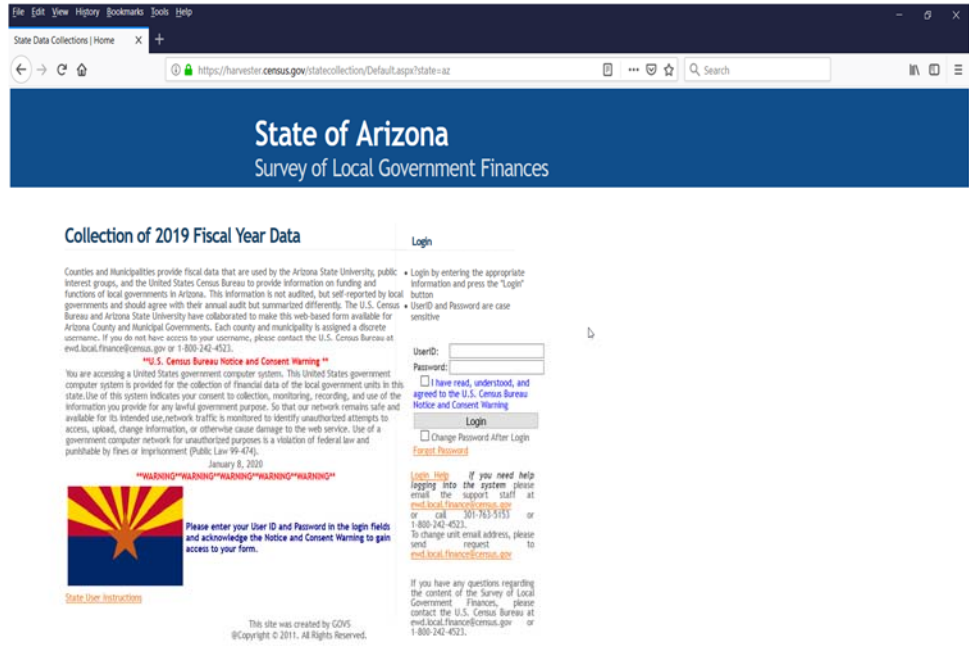


State Data Collection Website Instructions

I. Logging In

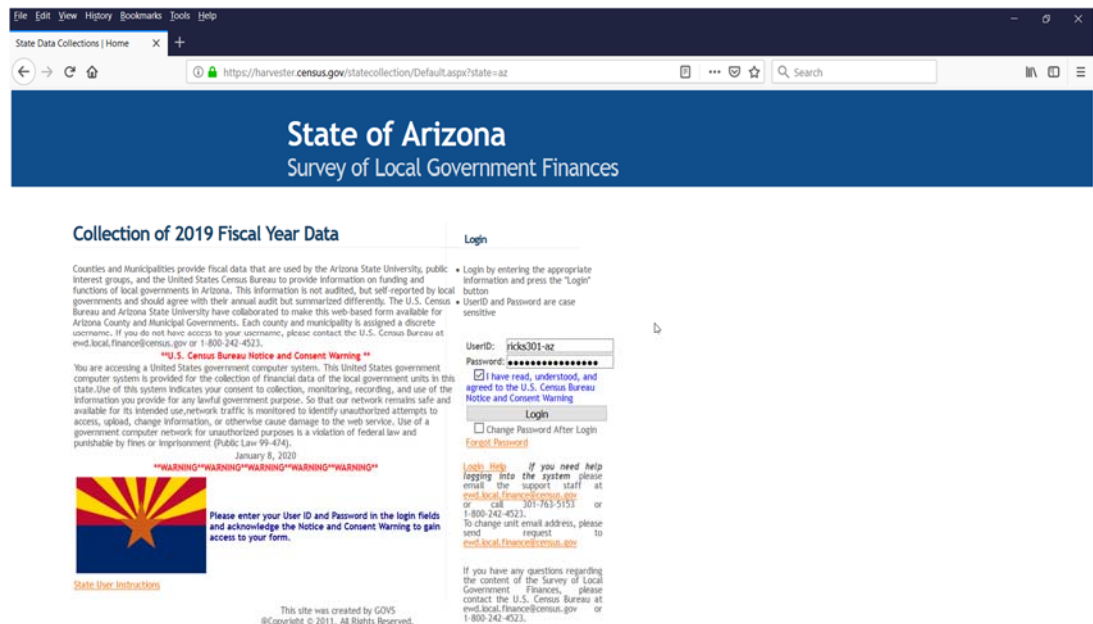
a. In Browser, navigate to website

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

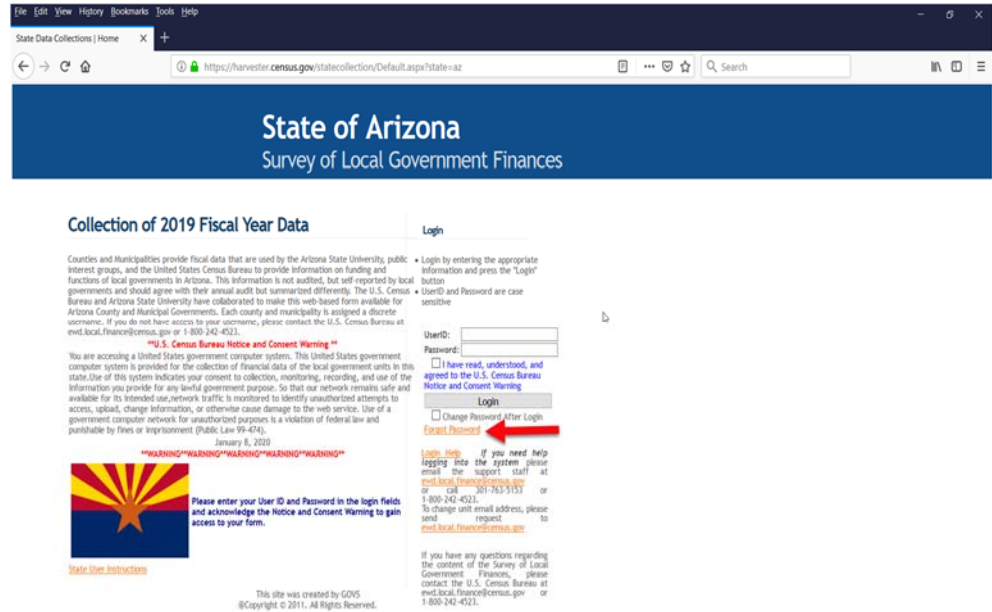


b. Enter userID (lowercase letters only) and password. After reading the Notice and Consent statement, check the acknowledgement box. See section c if this is the first time logging into the system.

Note: UserID provided in the initial notification letter.



- 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.'

The screenshot shows a web browser window with the URL <http://gows015webdev/statecol>. The page title is "State of Arizona Survey of Local Government Finances". The user is logged in as "galenal" and the date is "Thursday, September 20, 2018". The main heading is "State of Arizona 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.

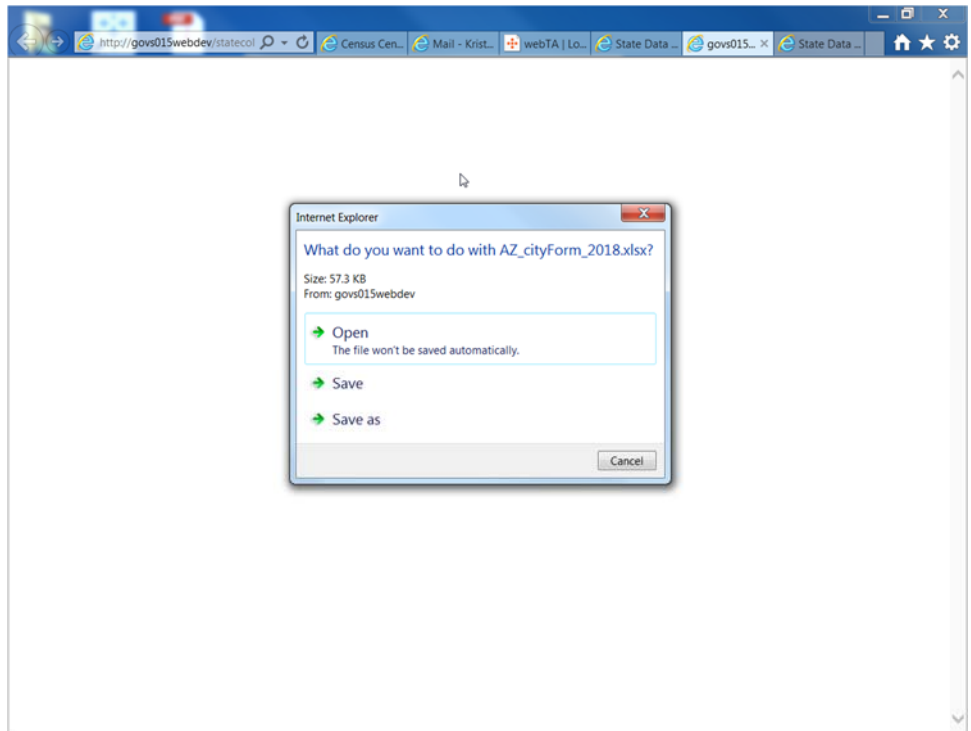
Enter Filename:

At the bottom, it says: "this site was created by gows copyright © 2011. all rights reserved."

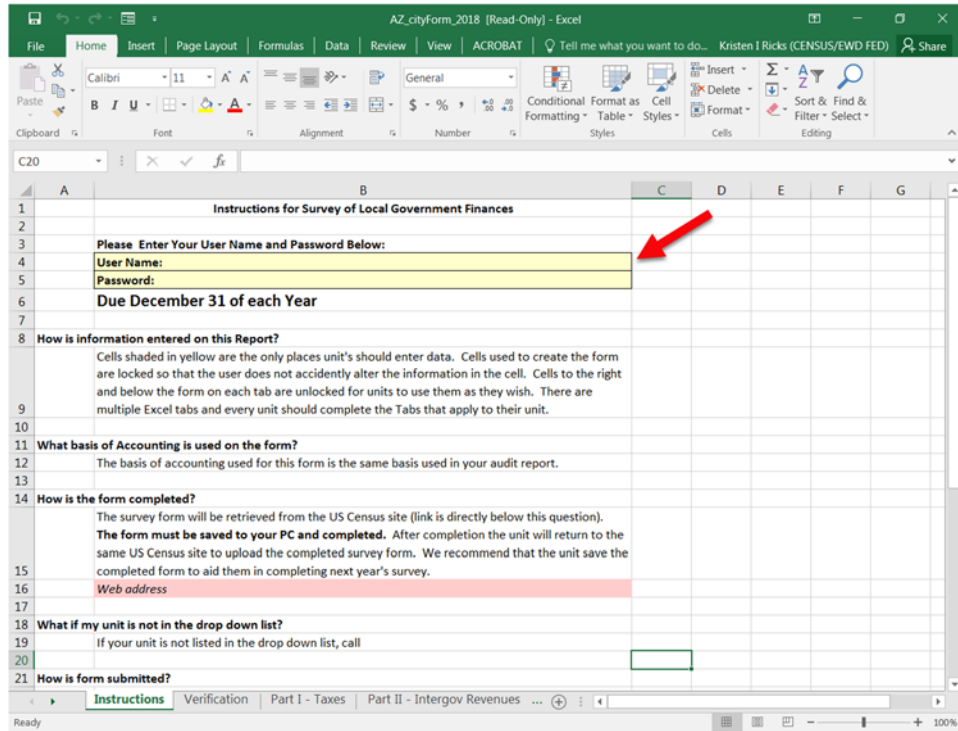
- II. Download Survey
 - a. Select '2020 City Template' to download the Annual Financial Report.



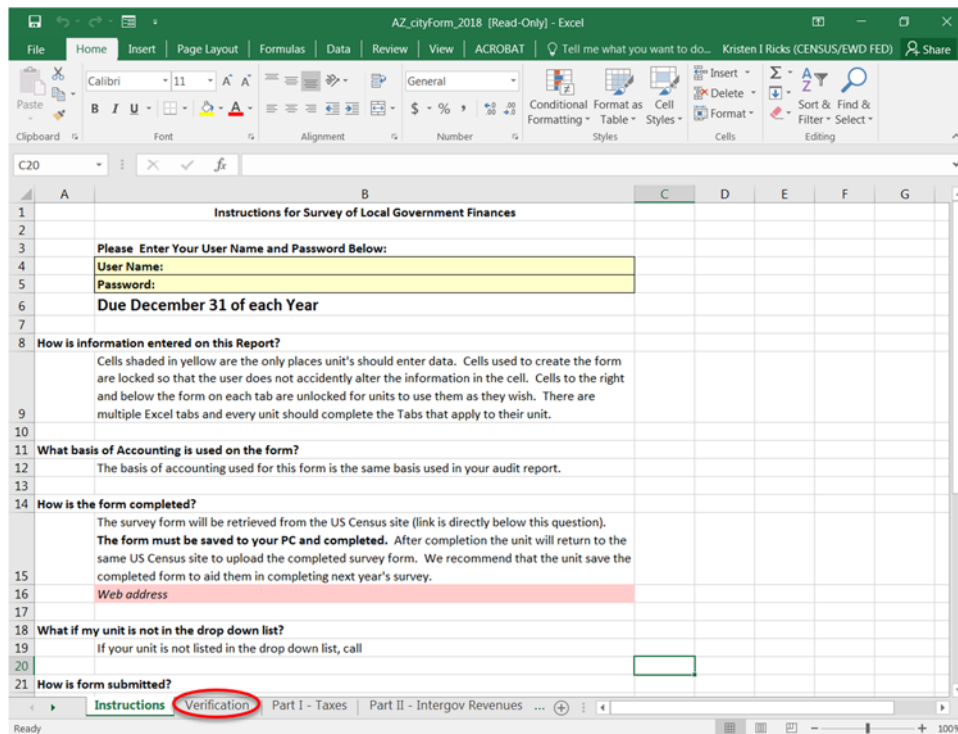
b. From the pop-up window, select 'Open.'



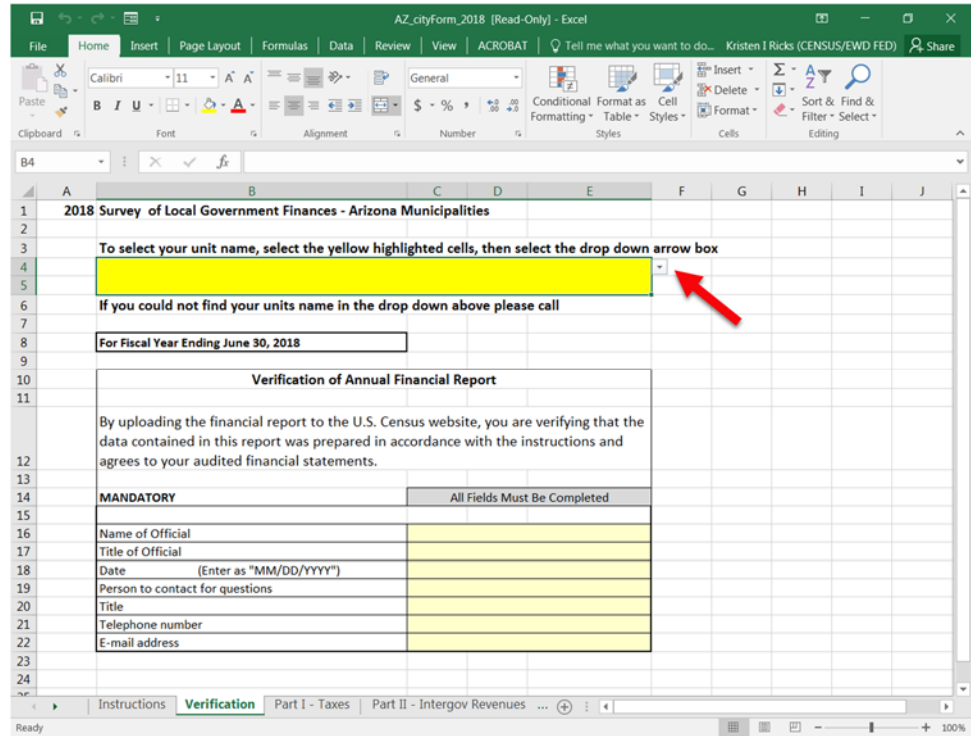
- c. Once the template opens in Excel, enter your User Name and Password into the highlighted fields.



- d. Then, select the Verification tab.



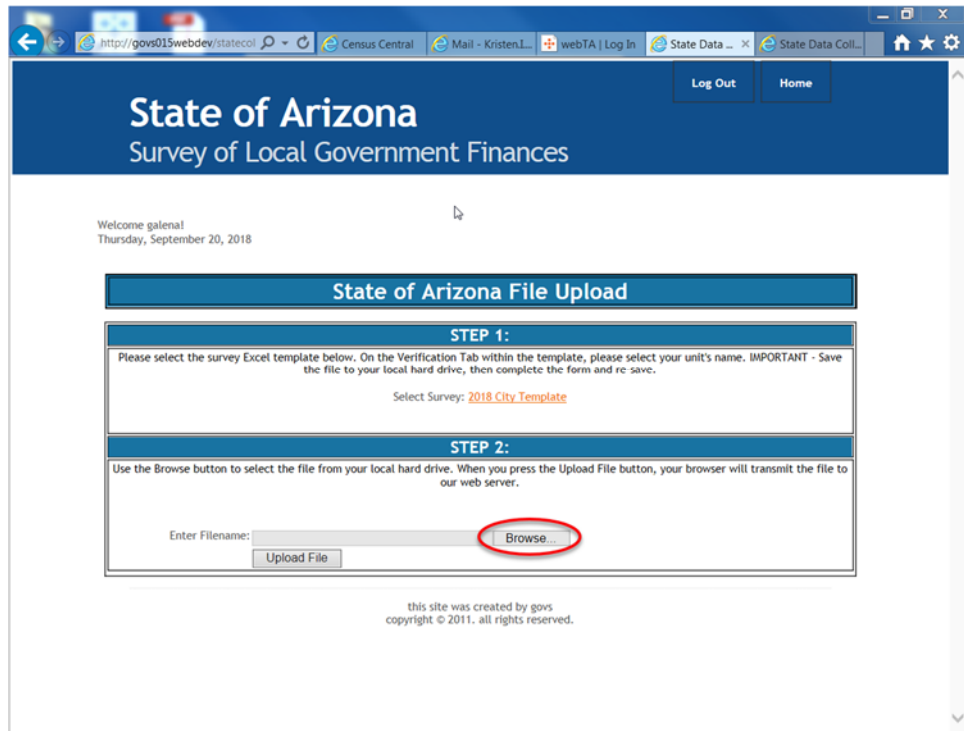
- e. Using the drop down arrow, select the appropriate community name from the menu.



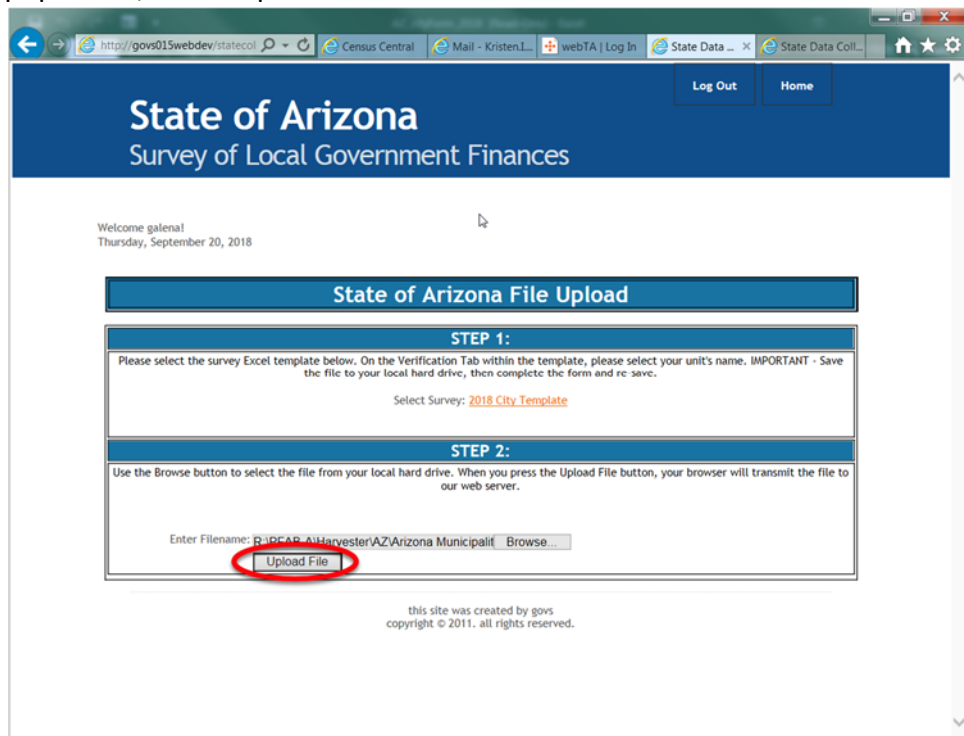
- f. Save the template to your local hard drive. (Ex.: homer2018.xlsx)
- g. Complete Parts I – X and re-save to your local hard drive.

III. Upload Survey

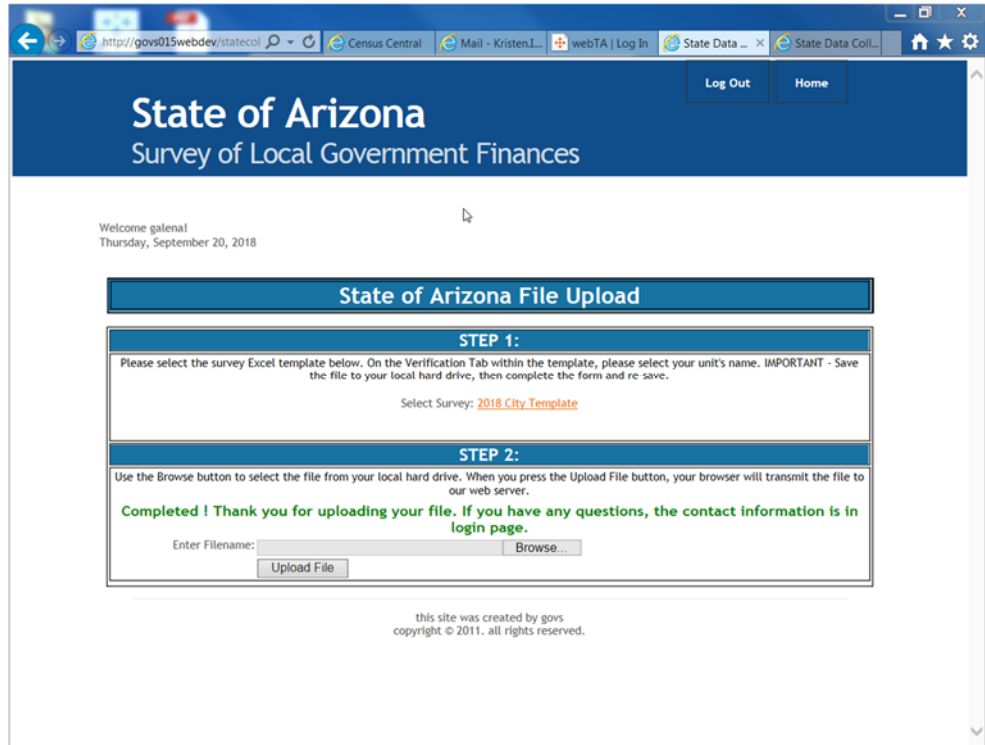
- a. Log in to the State Data Collection website using steps from Part I.
- b. From the File Upload screen – Step 2, select Browse to find the completed Annual Financial Report on your local hard drive.



- 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.'

