**QPC-E-CT**

(Draft)

**QUARTERLY PLANT CAPACITY SURVEY (QPC)**

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

**QPC is Moving to ECORR!!**

**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-surv**](http://www.census.gov/programs-surveys/qpc/)**eys/qpc/ information.html**. Any additional questions should be directed to the help line at

## 1-800-201-4647.