

## **BAS Email: BAS-E-SWIM-Token – Yes Change Response-Email Template-Needs SWIM Token**

**Subject:** <YYYY> BAS Digital Submission Information

<NAME> <ENTITY\_LSAD\_PUB\_NAME>

The U.S. Census Bureau received your response to the <YYYY> Boundary and Annexation Survey (BAS) indicating that your government has boundary updates to report.

An account is required to access the Secure Web Incoming Module (SWIM). Use the SWIM Registration Token provided below to create an account on the [SWIM website](#).

SWIM Registration Token—XXXXXXXXXXXX

### **SWIM INFORMATION**

- Usernames and passwords are case sensitive.
- Passwords can be reset on the SWIM website.
- If you have questions, reply directly to this email.

### **ACTION STEPS**

- **Prepare boundary updates.** The BAS website contains resources and detailed instructions for creating a BAS submission.
- **Submit boundary updates using the SWIM website.** Per the Census Bureau’s security policy, all digital submissions must be returned through the SWIM website.
- **Register for or replay a webinar.** The Census Bureau offers optional BAS training webinars. The webinar schedule, webinar recordings, and registration instructions are on the [BAS Webinars webpage](#).
- **Change your response (Optional).** If you reviewed your government’s boundaries and determined there are no boundary changes to report, use the [Annual Response Form](#) to update your response to “No Changes.”

### **KEY DATES**

- |                  |  |
|------------------|--|
| <b>January 1</b> | Legal boundary changes must be in effect on or before this date to be reported in the current survey year.   |
| <b>March 1</b>   | First BAS deadline—Legal boundary changes returned by this date will be shown in the American Community Survey and Population Estimates Program data and in next year’s BAS materials.     |
| <b>May 31</b>    | Final BAS deadline—Legal boundary changes returned by this date will be shown in next year’s BAS materials. If time permits, boundary corrections returned by this date may also be shown. |

Thank you for your participation in BAS.



Email: [<geo.bas@census.gov>](mailto:geo.bas@census.gov)

Website: [<www.census.gov/programs-surveys/bas.html>](http://www.census.gov/programs-surveys/bas.html)