

DATE: Preparation email with attachment (all administrators would get this email)

SENDER: U.S. Census Bureau

SUBJECT LINE: How to Prepare for Census Day, April 1, 2026

To Facility Manager:

Census Day is Wednesday, April 1, 2026! Thank you for choosing to allow your residents to respond directly to the 2026 Census Test questionnaire online. In preparation for the test, there is one task to complete: review the Census Day Procedures Document

1. Census Day Procedures

This link below will take you directly to a pop-up PDF file, providing detailed instructions for Census Day procedures, a XX-minute 'How To' video, and other available resources. (Please ensure your Pop-up Blocker is turned off).

You can also go to [our website](#) to view and/or download the instructions file.



Click here for Procedures

If you wish to contact us, please do not reply to this email. Instead, [please visit our website](#) or call XXX-XXX-XXXX.

Thank you for your assistance with the 2026 Census Test.

Sincerely,

Director, U.S. Census Bureau

OMB Number XXXX-XXXX

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number is XXXX-XXXX and appears at the bottom of each screen of the ISR system. Without this approval, we could not conduct the 2026 Census Test.

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To learn more about our privacy policy and data protection, please visit our Web site at [census.gov](https://www.census.gov) and click on "Data Protection and Privacy Policy" at the bottom of the home page. This page also includes information about the collection, storage, and use of these records. Click on "System of Records Notices (SORN)" and look for Privacy Act System of Records Notice COMMERCE/CENSUS-5, Decennial Census Program.

Attachment

Preparing for Census Day, April 1, 2026

Please review the Census Day Procedures outlined below, [watch the XX-minute video](#) on the online questionnaire enumeration method, and learn more about available resources. You may want to save this file on your computer for future reference.

1. Procedures for Census Day, April 1, 2026

Below are important instructions of what you will need to do on Census Day, April 1, 2026:

- On **April 1, 2026**, you will receive an email from the Census Bureau. This email will contain detailed instructions, your personal User ID, and a link to the Internet Self-Response (ISR) *Administrator Portal*, which is the online application you will use to complete the 2026 Census Test.
- After creating an account, please review a list of the group quarters that you are responsible for or manage.
- You will also be asked to provide three items:
 1. The number of people who are living or staying at the facility on April 1, 2026 (called the population count).
 2. Each resident's full name.
 3. Each resident's email address.
- **NOTE: The deadline to submit this information will be April 8, 2026.**

Note: The Excel file, which is attached to the email, provides an example of the information you will need to collect.

Below is a screenshot of the Excel file attachment: (Example Image)

INSTRUCTIONS: Enter the First Name, Middle Name (optional), Last Name(s), and Email Address (required) for each resident of this group quarters (GQ). Make sure the number of people you enter is the same as the number of people you previously told us were living or staying there on April 1, 2026.			
First Name	Middle Name (optional)	Last Name(s)	Email Address (required)
First name of person living or staying in this group quarters on April 1, 2026.	Middle name (or initial) of person living or staying in this group quarters on April 1, 2026.	Last name(s) of person living or staying in this group quarters on April 1, 2026. [Note: If person uses "Junior" or "Senior" in their name, enter the last name and the suffix (for example: Smith Jr) in the Last Name(s) field.]	Email address of person living or staying in this group quarters on April 1, 2026.
Mary	Jane	Persona	mjp21@college.edu
Jean	Alana	Humana	jah50@college.edu
Robert	Owen	Smith Jr	ros02@college.edu

- After successfully providing this information, the Census Bureau will:
 - a) Send you a confirmation email. This email will include an attached word document of a sample introductory email you can send to residents to let them

know they will soon be receiving an email inviting them to respond to the 2026 Census Test.

- b) Email each resident a Census ID (identification number) and a link to respond to the 2026 Census Test online.

2. Portal Resources

The *Administrator Portal* will contain links to resources that can assist you with this enumeration method:

- a user manual
- training videos
- resident letter templates
- help desk contact information

Please revisit the email and make sure you have submitted your **sworn status request** and downloaded the **Excel file** attachment.

Thank you. We are looking forward to a successful 2026 Census Test.

DATE: Census Day email with attachment (all administrators would get this email)

SENDER: U.S. Census Bureau

SUBJECT LINE: Census Day Instructions

YOUR USER ID – XXXXXXXXXX

To Facility Manager:

Today is Census Day, April 1, 2026! You chose to allow the Census Bureau to contact your residents so that they can respond directly to the 2026 Census Test questionnaire online. Please click on the link below to view the instructions for Census Day.

Census Day Instructions

Click Here

Or visit [our website](#).

If you wish to contact us, please do not reply to this email. Instead, [please visit our website](#) or call XXX-XXX-XXXX.

Thank you for helping us achieve a successful 2026 Census Test.

Sincerely,

Director, U.S. Census Bureau

OMB Number XXXX-XXXX

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Attachment

Census Day Instructions

Note: You may want to save this file on your computer for future reference.

1. Create an account on the Internet Self-Response (ISR) Administrator Portal.

- First, you will need to create an account on the *Administrator Portal*.
- Click on the link provided below to access the *Administrator Portal*.

[ISR Administrator Portal](#)

- Follow the instructions for creating an account:
 - Enter your personal User ID as shown at the top of this email.
 - Create a password.
 - Create security questions.
- ***Please save your password, security questions, and answers for future reference.***

2. Review list of group quarters and input necessary information.

- Review a list of the group quarters to ensure it includes all group quarters you are responsible for.
- After completing the review, enter the number of people who are living or staying at each facility on April 1, 2026.
- As soon as possible, enter the name and email address of each resident in every group quarters. **The total number of residents must equal the April 1, 2026, population count you provided for that group quarters.** The *Administrator Portal* provides instructions on how to do this.
- **You must enter the number of residents for all of your group quarters by April 8, 2026,** or your residents will not be able to respond to the 2026 Census Test online. If you miss that deadline, the Census Bureau will contact you to discuss next steps.
- For each resident, the Census Bureau will:
 - Email a unique Census ID.
 - Provide instructions on how to access and complete the 2026 Census Test.
 - Send a link to the online questionnaire.

3. Follow progress on the *Portal* to help ensure 100% response rate.

- The Census Bureau will monitor and send follow-up emails to encourage all your residents to complete the online questionnaire.
- Log into the *Administrator Portal* beginning on April 1, 2026, and periodically thereafter to see the progress of your group quarters. Our goal is **100% response rate!**
- If all of your residents do not respond by **May 1, 2026**, the Census Bureau will contact you to get necessary information for any residents who did not respond.

4. Further resources.

- Click this [link to watch a XX-minute video](#) to learn more about the online questionnaire enumeration process.
- The *Administrator Portal* will also contain links to resources that can assist you with this enumeration method:
 - a user manual
 - training videos
 - resident letter templates
 - help desk contact information

Thank you for helping us achieve a successful 2026 Census Test.

DATE: Reminder 1 (sent to administrators who had not yet entered their residents' email addresses)

SENDER: U.S. Census Bureau

SUBJECT LINE: Login Required For Census Day Information – 1st Reminder

YOUR USER ID: XXX XXX XXX XXX

PORTAL LINK: [ADMINISTRATOR PORTAL](#)

To Facility Manager:

This your first reminder to submit information for your group quarters in the [Administrator Portal](#). On April 1, 2026, you received an email with a Census ID to log into the *Administrator Portal*, create an account, and provide the names and email addresses of your residents as well as the Census Day, April 1, 2026, population count for each group quarters. The deadline for submitting this information is **this Wednesday, April 8, 2026.**

If you wish to contact us, please do not reply to this email. Instead, [please visit our website](#) or call XXX -XXX- XXXX.

Thank you for helping us achieve a successful 2026 Census Test.

Sincerely,

Director, U.S. Census Bureau

OMB Number XXXX-XXXX

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DATE: Reminder 2 (sent to administrators who had not yet entered their residents' email addresses)

SENDER: U.S. Census Bureau

SUBJECT LINE: 2nd Reminder Email – Online Questionnaire

YOUR ID: XXX XXX XXX XXX

PORTAL LINK: [ADMINISTRATOR PORTAL](#)

To Facility Manager:

This is a reminder to provide the required 2026 Census Test information for each of your group quarters. You are currently past the deadline for submission using the online questionnaire enumeration method. **If you do not provide the names and email addresses of your residents and enter the number of people living or staying at each group quarters on April 1, 2026, by April 14, 2026, you will no longer be able to respond online.** This means that you will be contacted by Census Bureau staff to discuss next steps.

We appreciate your efforts to collect this data and would like to ensure we work with you and your residents to find the best method to collect missing data. That is why you are a critical member of this 2026 Census Test team.

If you wish to contact us, please do not reply to this email. Instead, [please visit our website](#) or call XXX-XXX-XXXX.

Thank you for helping us achieve a successful 2026 Census Test.

Sincerely,

Director, U.S. Census Bureau

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DATE: Final reminder (sent to administrators who had not yet entered their residents' email addresses)

SENDER: U.S. Census Bureau

SUBJECT LINE: 2nd Reminder Email – Online Questionnaire

YOUR ID: XXX XXX XXX XXX

PORTAL LINK: [ADMINISTRATOR PORTAL](#)

To Facility Manager:

This is a reminder to provide the required 2026 Census Test information for each of your group quarters. You are currently past the deadline for submission using the online questionnaire enumeration method. **If you do not provide the names and email addresses of your residents and enter the number of people living or staying at each group quarters on April 1, 2026, by April 14, 2026, you will no longer be able to respond online.** This means that you will be contacted by Census Bureau staff to discuss next steps.

We appreciate your efforts to collect this data and would like to ensure we work with you and your residents to find the best method to collect missing data. That is why you are a critical member of this 2026 Census Test team.

If you wish to contact us, please do not reply to this email. Instead, [please visit our website](#) or call XXX-XXX-XXXX.

Thank you for helping us achieve a successful 2026 Census Test.

Sincerely,

Director, U.S. Census Bureau

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DATE: Missed cut off (sent to administrators who had not yet entered their residents' email addresses and informs them to select a new way to provide census data)

SENDER: U.S. Census Bureau

SUBJECT LINE: **Deadline Missed**

To Facility Manager:

Since you did not complete the required Census Day information in the *Administrator Portal* for your group quarters, you are ineligible to respond to the 2026 Census Test questionnaire online. The Census Bureau will contact you soon to discuss next steps.

We look forward to ensuring we can collect the data in a method that works best for you and your residents. And thank you again for allowing us to test this method for the 2030 Census.

Other options that may be available to you include the following:

- [In-Person Interview](#)
- [Drop Off/Pick up of Questionnaires](#)
- [Paper Response Data Collection](#)
- [Facility Self-Enumeration](#)

When the Census Bureau calls, please be prepared to answer some questions about your group quarters and to select the most appropriate method for counting your group quarters.

If you wish to contact us, please do not reply to this email. Instead, [please visit our website](#) or call XXX-XXX-XXXX.

Thank you for your continued cooperation in helping us achieve a successful 2026 Census Test.

Sincerely,

Director, U.S. Census Bureau

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DATE: Confirmation and attachment (sent to administrators who entered their residents' emails)

SENDER: U.S. Census Bureau

SUBJECT LINE: Confirmation and Next Steps 2026 Census Test

To Facility Manager:

This email confirms that you have successfully provided the required information to prepare for the 2026 Census Test for all of your group quarters.

Next Steps:

Complete the next two steps to learn more about what to expect during the 2026 Census Test process:
(Please complete both steps in order.)

1. This link will take you directly to a pop-up PDF file, providing detailed instructions for how to monitor resident responses. Please only log in after you have opened and read this file. (Please ensure your Pop-up Blocker is turned off).



Click here for Instructions.

Or visit [our website](#) to view and/or download the file instructions.

2. After reading the instructions from step 1, use the link below to log in with the User ID provided.

YOUR USER ID: XXX XXX XXX XXX

PORTAL LINK: [ADMINISTRATOR PORTAL](#)

If you wish to contact us, please do not reply to this email. Instead, [please visit our website](#) or call XXX-XXX-XXXX.

Thank you for helping us complete a successful 2026 Census Test. We greatly appreciate your assistance!

Sincerely,

Director, U.S. Census Bureau

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Attachment

Facility Manager Instructions for Emailing Residents and Monitoring Resident Responses

Please first read through the steps below about what to expect and your role in it. Then log into the *Administrator Portal* with your User ID (see *User ID and link in the email*) and password. You will also find instructions and additional helpful resources on the *Administrator Portal*. You may want to save this file on your computer for future reference.

What to expect and your role:

1. In the next few days:

The Census Bureau will email the Census ID and questionnaire link to your residents.

2. Prior to May 1, 2026:

- a. All residents must complete their questionnaire by **May 1, 2026**.
- b. Please monitor resident responses using the [Administrator Portal](#).

Example of the portal link and User ID provided in the email:

Portal link: [gq.isr.administrator.portal](#)

User ID: xxx xxx xxx xxx

Note: The portal is updated in real-time with the number of residents who have responded and the names of the residents who have responded by group quarters address.

- c. The Census Bureau will email periodic reminders before the deadline to residents who have not responded by May 1, 2026.

3. After May 1, 2026:

- d. The Census Bureau will notify you by email if any residents of your group quarters have not completed the 2026 Census Test questionnaire.
- e. If you receive this email, you will need to sign into the *Administrator Portal* and select how you want to enumerate these individuals.

Thank you for your assistance to help us complete a successful 2026 Census Test.

DATE: Follow up 1 (sent to administrators whose residents did not all report their census data)

SENDER: U.S. Census Bureau

SUBJECT LINE: Follow up with residents in the 2026 Census Test – 1st Email

USER ID: XXX XXX XXX XXX

PORTAL LINK: [ADMINISTRATOR PORTAL](#)

To Facility Manager:

Thank you for your help to count all of your residents in the 2026 Census Test. This is a follow-up email is to inform you that some of your residents have not yet responded. Please remind these residents to respond to the 2026 Census Test questionnaire online **NO LATER** than **May 1, 2026**.

Please log in to the *Administrator Portal* with your User ID and password to see which residents have or have not responded. You have the option to download these files for your records. In addition, there is a link to a reminder email template that you can use to email your residents a reminder.

We encourage you to follow up with residents who haven't responded as soon as possible to make certain they get counted. Our goal is a 100% response rate!

The *Administrator Portal* also contains links to a user manual, training videos, resident letter templates, and contact information to guide you through this process.

If you wish to contact us, please do not reply to this email. Instead, [please visit our website](#) or call XXX-XXX-XXXX.

Thank you for helping us achieve a successful 2026 Census Test.

Sincerely,

Director, U.S. Census Bureau

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DATE: Follow up 2 (sent to administrators whose residents did not all report their census data)

SENDER: U.S. Census Bureau

SUBJECT LINE: Follow up with residents – 2nd Email

USER ID: XXX XXX XXX XXX

PORTAL LINK: [ADMINISTRATOR PORTAL](#)

To Facility Administrator:

Thank you for your help to count all of your residents for the 2026 Census Test. This is a second follow-up email to inform you that some of your residents have not yet responded. Please remind these residents to respond to the 2026 Census Test questionnaire online **NO LATER** than **May 1, 2026**. If they do not, we will contact you to collect their information.

Please log in to the *Administrator Portal* with your User ID and password to see which residents have or have not responded. You have the option to download these files for your records. In addition, there is a link to a reminder email template that you can use to email a reminder to residents.

We encourage you to follow up with residents who have not responded as soon as possible to make certain they get counted. Our goal is a 100% response rate!

The *Administrator Portal* also contains links to a user manual, training videos, resident letter templates, and contact information to guide you through this process.

If you wish to contact us, please do not reply to this email. Instead, [please visit our website](#) or call XXX-XXX-XXXX.

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DATE: Missed deadline (sent to administrators whose residents did not all report their census data)

SENDER: U.S. Census Bureau

SUBJECT LINE: MISSED DEADLINE – Ensure all residents are counted in the 2026 Census Test

YOUR USER ID: XXX XXX XXX XXX

PORTAL LINK: [ADMINISTRATOR PORTAL](#)

To Facility Manager:

This is a final email to inform you that some of your residents did not complete their 2026 Census Test questionnaire online, as planned, by the **May 1, 2026**, deadline.

Please log in to the *Administrator Portal* with your User ID and password to identify which residents have not responded. The Census Bureau will contact you to get necessary information for those who did not respond.

If you wish to contact us, please do not reply to this email. Instead, [please visit our website](#) or call XXX-XXX-XXXX.

Thank you for your continued help in counting all of your residents for the 2026 Census Test.

Sincerely,

Director, U.S. Census Bureau

OMB Number XXXX-XXXX

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DATE: Completion (sent to administrators whose residents reported their census data)

SENDER: U.S. Census Bureau.

SUBJECT LINE: Completed! 2026 Census Test

Dear Facility Manager:

Thank you for participating in the 2026 Census Test. We have obtained a complete count of the residents of all your group quarters. You will be asked to do a quick (XX minutes) satisfaction survey. We would really appreciate your feedback to help us prepare for and improve the 2030 Census.

We appreciate the time you invested in this important endeavor. We look forward to your continued cooperation.

If you wish to contact us, please do not reply to this email. Instead, [please visit our website](#) or call XXX-XXX-XXXX.

Sincerely,

Director, U.S. Census Bureau

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