

BAS Email: BAS-E-SWIM-HasAcct – Yes Change Response–Email Template–Has SWIM Account

Subject: <YYYY> BAS Digital Submission Information–BAS ID: <BAS_ID>

<NAME> <EXPANDED_LSAD>

BAS ID: <BAS_ID>

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.

This email account, <BAS_EMAIL>, already has a Secure Web Incoming Module (SWIM) account. A new token is not required.

SWIM INFORMATION

- Sign in to the [SWIM website](#) using the previously established username and password.
- 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

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|------------------|--|
| January 1 | Legal boundary changes must be in effect on or before this date to be reported in the current survey year. |
| March 1 | 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. |
| May 31 | 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)