

State Data Collection Website Instructions

I. Logging In

a. In Browser, navigate to website

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

The screenshot shows a web browser window with the URL <https://statecollection.dev...> and a tab titled "State Data Collections | Ho...". The page has a blue header with the text "State of Alaska" and "Annual Borough and Municipal Financial Report". Below the header, there is a section titled "Collection of 2018 Fiscal Year Data" and a "Login" button. The main content area contains a warning message: "**WARNING**WARNING**WARNING**WARNING**WARNING**". Below this, there is a paragraph of text: "This is a Census Bureau computer system. Census Bureau computer systems are provided for the processing of official U.S. Government information only. All data contained within Census Bureau computer systems is owned by the Census Bureau and may be monitored intercepted recorded read copied or captured in any manner and disclosed in any manner by authorized personnel. THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. System personnel may disclose any potential evidence of crime found on Census Bureau computer systems to appropriate authorities. USE OF THIS SYSTEM BY ANY USER AUTHORIZED OR UNAUTHORIZED CONSTITUTES CONSENT TO THIS MONITORING INTERCEPTION RECORDING READING COPYING CAPTURING and DISCLOSURE OF COMPUTER ACTIVITY. Use of this computer without authorization or for unauthorized purposes is a violation of federal law and punishable by fines or imprisonment (Public Law 99-474)." Below this text is a small image of the Alaska state flag. To the right of the main content area, there is a login form with fields for "UserID:" and "Password:", a "Login" button, and a checkbox for "Change Password After Login". Below the login form, there is a "Forgot Password" link and a "Login Help" section. The "Login Help" section contains the text: "If you need help logging into the system please call the support staff at 301-763-5153 or 1-800-242-4523. ewd.local.finance@census.gov". At the bottom of the page, there is a footer that reads: "This site was created by GOVS @Copyright © 2011. All Rights Reserved."

b. Enter userID (lowercase letters only) and password. See section c if this is the first time logging into the system.

Note: UserID provided in the initial notification letter.

State of Alaska
Annual Borough and Municipal Financial Report

Collection of 2018 Fiscal Year Data

Login

Boroughs and Municipalities provide fiscal data that are used by the State of Alaska, public interest groups, and the United States Census Bureau to provide information on funding and functions of local governments in Alaska. This information is not audited, but self-reported by local governments and should agree with their annual audit but summarized differently. The U.S. Census Bureau and the Alaska Department of Commerce have collaborated to make this web-based form available for Alaska Boroughs and Municipal Governments. Each borough and municipality is assigned a discrete username. If you do not have access to your username, please contact the U.S. Census Bureau at ewd.local.finance@census.gov or 1-800-242-4523.

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****WARNING**WARNING**WARNING**WARNING**WARNING****

UserID: nicks301-ak
Password: [masked]
Login
☐ Change Password After Login
[Forgot Password](#)
[Login Help](#) *If you need help logging into the system please call the support staff at 301-763-5153 or 1-800-242-4523. ewd.local.finance@census.gov*

If you have any questions regarding the content of the Annual Borough and Municipal Financial Report, please contact the Alaska Department of Commerce, Community and Economic Development at 907-269-7959 or the U.S. Census Bureau at ewd.local.finance@census.gov or 1-800-242-4523.

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- c. If it is your first time logging into the system, click 'Forgot Password' to create a password for the account.

State of Alaska
Annual Borough and Municipal Financial Report

Collection of 2018 Fiscal Year Data

Login

Boroughs and Municipalities provide fiscal data that are used by the State of Alaska, public interest groups, and the United States Census Bureau to provide information on funding and functions of local governments in Alaska. This information is not audited, but self-reported by local governments and should agree with their annual audit but summarized differently. The U.S. Census Bureau and the Alaska Department of Commerce have collaborated to make this web-based form available for Alaska Boroughs and Municipal Governments. Each borough and municipality is assigned a discrete username. If you do not have access to your username, please contact the U.S. Census Bureau at ewd.local.finance@census.gov or 1-800-242-4523.

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****WARNING**WARNING**WARNING**WARNING**WARNING****

UserID: [empty]
Password: [empty]
Login
☐ Change Password After Login
[Forgot Password](#)
[Login Help](#) *If you need help logging into the system please call the support staff at 301-763-5153 or 1-800-242-4523. ewd.local.finance@census.gov*

If you have any questions regarding the content of the Annual Borough and Municipal Financial Report, please contact the Alaska Department of Commerce, Community and Economic Development at 907-269-7959 or the U.S. Census Bureau at ewd.local.finance@census.gov or 1-800-242-4523.

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- d. Enter UserID and Email address associated with the account and click 'Reset Password'.

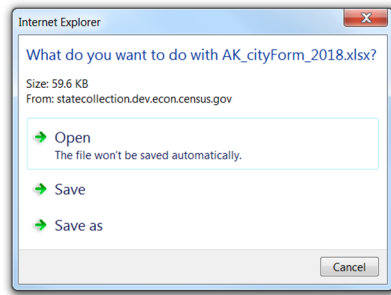


- e. Two emails will be sent to the email address associated with the account (from Kristen.i.ricks@census.gov), one verifying the UserID and one containing a link back to the website to create a new password.
Note: If emails are not received or an error message is received, please contact the Census 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 and newly created password.
- j. Click 'Login.'

II. Download Survey

- a. Select '2018 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.

The screenshot shows the 'Instructions' tab of the 'AK_cityForm_2018' Excel spreadsheet. The spreadsheet is titled 'AK_cityForm_2018 [Read-Only] - Excel' and is opened by 'Kristen I Ricks (CENSUS/EWD FED)'. The 'Instructions' tab is selected, and the 'User Name' and 'Password' fields are highlighted in yellow. A red arrow points to the 'Password' field. The spreadsheet contains the following text:

Instructions for Annual Financial Information Report

Please Enter Your User Name and Password Below:

User Name:

Password:

Due December 15 of each Year

How is information entered on this Report?

Cells shaded in yellow are the only places unit's should enter data. Cells used to create the form are locked so that the user does not accidentally alter the information in the cell. Cells to the right and below the form on each tab are unlocked for units to use them as they wish. There are multiple Excel tabs and every unit should complete the Tabs that apply to their unit.

What basis of Accounting is used on the form?

The basis of accounting used for this form is the same basis used in your audit report.

How is the form completed?

The Financial Report form will be retrieved from the US Census site (link is directly below this question). **The form must be saved to your PC and completed.** After completion the unit will return to the same US Census site to upload the completed Financial Report. We recommend that the unit save the completed Financial Report to aid them in completing next year's Financial Report.

Web address

What if my unit is not in the drop down list?

If your unit is not listed in the drop down list, call

- d. Then, select the Verification tab.

The screenshot shows the 'Verification' tab of the 'AK_cityForm_2018' Excel spreadsheet. The spreadsheet is titled 'AK_cityForm_2018 [Read-Only] - Excel' and is opened by 'Kristen I Ricks (CENSUS/EWD FED)'. The 'Verification' tab is selected, and the 'User Name' and 'Password' fields are highlighted in yellow. The spreadsheet contains the following text:

Instructions for Annual Financial Information Report

Please Enter Your User Name and Password Below:

User Name:

Password:

Due December 15 of each Year

How is information entered on this Report?

Cells shaded in yellow are the only places unit's should enter data. Cells used to create the form are locked so that the user does not accidentally alter the information in the cell. Cells to the right and below the form on each tab are unlocked for units to use them as they wish. There are multiple Excel tabs and every unit should complete the Tabs that apply to their unit.

What basis of Accounting is used on the form?

The basis of accounting used for this form is the same basis used in your audit report.

How is the form completed?

The Financial Report form will be retrieved from the US Census site (link is directly below this question). **The form must be saved to your PC and completed.** After completion the unit will return to the same US Census site to upload the completed Financial Report. We recommend that the unit save the completed Financial Report to aid them in completing next year's Financial Report.

Web address

What if my unit is not in the drop down list?

If your unit is not listed in the drop down list, call

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

The screenshot shows the 'Alaska Template - Excel' spreadsheet. The 'Verification' tab is active. The spreadsheet contains the following text:

2018 Annual Borough and Municipal Financial Report

To select your unit name, select the yellow highlighted cells, then select the drop down arrow box

If you could not find your units name in the drop down above, please call Census Support Staff at 301-763-5153 or 888-590-2748.

For Fiscal Year Ending June 30, 2018

Verification of Annual Financial Report

By uploading the financial report to the U.S. Census website, you are verifying that the data contained in this report was prepared in accordance with the instructions and agrees to your audited financial statements.

MANDATORY		All Fields Must Be Completed
Name of Official		
Title of Official		
Date (Enter as "MM/DD/YYYY")		
Person to contact for questions		
Title		
Telephone number		
E-mail address		

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

The screenshot shows a web browser window with the URL <https://statecollection.dev...> and the page title "State Data Collections | Upl...". The header is blue with "State of Alaska" and "Annual Borough and Municipal Financial Report" text, and "Log Out" and "Home" buttons. Below the header, it says "Welcome homer!" and "Wednesday, July 18, 2018". The main content area is titled "State of Alaska ABMFR File Upload". It contains two steps: "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](#)" and "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." Below the instructions, there is a text input field labeled "Enter Filename:" with the value "R:\PEARL\Harvester\AK\Alaska Test File" and a "Browse..." button. An "Upload File" button is also present. At the bottom, it says "this site was created by govs copyright © 2011. all rights reserved."

- c. Once the completed file has been selected from the hard drive and the Filename field is populated, select Upload File.

The screenshot shows the same web browser window as the previous one, but the "Enter Filename:" field now contains the text "R:\PEARL\Harvester\AK\Alaska Test File". The "Browse..." button is now disabled. The "Upload File" button is highlighted with a red circle. A red message "You have not specified a file." is displayed above the filename field. The rest of the page content remains the same.

- d. You will receive a notification once file has successfully uploaded.

The screenshot shows a web browser window with the URL <https://statecollection.dev...> and the page title "State Data Collections | Uplo...". The header is a blue bar with "State of Alaska" and "Annual Borough and Municipal Financial Report". Navigation buttons "Log Out" and "Home" are in the top right. Below the header, a welcome message reads "Welcome homer! Wednesday, July 18, 2018". The main content area is titled "State of Alaska ABMFR File Upload" and contains two steps: "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](#)" and "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." A green notification message states: "Completed ! Thank you for uploading your file. If you have any questions, the contact information is in login page." Below this is a form with "Enter Filename:" and a "Browse..." button, and an "Upload File" button. At the bottom, it says "this site was created by govs copyright © 2011. all rights reserved."

- e. Click 'Log Out.'

This screenshot is identical to the one above, showing the "State of Alaska ABMFR File Upload" page with the successful upload notification. A red arrow points to the "Log Out" button in the top right navigation bar.