

QUARTERLY PLANT CAPACITY SURVEY (QPC)



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

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-surveys/qpc/>

information.html. Any additional questions should be directed to the help line at
1-800-201-4647.