

# 2015 Annual Survey of Public Pensions

- Electronic Reporting -

## Respond Online!

Our web collection system is both **fast** and **secure**.

It allows you to:

- Upload files
- View auto-summed totals
- Assess possible data issues instantly
- Navigate with a user-friendly interface
- Access detailed information about the survey
- Print a blank form
- Review and print a completed copy of the form

Enter your survey responses online using the Census Bureau's website.

**STEP 1:** Go to the survey's website → [respond.census.gov/aspp](http://respond.census.gov/aspp)

The screenshot shows the login page for the 2015 Annual Survey of Public Pensions. At the top, it says "2015 Annual Survey of Public Pensions" and "SURVEY of GOVERNMENTS". Below that, it says "Welcome to the Survey of Public Pensions" and lists two bullet points: "The due date is Past due! Please report as soon as possible." and "This is the web collection system that enables public entities to respond to the U.S. Census Bureau's Survey of Public Pensions via the Internet." Under the "Login" section, it says "To log in, please enter the User ID and Password indicated on the letter and press the 'Login' button." and "User ID and Password are case sensitive." It also says "If you forgot your User ID and/or Password, contact us at 1-800-832-2839 weekdays, 7AM to 5PM ET." Below this, it says "Please note: You will be logged out of the system after 45 minutes of inactivity. No data will be lost." There are two sets of input fields for "User ID:" and "Password:" with a "Login" button. A red box highlights the "REPORT ONLINE" section with the text: "REPORT ONLINE: It's fast and secure. Respond to this survey via the Internet at the following Web address using the supplied User ID and Password: respond.census.gov/aspp". At the bottom, there is a warning message: "\*\* WARNING \*\* You have accessed a UNITED STATES GOVERNMENT computer. Use of this computer without authorization or for purposes for which authorization has not been extended is a violation of Federal law and can be punished with fines or imprisonment (PUBLIC LAW 99-474). System usage may be monitored, recorded, and subject to audit. Any information you enter into this system may be used by the Census Bureau for statistical purposes, including but not limited to improving the efficiency of our data collection programs. For information regarding the use of this system, and how your privacy is protected, visit our online privacy webpage at http://www.census.gov/privacy/. Use of this system indicates consent to the collection, monitoring, recording, and use of information provided inside this system." At the very bottom, there are links for "Burden Statement", "Accessibility", "Privacy", and "Security".

**STEP 2:** Enter your User ID and Password found in the letter you received in the mail.

The screenshot shows an instruction card with the text: "Please respond to this survey online at the following address: [respond.census.gov/aspp](http://respond.census.gov/aspp). To log in and complete the survey online, use the User ID and Password below." Below this, there are two callout boxes: "User ID: User ID" and "Password: Password".

Form AP-CT2 (10-10-15)

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