**ODYS-FLYER**
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# U.S. Census Bureau Respondent Portal
# Share Survey Access

## What is "Share Survey Access"?

"Share Survey Access" is an option in the Respondent Portal that allows you to grant access to your survey(s) to others in your organization. Entering the survey authentication code provided to you by the Census Bureau grants you access to your survey(s) so that you can report online. If you want or need other colleagues in your organization to complete (or assist with completing) a survey, then you can share your access in just a few simple steps.

## How do I share survey access?

After you have signed into your Respondent Portal account at https://portal.census.gov and entered the authentication code assigned to you:

1. Identify the survey card for the survey that you want to share access to.
2. Expand the "Options" menu to the right of the "Report Now" button (see picture below) and select "Share Survey Access."




3. Enter the email address for any colleague(s) you wish to share access to the survey.
4. Submit your request by clicking on the "Submit Request" button.

Your colleague(s) will then receive an email asking them to create a Respondent Portal account (if they have not already created one). When they successfully create or sign into their account they will see the survey on their dashboard.

## Can I remove survey access?

If you wish to remove someone who has access to the survey (i.e., person leaves the company or is no longer responsible for reporting) you can follow these steps:

1. Go to "Options" and select "Share Survey Access."
2. Click on the trash icon that appears next to the person who no longer needs access to the survey.

## Still need help?

If you have any questions or need assistance, click on the "How do I" button in the top right corner of the Respondent Portal dashboard.

*About the Respondent Portal*

*The U.S. Census Bureau created the Respondent Portal to assist businesses with reporting online. Some key security and time-saving features of the Respondent Portal include:*

*Unique Passwords: You create your own unique passwords, which provides an added layer of privacy.*

*Self-Service Options: You may perform several survey actions from a single site: Report online, share survey access, check your filing status, request a time extension, and contact the Census Bureau via secure email.*