

# Population Estimate System

## User Guide

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*This document will show you how to use the Population Estimate System (PES).*

### **IMPORTANT! Before You Begin!**

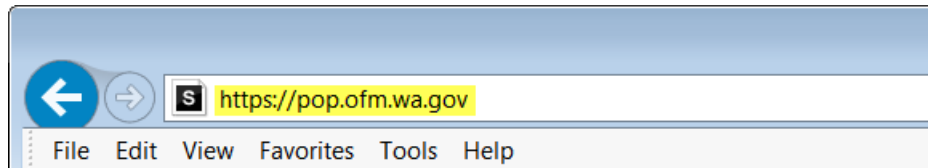
- Make sure that you have a SecureAccess Washington (SAW) account and have registered your account with PES using your PIN. For instructions on how to do this, see the [Setting up a SAW Account and Registering with PES](#) document on the OFM [April 1 population estimates program information page](#).

### **Login to PES**

#### **1.** Start a browser session.

In the address bar, enter:  
<https://pop.ofm.wa.gov>

You will be redirected to a  
**Sign In** screen.



#### **2.** Choose **Secure Access Washington** from the account list.



Sign in with one of these accounts



Secure Access Washington

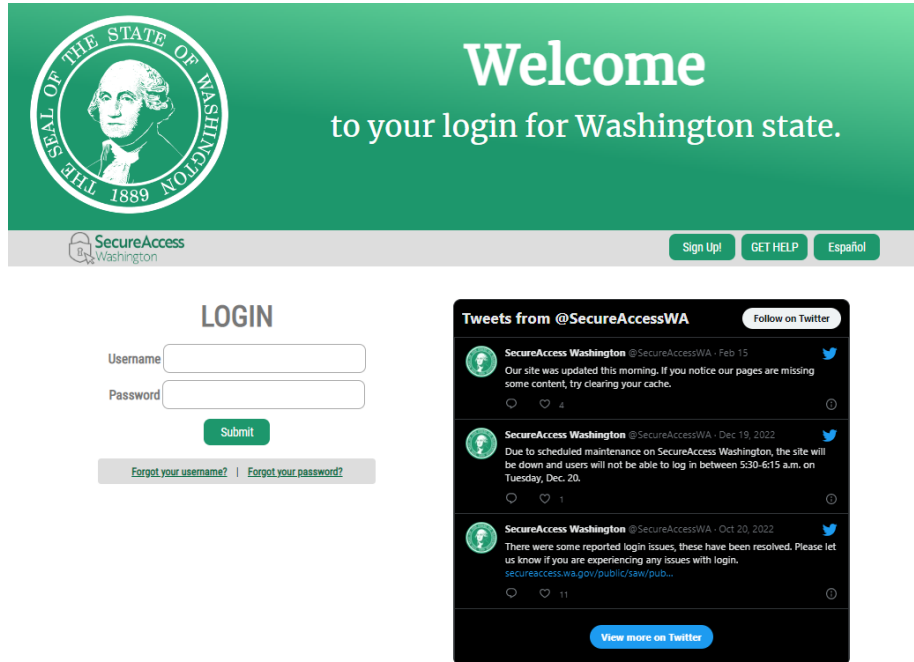


Test-Secure Access Washington

**3.** Enter the **USERNAME** and **PASSWORD** that you created when you set up your SAW account.

Click the **SUBMIT** button.

*SAW has a 60-minute timer that starts as soon as you login. If you exceed an hour, you'll need to refresh your browser and login through SAW again.*



The login page features a green header with the Washington state seal and the text "Welcome to your login for Washington state." Below the header is a navigation bar with "Sign Up!", "GET HELP", and "Español" buttons. The main content area has a "LOGIN" section with fields for "Username" and "Password", a "Submit" button, and links for "Forgot your username?" and "Forgot your password?". To the right is a "Tweets from @SecureAccessWA" section showing three tweets about site updates and maintenance.

## PES Dashboard

**1.** Based on your User ID, the system knows what **City** you're reporting on.

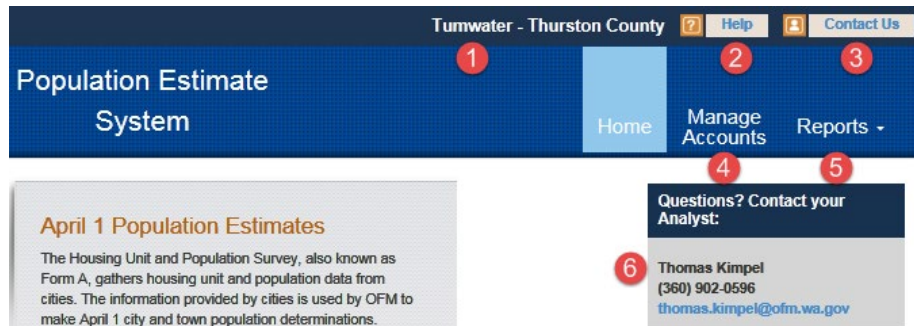
**2.** **Help** takes you to an information page with resources about the April 1 population estimate process.

**3.** **Contact Us** takes you to the contact information page.

**4.** **Manage Accounts** allows you to create and manage user accounts for your city.

**5.** A variety of **Reports** are available through PES. You can print Form A from here as well.

**6.** **Contact your Analyst** Allows users to email their OFM Population analyst through the email link provided. A template email will be opened. Please do not change the "To" or "Subject" fields.



The dashboard for Tumwater - Thurston County shows a navigation bar with "Home", "Manage Accounts", and "Reports" links. Below the navigation bar is a section for "April 1 Population Estimates" with a description of the survey. To the right is a "Questions? Contact your Analyst:" section with contact information for Thomas Kimpel.

**Estimate Status** gives you a way to track where things are in the process.

Information in the arrows and text boxes change based on statuses.

### 1. Jurisdiction Data

**Reporting:** Shows the Form A due date.

When Form A reporting is available, the link will be enabled and will be the only text in the box.

When Form A reporting is unavailable, the link will be disabled and text below tells user reporting is closed.

### 2. OFM Estimate

**Development:** Lets you know if your population estimate is pending review, in progress of review or your review is completed.

### 3. Jurisdiction Estimate

**Review:** The expected date when OFM's preliminary review documents will become available.

When the OFM preliminary estimates are ready for review, a link to the estimate will display.

### 4. OFM Final Estimate:

The date by which OFM must complete the final estimate.

A link to the OFM April 1 estimate page will be available when your final estimate is completed.

#### Estimate Status for the City of Tumwater: April Year 2023

##### 1 Jurisdiction Data Reporting

Due April 14

Housing Unit and Population Survey (Form A)

##### 2 OFM Estimate Development

Pending

OFM development of Housing Unit and Population Survey

##### 3 Jurisdiction Estimate Review

Week of June 5

Preliminary population estimate available for review

##### 4 OFM Final Estimate

Due July 1

OFM must finalize April 1 population determinations by July 1 per [RCW 43.62.030](#)

## Housing Unit and Population Survey (Form A) – New Permits

1. The left-side navigation menu provides a way to move through the form, highlighting the section you're in.
2. Use the + icon to display Instructions or Examples related to a particular section.
3. A white column is where data should be entered.
4. A grey column indicates where system calculations are done. It might also display data from the prior year.
5. Some areas of the form require you to answer additional questions before you move to the next section.
6. A place for you to enter Comments about the section you are completing.
7. The **Cancel** button will clear that section of the form.
8. Click the **Save** button or push the enter key when you're ready to move on. You can go back later and edit data if you need to.

Housing Unit and Population Survey (Form A) **1**

**A. Frame Housing**

A1. New permits **3**

A2. Carryover permits

A3. Housing loss

**B. Manufactured Homes**

B1. Inside parks

B2. Outside parks

**C. Group Quarters**

**D. Annexations**

**Supporting Documentation**

1. Additional comments

2. Attach files

Summary

Certify & Submit

**A1. New structures and units permitted from April 2, 2015 through April 1, 2016**

+ Instructions **2**

Housing Structure Type	Number of new housing structures permitted <b>3</b>	Number of housing units associated with these permits <b>4</b>	Number of completed units associated with these permits
1-unit structure (Single family detached)	34	34	0
2-unit structure (Duplex)	0	0	0
3-unit structure (Triplex)	0	0	0
4-unit structure (Fourplex)	0	0	0
5-or-more unit structure (Larger apartments)	0	0	0
Accessory dwelling unit	0	0	0
<b>Total</b>	<b>34</b>	<b>34</b>	<b>0</b>

**5** Does the data in this section include permits issued in annexed areas by other jurisdictions?  
Yes ☐ No ☐

**6** **Comments:**  
Use the space below to provide additional information relevant to the data in this section.  
For example:

- Note the names of larger multi-unit buildings or developments that are expected to take several years to complete.
- Note buildings that were included in this section rather than the Group Quarters section.

**7**  
**Cancel**

**8**  
**Save**

## Housing Unit and Population Survey (Form A) – Carryover permits

**1.** Part “a” is for reporting units permitted since the 2020 census that have not been completed.

**2.** Use the + icon to display Instructions or Examples related to a particular section.

**3.** The grey column in part “a” indicates data from the prior year.

**4.** The white column in part “a” is where data should be entered.

**5.** Part “b” is for reporting units permitted before the 2020 census that have not been completed.

**6.** The grey column in “b” is for units not completed in the prior decade

**7.** The white column in part “b” is where data should be entered.

**8.** The **Cancel** button will clear that section of the form.

**9.** Click the **Save** button or push the enter key when you’re ready to move on. You can go back later and edit data if you need to.

### A2. Frame housing units not yet reported as completed

#### a. Units permitted since 2020 not yet reported as completed

+ Instructions

+ Examples

Housing Structure Type	Number of non-completed <b>units</b> reported on Form A from April 2, 2020 through April 1, 2022	Of <b>units</b> listed in the previous column, how many were completed from April 2, 2021 to April 1, 2022
1-unit structure (Single family detached)	0	0
2-unit structure (Duplex)	0	0
3-unit structure (Triplex)	0	0
4-unit structure (Fourplex)	0	0
5-or-more unit structure (Larger apartments)	0	0
Accessory dwelling unit	0	0
Total	0	0

#### b. Units permitted before 2020 not yet reported as completed

Note: Most jurisdictions will not encounter this situation, especially late in the decade.

+ Instructions

+ Examples

Housing Structure Type	Number of non-completed <b>units</b> reported on Form A since April 2, 2010 to April 1, 2020	For permits issued prior to April 2, 2020, how many <b>units</b> were completed from April 2, 2021 to April 1, 2022
1-unit structure (Single family detached)	0	0
2-unit structure (Duplex)	0	0
3-unit structure (Triplex)	0	0
4-unit structure (Fourplex)	0	0
5-or-more unit structure (Larger apartments)	0	0
Accessory dwelling unit	0	0
Total	0	0

Does the data in section A2, parts a and b, include units in annexed areas that were permitted by other jurisdictions? ☐ Yes ☐ No

Comments:

Use the space below to provide additional information relevant to the data in this section.

◀ Previous

Cancel

Save

Next ▶

## Adding housing loss and removals

1. Report the number of **structures** lost or removed.
2. Report the number of **units** lost or removed.

### A3. Housing lost or removed from April 2, 2022 through April 1, 2023

+ Instructions

+ Examples

Housing Structure Type	Number of housing <b>structures</b> lost or removed	Number of housing <b>units</b> lost or removed
1-unit structure (Single family detached)	0	0
2-unit structure (Duplex)	0	0
3-unit structure (Triplex)	0	0
4-unit structure (Fourplex)	0	0
5-or-more unit structure (Larger apartments)	0	0
Accessory dwelling unit	0	0
Total	0	0

#### Comments:

Use the space below to provide additional information relevant to the data in this section.

Previous

Cancel

Save

Next

## Manufactured homes inside Parks

**1.** Use the **Edit** button to update information about a manufactured home park.

**2.** Check the **Close Park** box if the park has closed and will not reopen anytime soon.

**3.** Use the **Add Park** button at the bottom of the screen if you need to add a new park.

Warning messages display per park when no values are provided for the current reporting year.

When data is added for the current reporting year, you must answer the questions.

### B1. Total manufactured homes inside parks


#### + Instructions

Are permits required to place manufactured homes inside parks?

☐ Yes ☐ No

Are permits required to remove (or demolish) manufactured homes from parks?

☐ Yes ☐ No

Park Information	Total number of manufactured homes in 2022	Max. capacity or number of pads 2022	Total number of manufactured homes in 2023	Max. capacity or number of pads 2023	Close Park
SUNRISE VISTA MHP 1502 YELM AVE SE 98597 <div>1 </div>	21	21	0 There is a MH Park value that is currently zero. Provide non zero MH Park value or an explanation in the Comment field.	0 There is a MH Park value that is currently zero. Provide non zero MH Park value or an explanation in the Comment field.	<div>2 <input type="checkbox"/></div>
Total	21	21	0	0	

#### 3

#### Comments:

Use the space below to provide additional information relevant to the data in this section. For example, explain new entries (e.g., brand new park, always there but never listed, etc.).

 Previous

Cancel

Save

Next 

## Edit Park Information

1. Enter the required information.
2. You can enter information for contact name and phone number if you'd like.
3. Click the **OK** button to save your changes or the **Cancel** button if you change your mind.

### Edit Park Information

\* indicates required field

Park Name	<input type="text" value="ALLIMOR MHP"/>	*
Address	<input type="text" value="5705 LITTLEROCK RD SW"/>	*
Zip Code	<input type="text" value="98512"/>	*
Contact Name	<input type="text" value="CONTACT NAME"/>	
Phone	<input type="text" value="PHONE"/>	
Extension	<input type="text" value="EXTENSION"/>	

## Add New Park Information

1. Enter the required information.
2. You can enter information for contact name and phone number if you'd like.
3. Click the **OK** button to save your changes or the **Cancel** button if you change your mind.

### Add New Park Information

\* indicates required field

Park Name	<input type="text" value="PARK NAME"/>	*
Address	<input type="text" value="ADDRESS"/>	*
Zip Code	<input type="text" value="ZIP CODE"/>	*
Contact Name	<input type="text" value="CONTACT NAME"/>	
Phone	<input type="text" value="PHONE"/>	
Extension	<input type="text" value="EXTENSION"/>	



## Manufactured homes outside parks

1. Report the number of **new** placements.
2. Report the number of **removals** or **demolitions**.

When data is added, you must provide answers to both questions.

### B2. Manufactured homes outside parks

#### + Instructions

Are permits required to place manufactured homes on individual lots outside parks?

☐ Yes ☐ No

Are permits required to remove (or demolish) manufactured homes from individual lots outside parks?

☐ Yes ☐ No

(1)	(2)	(3)	(4)	Total
Total manufactured homes on individual lots reported in 2022	Annexed on jurisdiction lots April 2, 2021 through April, 1 2022	Number of new placements from April 2, 2022 to April 1, 2023	Number of removals and demolitions from April 2, 2022 to April 1, 2023	Total number of manufactured homes outside parks 2023
98	0	1 0	2 0	98

#### Comments:

Use the space below to describe the method used to collect the information provided in this section (e.g., actual count, placement permit count, etc.).

Previous

Cancel

Save

Next

## Group Quarters

1. Provide values per Group Quarter for the current reporting year.
2. Check the **Close Facility** box if the facility has closed and will not reopen anytime soon.
3. Reporting is not required for group quarters whose current year Population and Close Facility are grayed out. These group quarters are collected from administrative sources.
4. Use the **Add New Facility** and **Edit** buttons to make changes.

### C. Group quarters population

**+ Instructions**

**+ Add New Facility** <sup>4</sup>

For current year GQ population records that are grayed out, OFM collects this data from administrative sources and is not required for you to report.

**- Nursing/Convalescent Home**

Facility Information	2022 Population	2023 Population	Close Facility
PANORAMA CONVALESCENT 150 CIRCLE DR SE 98503 (360) 456-0111 <a href="#">Edit</a>	127	0 <sup>1</sup> There is a GQ value that is currently zero. Provide non zero GQ value or an explanation in the Comment field.	<input type="checkbox"/> <sup>2</sup>
ROO-LAN CONVALESCENT 1505 CARPENTER RD SE 98503 (360) 491-1765 <a href="#">Edit</a>	73	0 There is a GQ value that is currently zero. Provide non zero GQ value or an explanation in the Comment field.	<input type="checkbox"/>
THE COTTAGES OF LACEY 8570 MARTIN WAY E 98516 KEITH ROBERTS (206) 290-5152 <a href="#">Edit</a>	38	0 There is a GQ value that is currently zero. Provide non zero GQ value or an explanation in the Comment field.	<input type="checkbox"/>
<b>Subtotals for Nursing/Convalescent Home</b>	<b>238</b>	<b>0</b>	

**- College Dormitory/Fraternity/Sorority**

Facility Information	2022 Population	2023 Population	Close Facility
SAINT MARTIN'S COLLEGE DORMS ST MARTINS COLLEGE OSB 98503 (360) 486-8856 <sup>3</sup>	555	0	<input type="checkbox"/>
<b>Subtotals for College Dormitory/Fraternity/Sorority</b>	<b>555</b>	<b>0</b>	

**- Mental/Correctional/Jail/Juvenile**  
No detailed group quarters data were reported in 2022.

**- Military Quarters**

## Edit Group Quarter Information

**1.** Enter the required information.

The \* symbol indicates required fields.

**2.** You can enter information for contact name and phone number if you'd like.

Click the **OK** button to save your changes or the **Cancel** button if you change your mind.

**3.** Click the **OK** button to save your changes or the **Cancel** button if you change your mind.

### Edit Group Quarter Facility Information

\* indicates required field

Facility Name	PANORAMA CONVALESCENT	1
Facility Type	Nursing/Convalescent	
Address	150 CIRCLE DR SE	
Zip Code	98503	
Contact Name	CONTACT NAME	2
Phone Number	(360) 456-0111	
Ext.	EXT.	
<div> <div>Cancel</div> <div>Ok</div> </div>		3

## Add a new Group Quarter

**1.** Enter the required information.  
The \* symbol indicates required fields.

**2.** Adding a contact name and phone number are helpful.

**3.** Click the **OK** button to save your changes or the **Cancel** button if you change your mind.

### Report new group quarters facility:

\* indicates required field

Facility Name	FACILITY NAME	1
Facility Type	Choose a Facility Type	
Address	ADDRESS	
Zip Code	ZIP CODE	
Contact Name	CONTACT NAME	2
Phone Number	PHONE NUMBER	
Ext.	EXT.	
<div> <div>Cancel</div> <div>Ok</div> </div>		3

## Annexations

1. This page lists the annexations and boundary changes that have been approved by OFM that will be included in this year's estimate.
2. Tell us about any annexation and boundary changes that are missing from the list by using the **Report Annexation** button.

### D. Annexations and municipal boundary changes from April 2, 2015 through April 1, 2016

#### + Instructions

Population and housing unit counts for these areas will be included in your city's population estimate:

Annexation or boundary line adjustment: name or other identification	Ordinance or resolution number	Effective Date	OFM Approval Date	Total Population	Total Housing Units
93rd Ave SW - Puget Western - Truck Stop	O2015-004	06/01/2015	06/05/2015	0	0
Eastside UGA Annexation	O2015-008	01/01/2016	02/16/2016	3255	1302
Totals				3255	1302

+ Report Annexation

## Additional Comments

1. Tell us anything else you would like us to consider when developing your city's population estimate.

### Additional comments

You may provide additional information for OFM to consider or reference during the estimate process. You can also provide an advisory estimate, which must be accompanied with the input data and the description of the method used. OFM needs that information to review your estimate. You can attach files to this Form A in the attach files section.

#### Comments:

We developed our own population estimate based on last year's information, new housing and group quarters. We also had a large annexation. We estimate the city's population to be 22,555. Please see the attached worksheet pop\_estimate\_2016.xlsx.

## Attach Files

1. Expand the **Instructions** to see the types of files that can be attached as supporting documentation.

*You can add up to 10 files. The files can't be larger than 20MB.*

2. Click the **Add attachment** button, then navigate to the file you want to attach and click **Open**.

### Attach files

To provide additional information or advisory estimates, attach files in this section which will be included as part of your Form A submission to OFM. There are some restrictions on file format and the sizes. Please read the instructions below prior to attaching files. As an alternative for large or incompatible files, you can send them via email to your jurisdiction analyst.

#### + Instructions

No documentation has been uploaded for this estimate.

+ Add attachment

1. Once a file has been added it will appear on the page. Users can provide a brief description of the file and then click the **Upload** button. Descriptions are not required. You can upload a file without a description.

2. The Progress field will show the status of the upload. When the file has been successfully uploaded, the status indicator shows completed or filled in.

3. The new attachment should now show up in the **Supporting documents** list.

If you change your mind, click the **Delete** button and confirm that you want to delete the attachment.

## Attach files

To provide additional information or advisory estimates, attach files in this section which will be included as part of your Form A submission to OFM. There are some restrictions on file format and the sizes. Please read the instructions below prior to attaching files. As an alternative for large or incompatible files, you can send them via email to your jurisdiction analyst.

### + Instructions

No documentation has been uploaded for this estimate.

### Add attachment

New attachment (upload)

File Name	Description	Size	Progress	Status	Actions
pop_estimate_2023_Excel.xlsx		0.01 MB			<div>3</div> <div>Upload</div> <div>Remove</div>
pop_estimate_2023_Word.docx	1 Yelm population estimate info for 2023	0.01 MB			<div>2</div> <div>Upload</div> <div>Remove</div>

[Previous](#)

[Next](#)

New attachment (upload) Please wait ...

File Name	Description	Size	Progress	Status	Actions
pop_estimate_2023_Excel.xlsx		0.01 MB	4	Success	<div>Upload</div>

## Attach files

To provide additional information or advisory estimates, attach files in this section which will be included as part of your Form A submission to OFM. There are some restrictions on file format and the sizes. Please read the instructions below prior to attaching files. As an alternative for large or incompatible files, you can send them via email to your city analyst.

### + Instructions

Supporting documents:

File Name	Description	Uploaded by	Actions
pop_estimate_2016.xlsx	Our April 1, 2016 estimate worksheet	Tom Kimpel	<div>Delete</div>

## Summary Page

**1.** The Summary page provides a snapshot of the data you have entered into Form A.

**2.** Use the **View details or edit information** links to go back to that section to view or edit data.

### Summary

#### A. Frame Housing

##### A1. New Permits

[View details or edit information](#)

Number of new housing structures permitted	82
Number of new housing units associated with these permits	161
Number of completed housing units associated with these permits	99

##### A2. Carryover permits

[View details or edit information](#)

Number of housing units completed from permits issued between 4/2/2010 and 4/1/2015	30
Number of housing units completed from permits issued prior to 4/2/2010	0

##### A3. Housing loss

[View details or edit information](#)

Number of housing structures lost or removed	5
Number of housing units lost or removed	8

#### B. Manufactured Homes

##### B1. Inside parks

[View details or edit information](#)

	2015	2016
Number of manufactured homes inside parks	569	561

##### B2. Outside parks

[View details or edit information](#)

	2015	2016
Number of manufactured homes outside parks	504	505

#### C. Group quarters population

[View details or edit information](#)

	2015	2016
Total group quarters population	201	205

#### D. Annexations and municipal boundary changes

[View details or edit information](#)

Population and housing unit counts for these areas will be included in your city's population estimate:

Annexation or boundary line adjustment: name or other identification	Ordinance or resolution number	Effective Date	OFM Approval Date	Total Population	Total Housing Units
93rd Ave SW - Puget Western - Truck Stop	O2015-004	06/01/2015	06/05/2015	0	0
Eastside UGA Annexation	O2015-008	01/01/2016	02/16/2016	3255	1302
Totals				3,255	1,302

#### Supporting documentation

[View details or edit information](#)

Attached files:

File Name	Description	Uploaded by
pop_estimate_2016.xlsx	Our April 1, 2016 estimate worksheet	Thomas Kimpel

## Certify & Submit Page

**1.** The Certify & Submit page is only available to the user assigned to the Population Contact role. Users assigned to the Reviewer or Editor role will not see this page.

**2.** Click the **checkbox** that you certify the data provided is accurate and then click **Submit** for the data to be submitted to OFM.

*Once you submit Form A to OFM, you will not be able to make additional edits to the form. Contact your OFM analyst if you need something changed.*

### Certify & Submit

In accordance with [RCW 43.62.030](#), I am furnishing the Office of Financial Management (OFM) the information requested in this form regarding changes to this municipality's boundaries and housing stock from April 2, 2015 through April 1, 2016. I am also providing counts of manufactured homes, special housing units, and persons living in group quarters.

☒ I hereby certify that all reported information is valid and accurate to the best of my knowledge. \*

Tom Kimpel  
210 11th Ave SW  
Olympia, WA 98504  
thomas.kimpel@ofm.wa.gov  
(360) 902-0596

**Important - Please Read:** Once you click Submit, your estimate will be sent to OFM for review and you will no longer be able to make changes online. If you need to make changes, please do so before clicking Submit. To make changes after clicking Submit, please contact your OFM analyst.

Submit

## Managing User Accounts

**1.** Each user must be assigned a role. There are three roles within the system

Each city must have one person assigned as the Highest Elected Official. The Highest Elected Official can be assigned to any role and must be assigned to the Highest Elected Official Title.

**IMPORTANT! Only the Population Contact can add users, deactivate users and assign user roles and titles.**

### Roles:

Reviewer – A Reviewer can view Form A data, but cannot submit data. They can edit their own account contact information, but cannot change their role or remove themselves as user.

Editor – An Editor can edit and save Form A data, but cannot submit data. They can edit their own account contact information, but cannot change their role or remove themselves as a user.

Population Contact – There can be only one Population Contact per city. A Population Contact can edit and submit Form A data. They can edit their account contact information and the contact information for any user in their city, but cannot remove themselves as a user. They can assign another user as a Population Contact, but the existing Population Contact's role will be changed to an Editor.

### Title:

Highest Elected Official – the highest elected official will receive notifications informing them of the estimate development and review process. They can be assigned as any role.

2. From the PES homepage, choose **Manage Accounts** from the top menu. Current users are listed alphabetically by last name, regardless of their role.

*Based on your current role, your view of the users may be different.*

### 3. Add New User

Complete the required fields. By default, new users are added as an Editor.

Decide what role you want the new user to be assigned.

If you assign a new user to the Population Contact role, you will become an Editor.

If you assign a user the Highest Elected Official title, the account associated with previous Highest Elected Official is automatically deactivated.

New users will automatically receive an email from pop.estimate@ofm.wa.gov that contains their PIN.

*If the new user does not have a SAW account, they will need to create one and use their PIN to register their account with PES.*

## Population Estimate System

[Home](#)
[Manage Accounts](#)
[Reports](#)

### Manage Accounts

[+ Add New User](#)

Accounts for Tumwater - Thurston County:

Contact Information	
Suresh Bhagavan 555 ISRAEL RD SW TUMWATER, WA 98501 sbhagavan@ci.tumwater.wa.us (360) 754-4180 ext. 186	<a href="#">Edit</a> <a href="#">Remove</a>
Population Contact	
Tom Kimpel 210 11th Ave SW Olympia, WA 98504 thomas.kimpel@ofm.wa.gov (360) 902-0596	<a href="#">Edit</a>
Highest Elected Official	
Pete Kmet 555 ISRAEL RD SW TUMWATER, WA 98501 pkmet@ci.tumwater.wa.us (360) 754-5855	<a href="#">Edit</a>

### Add a new user account:

\* indicates required field

#### Contact Information

First Name	<input type="text" value="FIRST NAME"/>	*
Last Name	<input type="text" value="LAST NAME"/>	*
Email	<input type="text" value="EMAIL"/>	*
Address Line 1	<input type="text" value="ADDRESS LINE 1"/>	*
Address Line 2	<input type="text" value="ADDRESS LINE 2"/>	
City	<input type="text" value="CITY"/>	*
Zip Code	<input type="text" value="ZIP CODE"/>	*
Phone	<input type="text" value="PHONE"/>	*
Extension	<input type="text" value="EXTENSION"/>	

#### Title

☐ Highest Elected Official

#### Roles \*

☐ Reviewer
 ☒ Editor
 ☐ Population Contact

[Cancel](#)
[Ok](#)



4. When you add a user and assign them to the role of **Population Contact**, you will need to confirm the change to the existing Population Contact.

5. When you add a new user and assign the title of **Highest Elected Official** to them, you need to confirm the change to the existing Highest Elected Official.

## 6. Remove User

Notice that the Population Contact and Highest Elected Official don't have a remove button.

You can reassign the role of Population Contact or the title of Highest Elected Official by adding a new user or editing an existing one and selecting the appropriate option.

*If you assign another user to the Population Contact role, you'll need to work with the NEW Population Contact to add, edit or remove anyone.*

### Change Population Contact account?

Do you want to remove the ability to approve/submit "Form A" data from Tom Kimpel account?

Yes, change the Population Contact account to Michael Mohrman

No, do not change

### Change Highest Elected Official account?

Do you want to remove the title "Highest Elected Official" from the Pete Kmet account?

Yes, change the Highest Elected Official account to Tom Kimpel

No, do not change

## Manage Accounts

+ Add New User

Accounts for Tumwater - Thurston County:

Contact Information	
Suresh Bhagavan 555 ISRAEL RD SW TUMWATER, WA 98501 sbhagavan@ci.tumwater.wa.us (360) 754-4180 ext. 186	<div>Edit</div> <div>Remove</div>
Population Contact	
Tom Kimpel 210 11th Ave SW Olympia, WA 98504 thomas.kimpel@ofm.wa.gov (360) 902-0596	<div>Edit</div>
Highest Elected Official	
Pete Kmet 555 ISRAEL RD SW TUMWATER, WA 98501 pkmet@ci.tumwater.wa.us (360) 754-5855	<div>Edit</div>



## Reports

Several reports are available that allow users to view Population and Housing data, census data, annexations and estimate data.



Some reports are limited to specific times of the year when they are available.

When reports aren't available, the name of the report will display in a lighter color gray.



### Form A – Unedited

This report helps users see what their prior April 1 reporting population and housing data that was provided to OFM. This same information is available when the current April 1 reporting period is open for submission.

Between January 1 – February 28, users are able to access the prior April 1 reporting year report.

Between March 1 and the end of the calendar year, users are able to access the current April 1 reporting year report.

### Form A – City Edited

This report allows users to see the population and housing data they reported/saved in PES during an open April 1 reporting period. This is helpful for cities who have more than one person reporting data but only the Population Contact who is authorized to submit data to OFM

Available during the current April 1 Form A reporting period.

*Once users submit Form A data, the report is no longer available; however users can view their submitted data by viewing the Form A – OFM Edited report.*

### Form A – OFM Edited

This report shows users their Form A data submitted to OFM along with any updates by the OFM analyst. City data appears crossed out and the OFM data appears in red text below the city data.

Between January 1 through the day before the current April 1 reporting year period, users can view prior April Year reports. Reports are available for prior decade years and current decade years (where prior decade currently only has reports as far back as 2016). When the current April 1 reporting year period is open, users can view that year's report.

## Census Summary

This report is always available. Data displayed is from a saved census. This could be a Federal Census, Corrected Federal Census, Formal Census or Informal Census.

## Census PPH and Occupancy Rates

This report is always available. Data displayed goes back to 1990 up to the most recent saved census. Bold text shows data for census years. Non bold text shows data for years when an estimate was performed by OFM.

## Anneation List

This report is always available.  
Data only displays if the jurisdiction has annexations

## Estimate Review Worksheet

This report is provided for a review period in June after OFM has received the current April 1 population and housing data and has performed their estimates. Final estimate data is always available by July 1<sup>st</sup>.  
Between January 1 through early June users will be able to choose which April 1 reporting year report they'd like to view. During the Estimate Review period in June, the current April Year estimate data is available. If there are any changes by OFM, users can view the updated data.  
Between July 1 and December 31, the Final Estimate data for the prior April 1 reporting period is available.  
For cities whos boundaries span more than one county, your report will display information for each county. The report displays the city/county combination in alphabetical order by the county name.

## Preliminary Population Determination

Only available during the time users can view their preliminary estimates.

## Logout

**1.** When you click the **Logout** button, you will be redirected to the OFM April 1 page.

**Note:** if you immediately use the browser back button, you will be returned to the PES home page. You can close your connection by exiting your browser session.

