Population Estimate System
User Guide

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.

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.
**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** directly if you have any questions.

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

1. Shows the Form A due date. The status will change to “Submitted” when OFM has received it.
2. **Estimate Development** lets you know if OFM is working on your estimate.
3. The expected date when OFM’s preliminary review documents will become available.
4. The date by which OFM must complete the final estimate.
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.
1. Part “a” is for reporting units permitted since the 2010 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 2010 census that have not been completed.

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

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.
Adding/Editing Existing Data

Certain sections of the form require you to make changes to existing information.

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.

<table>
<thead>
<tr>
<th>Park Information</th>
<th>Number of manufactured homes in 2015</th>
<th>Max. capacity or number of pads 2015</th>
<th>Number of manufactured homes in 2016</th>
<th>Max. capacity or number of pads 2016</th>
<th>Close Park</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALLIMOR MHP</td>
<td>1</td>
<td>43</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>EAGLES LANDING MHP</td>
<td>2</td>
<td>117</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>LAUREL PARK</td>
<td>3</td>
<td>74</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>THUNDERBIRD VILLAGE</td>
<td>4</td>
<td>115</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>TUMWATER MOBILE</td>
<td>5</td>
<td>115</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>WESTERLY MHP</td>
<td>6</td>
<td>00</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>509</td>
<td>571</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
**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 Form]

**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 Form]
1. The Group quarters population section is similar to the Manufactured homes inside parks section.

2. Update the values in the white columns.

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.
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

<table>
<thead>
<tr>
<th>Annexation or boundary line adjustment</th>
<th>Ordinance or resolution number</th>
<th>Effective Date</th>
<th>OFM Approval Date</th>
<th>Total Population</th>
<th>Total Housing Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>93rd Ave SW - Pugel Westom - Truck</td>
<td>O2015-004</td>
<td>06/01/2015</td>
<td>06/05/2015</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Eastside UGA Annexation</td>
<td>O2015-003</td>
<td>01/01/2016</td>
<td>02/16/2016</td>
<td>3255</td>
<td>1302</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>3255</strong></td>
<td><strong>1302</strong></td>
</tr>
</tbody>
</table>

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 attached 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**.

3. Provide a brief description of the file and then click the **Upload** button.

4. 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.
Summary

1. The Summary page provides a snapshot of the data you’ve 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: 164
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
Number of manufactured homes inside parks: 2015 2016

B2. Outside parks
View details or edit information
Number of manufactured homes outside parks: 2015 2016

C. Group quarters population
View details or edit information
Total group quarters population: 2015 2016

D. Ammendations 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:

<table>
<thead>
<tr>
<th>Amendment or boundary line adjustment name or other identification</th>
<th>Ordinance or resolution number</th>
<th>Effective Date</th>
<th>CFM Approval Date</th>
<th>Total Population</th>
<th>Total Housing Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SW 15th Ave SW - Pugel Village - Tract 10</td>
<td>O2015-034</td>
<td>06/01/2015</td>
<td>06/05/2015</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Eastside UCA Annexation</td>
<td>O2015-008</td>
<td>01/01/2016</td>
<td>02/16/2016</td>
<td>3255</td>
<td>1302</td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td></td>
<td></td>
<td>3,255</td>
<td>1,302</td>
</tr>
</tbody>
</table>

Supporting documentation
View details or edit information
Attached files:

<table>
<thead>
<tr>
<th>File Name</th>
<th>Description</th>
<th>Uploaded by</th>
</tr>
</thead>
<tbody>
<tr>
<td>pop_estimate_2016.xlsx</td>
<td>Our April 1, 2016 estimate worksheet</td>
<td>Thomas Rimpel</td>
</tr>
</tbody>
</table>
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.

Manage Accounts

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

   Any one of these roles can also be assigned the title of Highest Elected Official. Each city can have only one Highest Elected Official.

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

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.
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 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.estimates@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.*
4. When you make a user the **Population Contact**, you will need to confirm the change to the existing Population Contact.

5. When you assign the title of **Highest Elected Official** to a user, you will 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.*