

General Information

What is the Population Estimate System or PES?

PES is OFM's new web-based application designed to collect the data OFM needs for its April 1 population estimates.

What are the benefits of using PES to submit Form A data?

There are a number of advantages to using PES over the paper-based method of data collection:

The system performs automatic calculations and displays running totals on many of the screens

Built-in controls to prevent data entry errors

Data submitted through PES will be available to jurisdictions in subsequent years

Jurisdictions can access a variety of reports through PES (see the Reports section for more detail)

Users can create user accounts through PES any time of the year. This reduces the need to have to wait for the OFM Form E.

Can I provide feedback about PES?

Absolutely! We would love to hear feedback from you. Please send comments to your jurisdiction analyst or use our general email box at pop.estimate@ofm.wa.gov. Please include your name, jurisdiction and the version of the web browser you are using in your message.

Accessing and Using PES

How do I get access to PES?

PES is accessible by authorized users. The first step is for OFM analysts to create an account to the application for you. The second step is for users to create a Wa.Gov account with the same First Name, Last Name and email address we have on record. Users must validate their email address. See the [PES 2.0 Setup WA.gov and access PES](#) user guide for steps to access PES.

Once the accounts are set up, users can access the PES application from <https://pop.ofm.wa.gov>.

I am trying to sign into PES via WA.gov, why didn't I receive an authentication email?

You may not be a registered PES contact in OFM's secure authentication management system. If you believe this is in error, please contact us at pop.estimate@ofm.wa.gov or call us at 360-902-0599.

How do I fill out Form A?

To learn how to use the PES application to enter Form A data, see the [PES User Guide](#). For questions about Form A, see the Form A Frequently Asked Questions page.

Each Form A section includes Instructions. Some Form A sections also include Examples. These areas are minimized by default. They can be expanded for full instructions.

The screenshot shows the PES application interface. At the top, there is a blue header with the Washington State OFM logo and 'Population Estimate System' title. Below the header, the current location is 'Coulee Dam (part) - Okanogan County' for 'April Year 2025'. A user is logged in as 'Jane Seven' with the role of 'Reviewer'. The main content area is titled 'Housing Unit & Population Survey'. On the left, a sidebar menu lists 'Survey Form (Form A)' with sub-sections: 'A. Frame Housing' (including 'A1. New Permits', 'A2. Carryover Permits', and 'A3. Housing Loss'), 'B. Manufactured Homes' (including 'B1. Inside Parks' and 'B2. Outside Parks'), 'C. Group Quarters', and 'D. Annexations'. The 'A3. Housing Loss' section is selected. The main content area for 'A3. Housing lost or removed from April 2, 2024 through April 1, 2025' includes instructions and examples. The instructions state: 'Report the number of frame housing structures and units removed from the housing stock for any reason (e.g. demolition, destruction, conversion to non-residential use, physical removal, etc.) in the columns below. For conversions which add residential units, report the original residential structure in this section and the newly created units in Section A1.' The examples section shows: 'The jurisdiction is reporting the conversion of large single-family house to a 4-unit apartment. The jurisdiction would report the single-family structure as a 1-unit structure removal in Section A3, and add a 4-unit structure in Section A1 as if it were a completely new structure..'. At the bottom of the screenshot, a table header is visible with columns for 'Supporting Documents', 'Structure', 'Number of housing structures', and 'Number of housing units lost'.

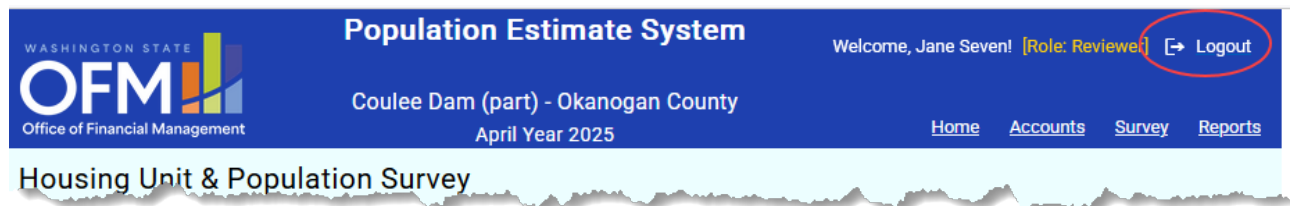
Why can't I provide data for some Group Quarters?

OFM receives population data for some Group Quarters from administrative sources. Users are not required to provide this data; therefore the system disables the ability to modify those Group Quarters.

How do I logout or quit PES?

The best way to exit PES is to click the Logout button in the upper right corner of the application.

- You will be taken back to the WA.gov sign in page.
- You can close your browser window or navigate to a new page.



What do I do if I am unable to use (or don't want to use) the PES online system?

OFM encourages jurisdictions to make an effort to use the web application and will be happy to assist you if you run into difficulties. If needed, we can send you a PDF version of the form that can be filled out and mailed back to us.

What is the difference between an error message and a warning message?

Warning messages typically notify users that the data they have entered is not what is expected. Jurisdiction users can save and submit data with warnings. Users should add a comment to explain why their data deviates from expectations.

Error messages typically alert users to missing or inaccurate information. Users cannot save data until the errors are resolved.

Why does PES time out after 30 minutes?

As a security measure, your PES session will time out after 30 minutes of idle time. This is to protect against possible use of the session by other parties.

Account Management

What do I need to know about PES account management?

The PES Accounts page allows the management of user accounts. OFM encourages you to maintain user accounts for your jurisdiction using this page.

For each user account created, the user must have a WA.gov account where their First Name, Last Name and email address matches what OFM has on record for the user.

Users can be assigned one of the following three roles and have the privileges listed for the jurisdiction(s) they are responsible:

Population Contact (PC): There must be one per city

- Add/Edit Form A data

- Authorized to Certify and submit Form A data to OFM

- Add, edit or remove user accounts

- Run reports

Editor:

- Edit Form A data

- Run reports

Reviewer:

- Review Form A data

- Run reports

Reviewer:

- View Form A data

- View Reports

- View accounts

Highest Elected Official (HEO): There must be one per city

View Form A data – by default Reviewer role

View Reports

View accounts

Note: If the HEO needs to edit data in the system, the Population Contact can change their role, or they can contact OFM at pop.estimated@ofm.wa.gov or call us at 360-902-0599.

Certify and Submit

Why can't I see the 'Certify and Submit' page? It is grayed out.

The Certify and Submit page is only available to the designated Population Contact who is authorized to submit data to OFM on behalf of the jurisdiction.

Why do I have to 'Certify and Submit'?

State laws requires jurisdictions to provide OFM with the information requested on Form A. Having one responsible jurisdiction official certify and submit through PES creates a digital record of the transaction that helps satisfy the reporting requirements. The 'Certify and Submit' process takes the place of a signature on the paper form.

How do I find out the name of my jurisdiction's designated Population Contact?

- When logged into PES, go to the Accounts page.
 - a. The Population Contact information can be found on the left side of the screen in the Account List.

The screenshot displays the 'Population Estimate System' interface. At the top, it shows the Washington State OFM logo and the user's role as 'Reviewer'. The main content area is divided into two columns. The left column, titled 'Manage Accounts', contains an 'Account List' with three entries: 'Highest Elected Official' (Stefani Bowden), 'Population Contact' (Bob Poch), and 'Form-A Reviewer'. The right column, titled 'Population Estimate System User Roles', provides detailed descriptions for each role: 'Highest Elected Official' (receives notifications), 'Population Contact' (can edit and submit data), 'Editor' (can edit and save data but not submit), and 'Reviewer' (can view data but not submit).

- Contact your OFM analyst directly
 - a. From the PES Home Page, click the email link for your OFM analyst. This opens a blank email window that is auto filled with your OFM analyst email and default Subject.

April 1 Population Estimates

The Housing Unit and Population Survey, also known as Form A, gathers housing unit and population data from jurisdictions. The information provided by jurisdictions is used by OFM to make April 1 jurisdiction population determinations.

OFM analysts generate population estimates for jurisdictions in their assigned counties. Please contact your analyst directly if you need historical information; need help with data collection requirements; or wish to discuss matters related to the population estimate for your jurisdiction.

Questions? Contact your Analyst:

Wei Gu
 (360) 974-9296
wei.gu@ofm.wa.gov

Estimate Status for the Town of Coulee Dam (part): April Year 2025

- If you are not in PES, contact us at pop.estimate@ofm.wa.gov. Please include your name, title, and the jurisdiction you work for in your message. You can also call us at 360-902-0955.

Reports

What is the purpose of the PES Reports?

The PES reports are designed to help get you the information you need for the April 1 estimate process.

The PES Reports page provides descriptions for each of the following reports:

- **Form A – Unedited:**
 - This report can be used to gather the population and housing data that will be submitted to OFM through the Population Estimate System (PES) by the Population Contact.
 - In the sections B1: Inside Parks and C: Group Quarters, the prior April Year information displays to help users see what their prior year’s reporting was to OFM, which can often times assist with the current year reporting.
 - Current April Year reports are available when Form A reporting is open through the end of the calendar year.

- **Form A – City Edited:**
 - This report can be used to see the population and housing data that has been saved or submitted by a jurisdiction through the Population Estimate System (PES).
 - The report will not display an edits by OFM.
 - This report is only available through PES during an active April 1 reporting period, which is typically mid-March through early May.

- **Form A – OFM Edited:**
 - Users can view both the data submitted to OFM by a jurisdiction and any changes that an OFM analyst made to the submission.
 - Current April Year report is available starting mid-March.
 - Past April Year reports are available for the prior decade years (for the 2010 decade, the reports only start at 2016).

- **Census Summary:**
 - Allows users to view the most recent census data. For most jurisdictions this will be the most recent federal census. However, for jurisdictions that have conducted formal censuses after the federal census it will display the most recent formal census data.
 - Jurisdictions may want to review their last census data to better understand their current estimate or to use the rates for various planning/evaluation purposes.
 - This report is available at any time

- **Estimate Review Worksheet:**
 - This report is intended to help cities review and understand the details used to develop the current year preliminary population estimate.
 - The data in this report are for review purposes only. They should only be shared with jurisdiction staff that have a business need to know.
 - Current April Year reports are available for a 2-week review period starting in early June.
 - Past April Year reports are available in PES starting in 2016.
 - Final estimates are published no later than July 1st of each calendar year on our [April 1 web page](#).

- **Preliminary Population Determination:**
 - This report is part of the review materials that jurisdictions receive when they review their preliminary estimate.
 - Current April Year reports are available for a 2 week review period around early June to late June. This review period allows jurisdictions to review their Preliminary Estimate prepared by OFM.
 - After the review period this report information is published on our [April 1 web page](#).

Supplemental Reports

- **Census PPH and Occupancy Rates:**
 - This report provides census occupancy and household size data from 1990 to the most recent census.
- **Annexation List:**
 - This report lists the annexations/boundary line adjustments have been approved by OFM from 1/1/2010 to the present.
 - It is important for jurisdictions to review this list to ensure that OFM produces our housing and population estimates on accurate jurisdiction boundaries.
 - Please contact OFM if any annexations/boundary line adjustments occurring from 2010 to present are missing from this list.
- **Housing Change Since Federal Census**
 - This report details the completed, demolished, and annexed housing units by structure type each year since the last federal census.
 - The report includes the number of people in tracked special housing and group quarters.
- **OFM Population Estimate Website**
 - The [April 1 web page](#) contains the current official estimates information.

Why don't I see a report after selecting it?

Check your browser setting to make sure that your pop-up blocker isn't set. Reports will typically generate after a second attempt to be generated if the pop-up blocker is set, but we recommend to turn the pop-up blocker off.

Why are some reports grayed out?

Some of the reports are only available at specific times.

For example: the current year Estimate Review Worksheet and Preliminary Population Determination are only available during the estimate review period in early June.

Some reports are only available when there is data to report.

For example: Form A – OFM Edited is not available until you have submitted your data and OFM analysts have had time to review it.

Where can I find the data I submitted to OFM?

There are two reports that show the data you submitted to OFM.

Form A – City Edited report is available once you submit your Form A data to OFM. It is only available during the Form A reporting period.

Form A – OFM Edited report also shows the data you submitted to OFM. This report also shows any changes made by your OFM analyst.

The screenshot displays the 'Population Estimate System' interface. At the top, there is a navigation bar with the OFM logo, the system name, and user information (Welcome, Jane Severt | Role: Reviewer | Logout). Below the navigation bar, the main content area is titled 'Population Estimates Reports'. On the left, there is a 'Report List' sidebar with a search icon and a list of reports: 'Form A - Unedited', 'Form A - City Edited', 'Form A - OFM Edited', 'Census Summary', 'Estimate Review Worksheet', and 'Preliminary Population Determination'. Underneath, there are 'Supplemental Reports' including 'Census PPH And Occupancy Rates', 'Annexation List', 'Housing Change Since Federal Census', and 'OFM Population Estimate Website'. The main content area on the right shows the details for 'Form A - Unedited', 'Form A - City Edited', 'Form A - OFM Edited', and 'Census Summary', each with a list of bullet points describing the report's purpose and availability. The 'Form A - City Edited' and 'Form A - OFM Edited' reports have red arrows pointing to them from the sidebar. The 'Reports' link in the top navigation bar is circled in red.