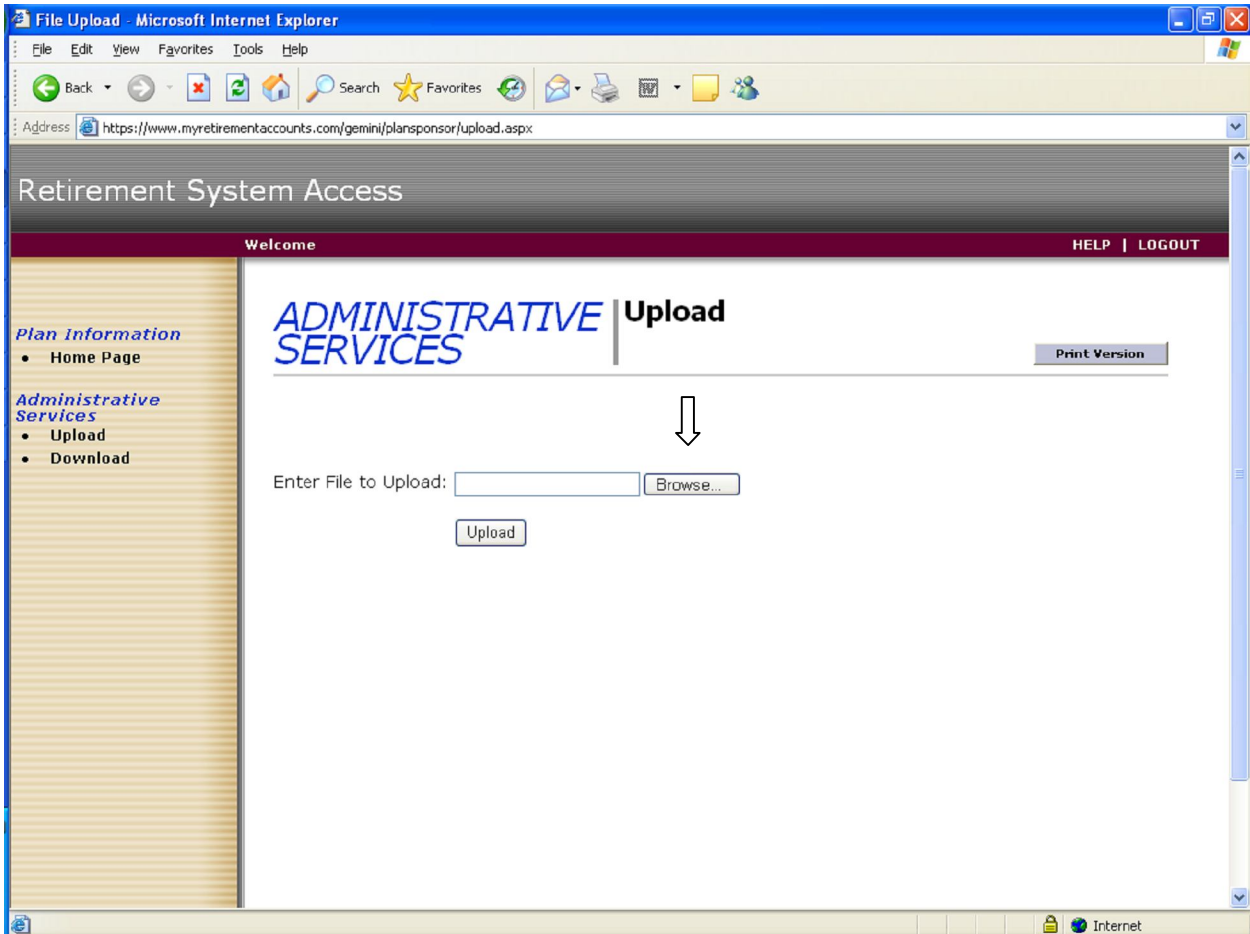


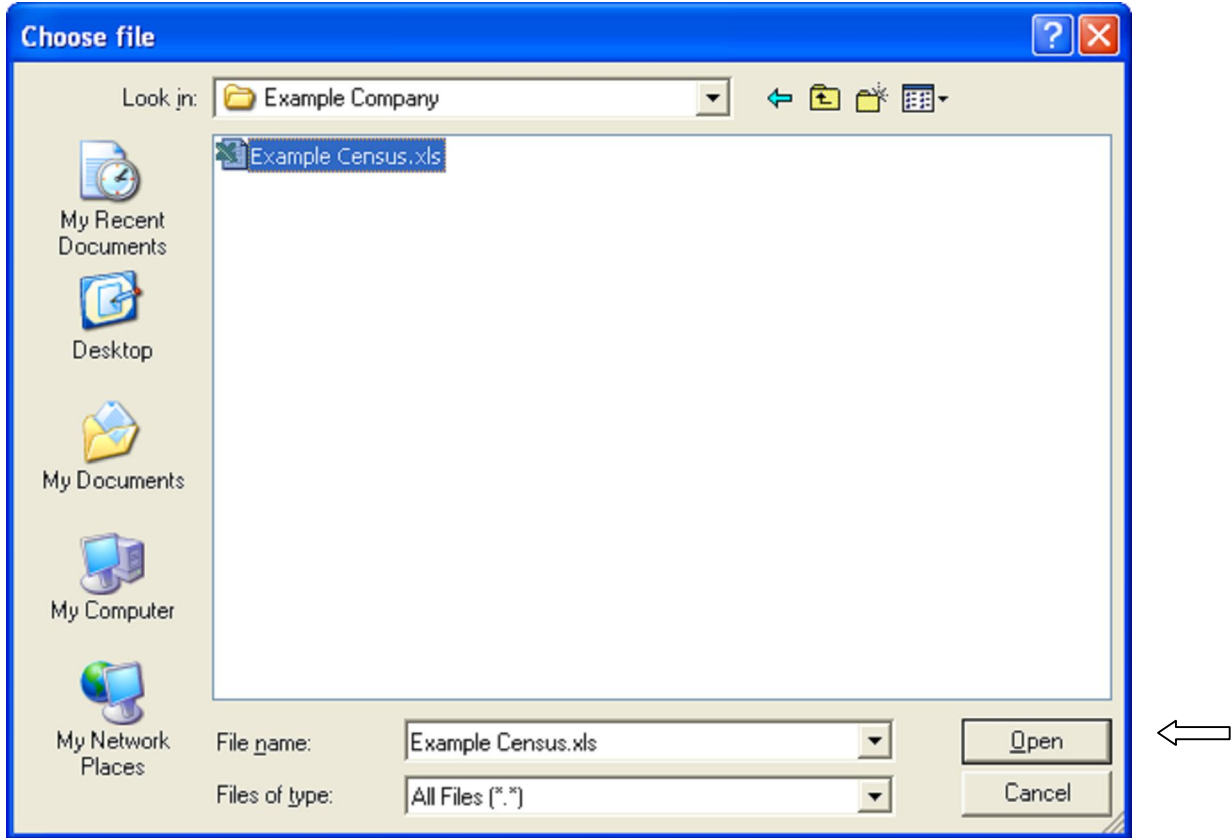
## Census Instructions

### Uploading the Completed Census Report

1. Please refer back to the instructions for Downloading the Census Report and complete steps 1 through 5.
2. Click on the **Upload** option under the Administrative Services heading.
3. Click on **Browse**.



4. Locate where you saved the Census Report, click on the File and select **Open**.



5. On the web page, click on **Upload**. Upon completion, a message will appear informing you that the file was successfully uploaded.

The system will automatically notify us that the census has been uploaded. We will review the data and contact you if any additional information is needed.