

# Population Estimate System

## User Guide

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

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

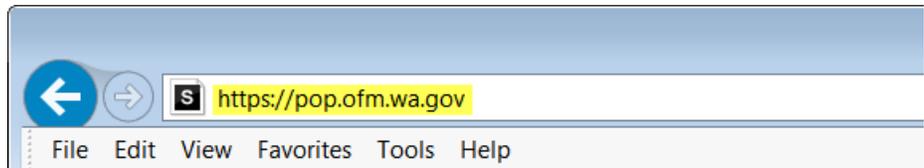
- Make sure that you have a SecureAccess Washington (SAW) account and have registered your account with PES using your PIN. For instructions on how to do this, see the [Setting up a SAW Account and Registering with PES](http://www.ofm.wa.gov/pop/april1/ofm_april1_pes_saw.pdf) document at [http://www.ofm.wa.gov/pop/april1/ofm\\_april1\\_pes\\_saw.pdf](http://www.ofm.wa.gov/pop/april1/ofm_april1_pes_saw.pdf).

### Login to PES

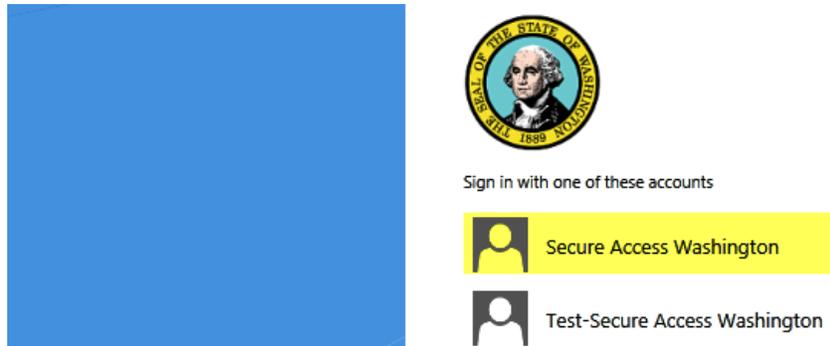
1. Start a browser session.

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 **User ID** and **Password** that you used when you set up your SAW account.

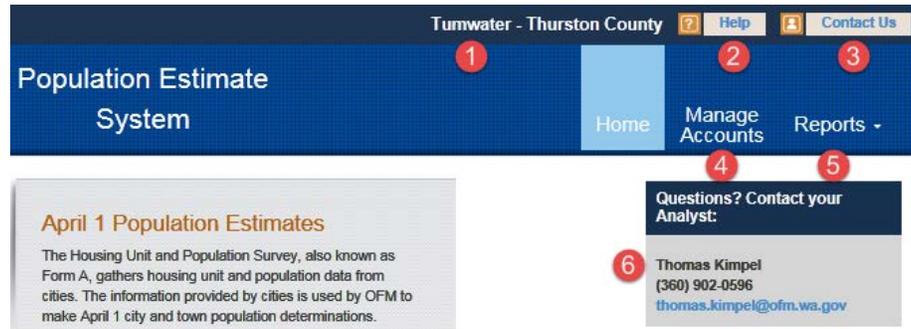
Click the **Login** button.

*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.*



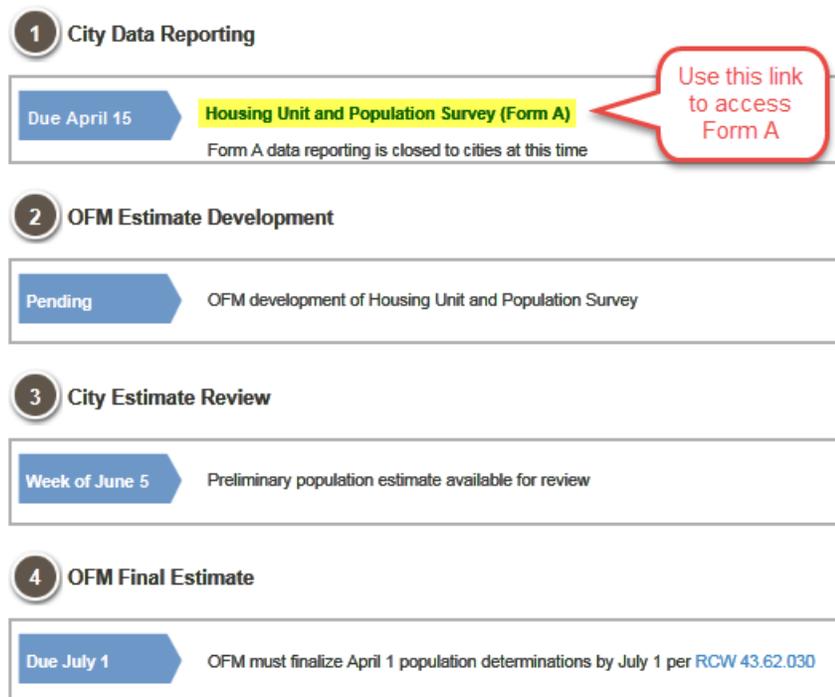
## PES Dashboard

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.



## Housing Unit and Population Survey (Form A)

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

## 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.

### B1. 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		Number of manufactured homes in 2015	Max. capacity or number of pads 2015	Number of manufactured homes in 2016	Max. capacity or number of pads 2016	Close Park
ALLIMOR MHP 5705 LITTLEROCK RD SW 98512	 Edit	1 43	44	0	0	<input type="checkbox"/> 2
EAGLES LANDING MHP 2257 W EAGLE LN SW 98501	 Edit	117	117	0	0	<input type="checkbox"/>
LAUREL PARK 3244 66TH AVE SW 98512	 Edit	74	74	0	0	<input type="checkbox"/>
THUNDERBIRD VILLAGE MHP 708 DENNIS ST SE 98501	 Edit	115	115	0	0	<input type="checkbox"/>
TUMWATER MOBILE ESTATES 930 TROSPER RD SW 98512	 Edit	115	115	0	0	<input type="checkbox"/>
VELKOMMEN MHP 2535 70TH AVE SW 98512	 Edit	39	40	0	0	<input type="checkbox"/>
WESTERN PLAZA MHP 1841 TROSPER RD SW 98512	 Edit	66	66	0	0	<input type="checkbox"/>
<b>Total</b>		<b>569</b>	<b>571</b>	<b>0</b>	<b>0</b>	

 + Add park 3

## 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"/>	

## Group Quarters

1. The Group quarters population section is similar to the Manufactured homes inside parks section.
2. Update the values in the white columns.
3. Use the **Add New Facility** and **Edit** buttons to make changes.

### C. Group quarters population

**+ Instructions**

[+ Add New Facility](#)

**- Nursing/Convalescent Home**

Facility Information	2015 Population	2016 Population	Close Facility
HAMPTON SPECIAL CARE CENTER 1400 TROSPER RD SW 98512 (360) 786-6062	50	0	<input type="checkbox"/>
OLYMPICS WEST RETIREMENT 929 TROSPER RD SW 98512 (360) 943-9900	151	0	<input type="checkbox"/>
<b>Subtotals for Nursing/Convalescent Home</b>	<b>201</b>	<b>0</b>	

**- College Dormitory/Fraternity/Sorority**

No detailed group quarters data were reported in 2015.

**- Mental/Correctional/Jail/Juvenile**

No detailed group quarters data were reported in 2015.

**- Military Quarters**

No detailed group quarters data were reported in 2015.

**- Other Non-Institutional**

No detailed group quarters data were reported in 2015.

[+ Add New Facility](#)

**Group Quarter Totals**

	2015 Population	2016 Population
<b>Total Group Quarters Facilities</b>	<b>201</b>	<b>0</b>

## 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**.

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.

### 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

No documentation has been uploaded for this estimate.

Add 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 city analyst.

#### + Instructions

No documentation has been uploaded for this estimate.

Add attachment

#### New attachment (upload)

File Name	Description	Size	Progress	Status	Actions
pop_estimate_2016.xlsx	Our April 1, 2016 estimate worksheet	0.02 MB	<div style="width: 0%;"></div>		<a href="#">Upload</a> <a href="#">Remove</a>

### 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	<a href="#">Delete</a>

## Summary Page

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	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

## 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.*

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>

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.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.*

Add a new user account:

\* indicates required field

Contact Information

**First Name**  \*  
**Last Name**  \*  
**Email**  \*  
**Address Line 1**  \*  
**Address Line 2**   
**City**  \*  
**Zip Code**  \*  
**Phone**  \*  
**Extension**

Title

Highest Elected Official ?

Roles \*

Reviewer ? 
  Editor ? 
  Population Contact ?

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

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

#### 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

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.

#### 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

#### 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.*

#### Manage Accounts

[+ Add New User](#)

Accounts for Tumwater - Thurston County:

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

