

# Visual guide

**This easy to follow guide explains how you can help someone else complete the 2018 Census.**

Every five years we count everyone in New Zealand. We do this by asking everyone to fill in a census form. You will be asked questions about where you live and what you do.

Knowing about you, and all the other people in your community, will help make decisions about how to fund services, such as schools, roads, and buses.

Census day is  
**Tuesday, 6 March 2018.**



Look out for your access code in your letterbox from **23 February**. Once you have this letter, you can do the census online or call us for a paper form.



If you need help with your census questions, call **0800 CENSUS (0800 236 787)** to speak to someone. We will be open from 19 February.

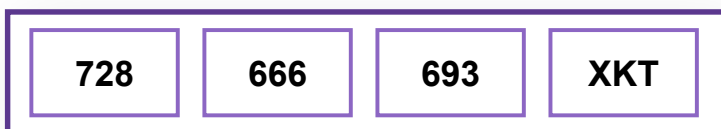


Complete the census online, on or before, Tuesday 6 March. To fill out the census you can use a desktop, laptop, tablet, or mobile phone.



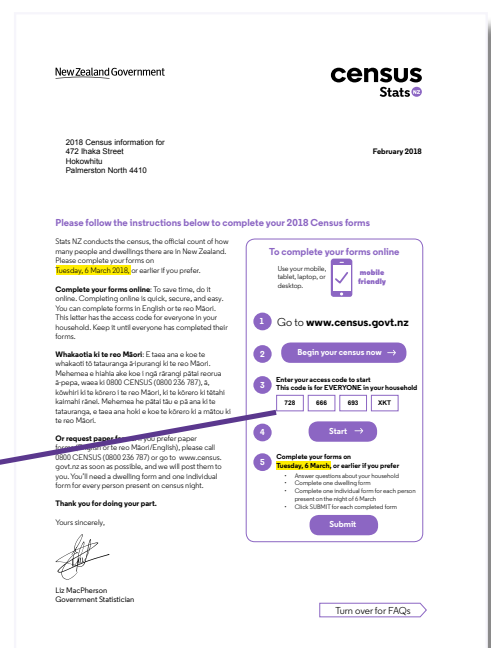
## Before you begin you'll need your access code.

If you don't have yours, go to [census.govt.nz](http://census.govt.nz) or call **0800 CENSUS (0800 236 787)** to request a new one.



**Note:** this is a sample code.

The following page will show you how to complete your census.

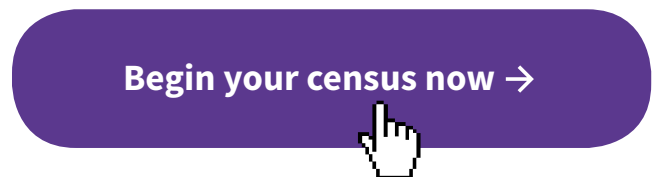


# To complete forms online

**1** Go to [census.govt.nz](http://census.govt.nz)



**2** Click on this button



**3** Enter your access code

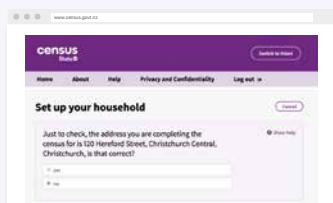


*Note: this is a sample code.*

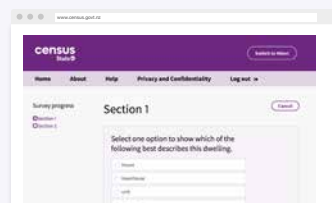
**4** Click on this button



**5** Answer questions about your **Household**



**6** Complete one **Dwelling Form**



**7** Everyone in your household has to complete one **Individual Form**



**8** **Submit**

**9** 

When everyone has completed their census forms, securely discard your access code.