

External Account Creation and HB87 Submission Instructions

To login, go to <https://www.audits.ga.gov/auth>

If you did not have an account in the prior year or have never submitted data to DOAA, you can use the “Create a New Account” link (see image below in Step 1) to create an account.

If you know your login name but have forgotten your password, you can use the forgotten password feature which is a question and answer set, otherwise known as a challenge response. This will allow you to reset your password. It is highly recommended that you update your challenge/response questions each year. If you have forgotten your password, click on “Forgot Password” (see image below in Step 1) and then enter in your email address. You will then be taken to the challenge/response questions.

*If you already have an account with the Department of Audits and Accounts, proceed to **Step 6**. (To submit data for any DOAA web application, you can use an existing account created in the prior year.)*

Also, if you work with more than one Entity in the submission process see the *Request Access* section in **Step 8**.

1. If you are a new user, you will need to Create a new account by clicking “Create New Account” in bottom left corner. Once you have created a new account, you will then use your username (your email address) and password to login each time.



The Georgia Department of Audits and Accounts

Username:

Password:

Login

Forgot Password	If you have forgotten your password, press the Forgotten Password link.
Create New Account	To setup a new account, press the Create New Account link.

2. On the next screen you will need to enter your email address, choose your organization type, and then start typing in your organization name. Matches containing your organization will be displayed. Once you find your organization name, highlight the name. Then press Next.

Note: It is sometimes more effective to use keywords rather than the entire organization's name. Also note that abbreviations may not be consistent.

An Example:

If looking for "The City of St. Mary", try to put in **St.** or the word **Saint** or the actual city name (in this example **Mary**)

The Georgia Department of Audits and Accounts

Welcome to the Account Creation Wizard

1. Please enter your Email address
2. Then select an Organization type
3. Then enter your Organization's name
4. Where applicable, select your Organization's code
5. Proceed by pressing the next button

Email address:

Select an Organization type:

- State Agencies, Boards, Authorities and Commissions
- Units of the University System and Georgia Military College
- Regional Educational Service Agencies (RESA)
- Technical Colleges
- Local Boards of Education (LEA)
- Counties
- Cities (including Consolidated Governments)
- Local Authorities
- Higher Education Foundations and Similar Organizations
- Regional Commissions

Select an Organization name:
(Begin by typing Organization name - minimum of 1 letter - no special characters)

Make sure if you are a Local authority such as a Water or Housing Authority, that you are choosing the Local Authorities organization type, which is the last option.

3. You will then be taken to a screen to fill out contact information and password challenge questions and answers. The person that is submitting the file should fill out the User Details. Then fill out the manager information with details of your supervisor.



The Georgia Department of
Audits and Accounts

Account Creation Wizard - Step 2

All information needs to be filled to complete the registration process.

User Details

First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Job Title:	<input type="text"/>	Telephone:	<input type="text"/>
Email address:	<input type="text" value="username@domain.com"/>		

* Please enter the phone number using the following format: 404-732-9100

Manager Details

Manager First Name:	<input type="text"/>	Manager Last Name:	<input type="text"/>
Manager Phone:	<input type="text"/>	Manager Email:	<input type="text"/>

* Please enter the phone number using the following format: 404-732-9100

Security Questions

Please select a question:	<input type="text" value="Please select a question."/> <input type="text"/>	Please enter an answer:	<input type="text"/>
Please select a question:	<input type="text" value="Please select a question."/> <input type="text"/>	Please enter an answer:	<input type="text"/>
Please enter a question:	<input type="text"/>	Please enter an answer:	<input type="text"/>

Password

You must setup a password for your account. Please enter the password below. The password you choose MUST meet the following criteria:

1. At least 1 character
2. At least 1 number
3. The minimum length of your password must be 8 characters
4. The maximum length of your password is 20 characters

Please enter a Password:	<input type="text"/>
Please re-enter the password:	<input type="text"/>

7. Your Menu Options are:

- Home
- Account - update account information
- Request Access – this is to request access to an application. Also if you manage information for another entity you will need to request access to manage that entity from this screen. (A user can upload files for several organizations but the user must request access for each organization.)
- Password – allows changing of password
- Logout



When you first login, you will see the following page. This page shows you what applications you have access to. At this point it should be blank if you have never requested access to any of DOAA's applications. To request access, press the [Please Click Here](#) link above the box, **or you can click the "Request Access" link on the blue bar across the top.**



8. Next you will be brought to the Request Access page. You will need to select an organization type and then start typing an organization. Then you should select the application you need access to (HB87 Immigration Act Collection System)

The Georgia Department of Audits and Accounts

Home Account Request Access Password Logout

Request Access

If you would like to request access to an application, choose the organization name from the drop down menu then choose the name of the application. Once submitted this request will be reviewed and approved by the appropriate business unit.

Select an Organization type:

- State Agencies,Boards,Authorities and Commissions
- Units of the University System and Georgia Military College
- Regional Educational Service Agencies (RESA)
- Technical Colleges
- Local Boards of Education (LEA)
- Counties
- Cities (including Consolidated Governments)
- Local Authorities
- Higher Education Foundations and Similar Organizations
- Regional Commissions

Select an Organization name:
(Begin by typing Organization name - minimum of 1 letter - no special characters)

Select an Application: -- Please Select --

Current Access

Below you will find a list of applications and organizations you currently have access to. You can filter the list by selecting the application or organization.

Filter By: Application: -- Please Select --

Organization: -- Please Select --

No requests found.

Application	Organization
Nothing found to display.	

The "Current Access" section above shows what applications you already have access to.

9. After you click "Request Access" this page will be shown:

Your request for access Application has been sent to the Account Manager.

10. Please press the **Home** page tab and the HB87 Immigration Act Collection System will show up as an application that you can now access. You should double click HB87 Immigration Act Collection System that is highlighted in blue to go to the application and upload your file.



The screenshot shows the website for the Georgia Department of Audits and Accounts. The header includes the department's logo and name, along with navigation tabs for Home, Account, Request Access, Password, and Logout. Below the header, there is a welcome message and a table of applications. The table has two columns: Name and Description. The first row in the table is highlighted in blue and contains a red 'X' icon, the text 'HB87 Immigration Act Collection System', and the description 'Immigration Act Collection System'.

Name	Description
✘ HB87 Immigration Act Collection System	Immigration Act Collection System

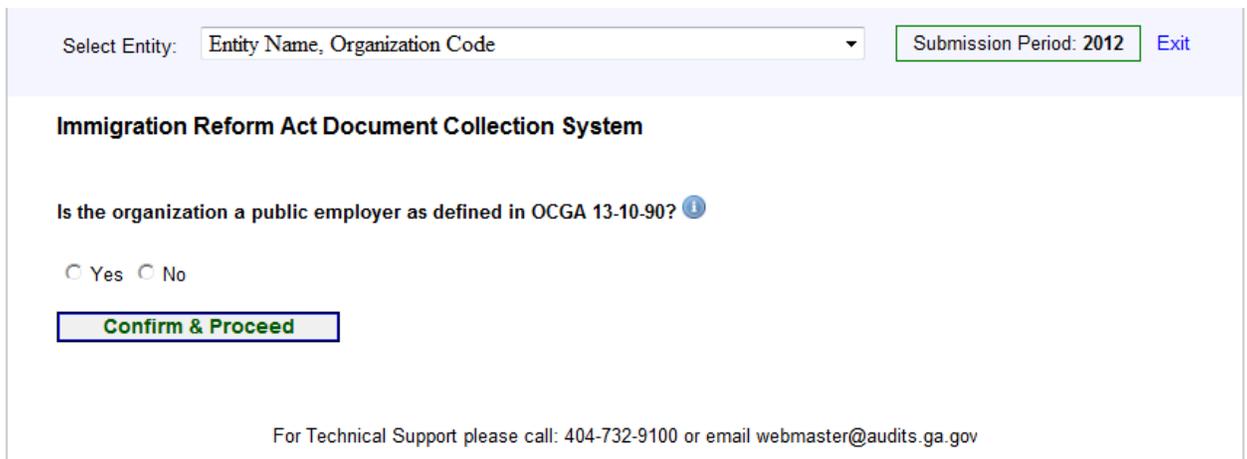
Upload Instructions for HB87 Immigration Act

11. When you open the Immigration Act application, you will be taken to this page. Please read all the information then press Continue.



The screenshot shows the top of the application with the Georgia state flag on the left and the title "HB 87 Immigration Act Collection System" in the center. On the right is the Georgia State Seal. Below the header is a navigation bar with "Select Entity: Entity Name, Organization Code" and "Submission Period: 2012" with an "Exit" link. The main content area is titled "Immigration Reform Act Document Collection System" and includes a welcome message for Peter Downer. It contains two paragraphs of text: one about contacting the Department of Audits and Accounts for questions, and another stating that the staff cannot provide legal advice. A "Continue" button is highlighted with a blue border. Below this is a red-bordered box containing a question: "Would you like to submit for a prior year ? If so please select from the following list:" followed by a dropdown menu set to "-- Please Select --" and another "Continue" button. At the bottom, technical support contact information is provided: "For Technical Support please call: 404-732-9100 or email webmaster@audits.ga.gov".

12. Next you will be taken to the following screen. For the definition of a public employer, please hover over the Information icon . Please answer the question regarding a public employer and Press Confirm & Proceed.



This screenshot shows the same header and navigation bar as the previous page. The main content area is titled "Immigration Reform Act Document Collection System" and contains the question: "Is the organization a public employer as defined in OCGA 13-10-90?" with an information icon to its right. Below the question are two radio buttons: "Yes" and "No". A "Confirm & Proceed" button is highlighted with a blue border. At the bottom, the same technical support contact information is displayed: "For Technical Support please call: 404-732-9100 or email webmaster@audits.ga.gov".

13. You will be taken to a screen that asks for your e-verify number and the authorization date for your organization. Fill out this information and then press Confirm and Proceed.

** For more information on the e-Verify program please see <http://www.dhs.gov/e-verify>

Select Entity: Entity Name, Organization Code

Submission Period: 2012 Exit

Immigration Reform Act Document Collection System

Please provide a eVerify number and authorization date or confirm the existing eVerify number and authorization date for your entity: (For more information about eVerify please click [here](#).)

eVerify Number:

Authorization Date: Format (mm/dd/yyyy)

Confirm & Proceed

For Technical Support please call: 404-732-9100 or email webmaster@audits.ga.gov

14. Next you will be taken to a screen that asks if your organization entered into any contracts for the physical performance of services during the reporting period. After answering the question, Press Confirm & Proceed.

Select Entity: Entity Name, Organization Code

Submission Period: 2012 Exit

Immigration Reform Act Document Collection System

During the reporting period (Dec 1, 2011 through Nov 30, 2012) did you enter into any contracts for the physical performance of services as defined in OCGA 13-10-90 ?

Yes No

Confirm & Proceed

For Technical Support please call: 404-732-9100 or email webmaster@audits.ga.gov

15. Next you will be taken to a screen that asks a question about business license, occupational tax certificates, or other documents. After answering the question, Press Confirm & Proceed.

Select Entity: Submission Period: 2012 [Exit](#)

Immigration Reform Act Document Collection System

Did you issue or renew any business licenses, occupational tax certificates, or other document(s) required to operate a business during the reporting period (Dec 1, 2011 through Nov 30, 2012)?

Yes No

[Confirm & Proceed](#)

For Technical Support please call: 404-732-9100 or webmaster@audits.ga.gov

16. Depending on how you answered the questions above will determine how many files you are required to submit. If you answered Yes to both questions, you will be presented with the following screen that lets you upload your Excel files. The extension must be .xls or .xlsx. After reading and verifying your answers, you should

- Click browse to find the excel file on your local computer.
- Press the **Upload File** button
- Then press the **Finish** button.

NOTES:

This is the excel spreadsheet that was emailed to you along with these instructions.

Only one file is allowed to be uploaded.

Select Entity: Submission Period: 2012 [Exit](#)

Upload Immigration Reform Act File

Based on your answers to the questions, the number of required files for your organization is **2**.

Please verify your answers.

Your organization **is** a public employer as defined in OCGA 13-10-90. [Edit](#)

E-Verify Number: **54321** Authorization Date: **01/25/2010** [Edit](#)

Your organization has entered into contracts for the physical performance of services as defined in OCGA 13-10-90 during the reporting period (Dec 1, 2011 through Nov 30, 2012). [Edit](#)

Your organization has issued or renewed business licenses, occupational tax certificates, or other document(s) required to operate a business during the reporting period (Dec 1, 2011 through Nov 30, 2012). [Edit](#)

Using the "Browse" button below, select your file and click "Upload File" to submit. We will only accept XLS and XLSX excel formats.

Requested # of files to be uploaded	Uploaded # of Files	Submission Period
2	0	2012

File Name	File Type	Size (Bytes)	Upload Date
File Type: <input type="text" value="--- Please Select File Type ---"/> ? Upload File: <input type="text"/> <input type="button" value="Browse..."/> Upload File [Max allowed File size 72MB.]			

When complete, please click "Confirmed" button. Note: you will not be able to upload additional files after selecting "Confirmed".

[Confirm & Finish](#)

17. Please note that you can remove the file by pressing the **X** next to the filename. You are able to remove the file as long as you have not pressed Finish.

Requested # of files to be uploaded	Uploaded # of Files	Submission Period
1	1	2012

File Name	File Type	Size (Bytes)	Upload Date
X testfile1_hb87_file1_affidavits.xlsx	SECTION 3 E-VERIFY CONTRACTOR REPORT	9661	11/15/2012

When complete, please click "Confirmed" button. Note: you will not be able to upload additional files after selecting "Confirmed".

Confirm & Finish

18. If you answered **No** in **Step 4** and you answered No in **Step 5**, you will be shown the following screen.

Select Entity: [Exit](#)

Upload Immigration Reform Act File

Please verify your following selections:

E-Verify Number: 123123 Authorization Date: 10/10/2011

Your organization has **not** entered into any contracts for the physical performance of services as defined in OCGA 13-10-90 during the reporting period (Dec 1, 2011 through Nov 30, 2012).

Based on your answers, you are not required to submit any data for this reporting period. Please confirm your answers are correct and press "Confirm" to complete the process.

Confirm & Finish

**Please be aware that after you have clicked "Confirm" button, you will not be able to upload any files.

When you have verified your answers, press the Confirm button.

19. Once you press the Finish or Confirm button, you will get a reminder message about submitting the Public Benefits/SAVE report to the Department of Community Affairs. Press OK and you will get the following confirmation page.

Reminder: Please submit your Public Benefits/SAVE Report to the Department of Community Affairs by the reporting deadline of January 1, as required by O.C.G.A. §50-36-1.

OK

20. The screen below shows that you are complete. **If needed for your records, you can print the page as documentation that you have uploaded your file.** Then press [Exit](#)

Select Entity: Submission Period: **2012** [Exit](#)

Upload Immigration Reform Act Forms - Completed

** Please print this page for your records.

The process for the 2012 submission period has been completed on 11/30/2012 at 11:55 am.

The process for the 2011 submission period has been completed.

Requested # of files to be uploaded	Uploaded # of Files	Submission Period
1	1	2011

File Name	File Type	Size	Upload Date
hb-87 contractor report .xlsx		16346 Bytes	12/15/2011

If you "Confirmed" by mistake, please contact our HB87 group at HB_87@audits.ga.gov for assistance.