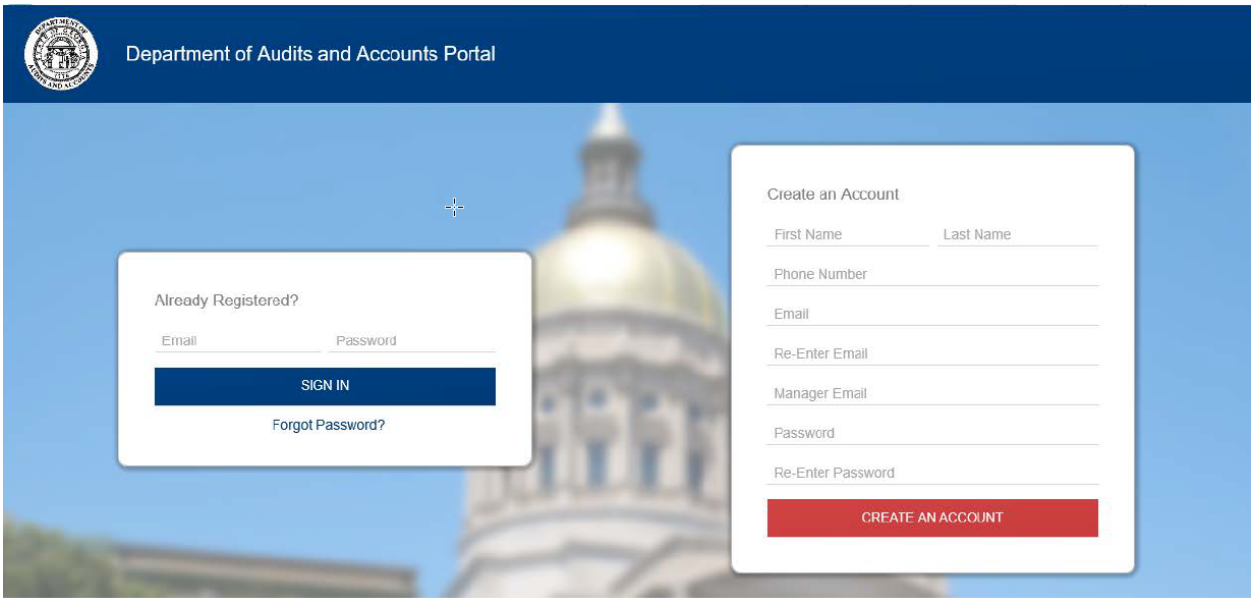
External Account Creation and Upload Instructions for the File Collection System

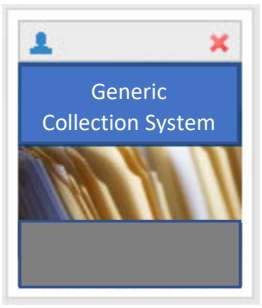


1. To login, go to https://www.audits.ga.gov/auth . If you do not have an account, go to step 2 to create an account. If you already have an account with the Department of Audits and Accounts, proceed to step 3.

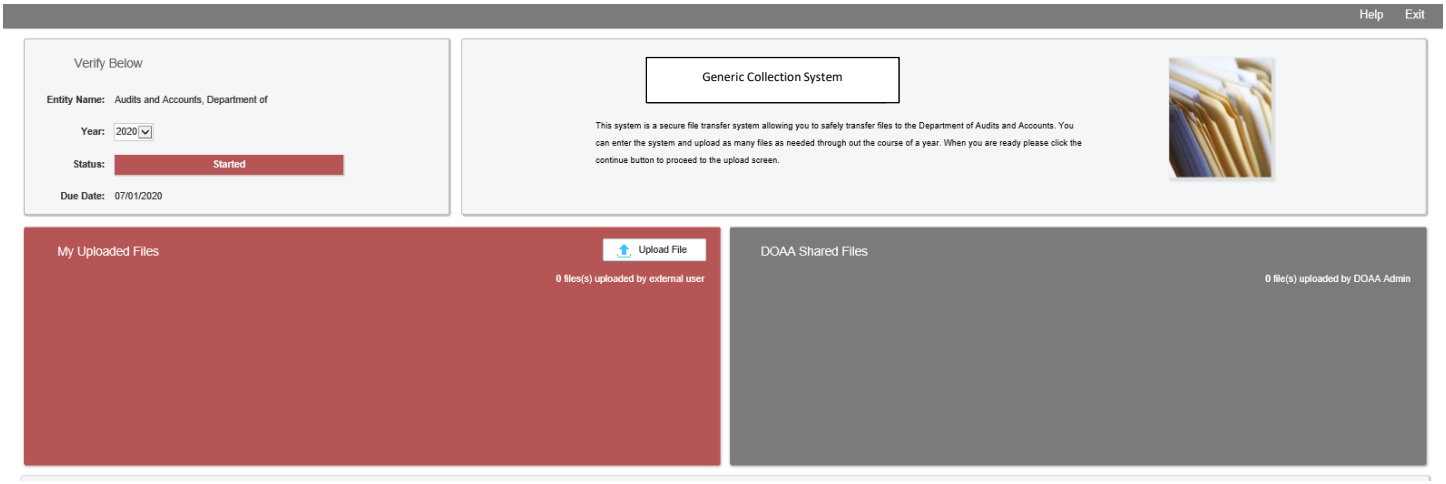
2. Login and Creating an account instructions can be found at:

   http://www.audits.ga.gov/Resources/External_Account_Creation_and_Login_Instructions.pdf

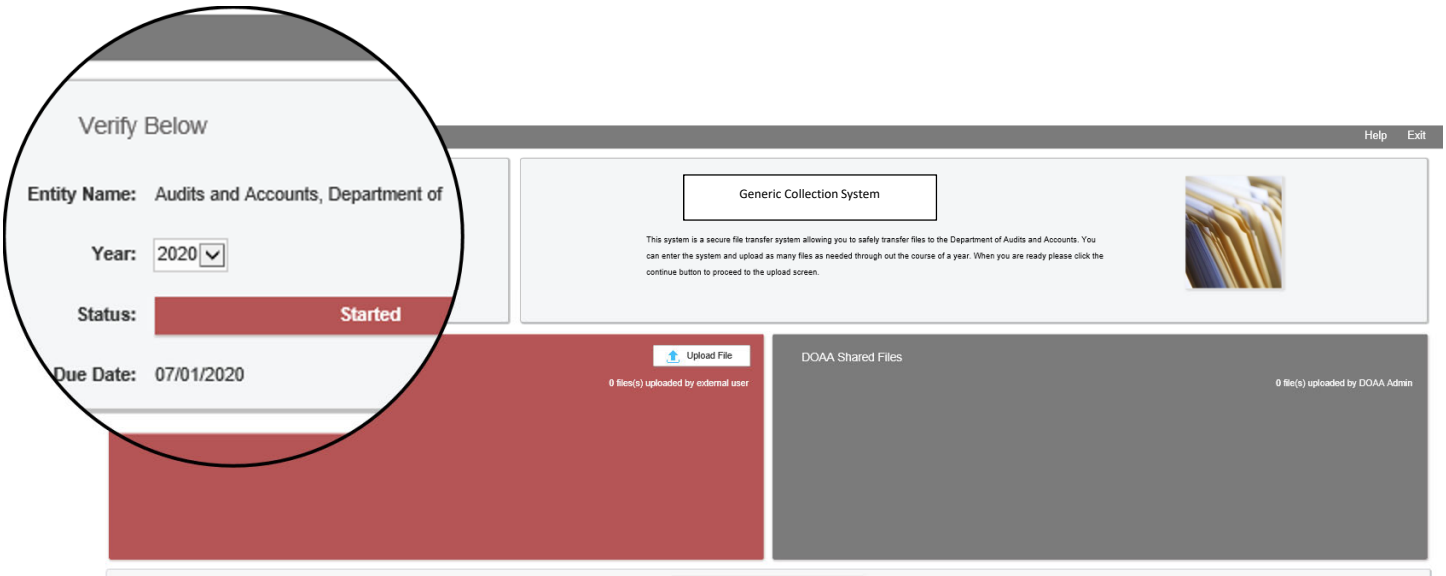
3. Click your designated tile's "Collection System" to enter that application.
   Note: The title "Generic Collection System" in the pictures are just for illustration purposes.



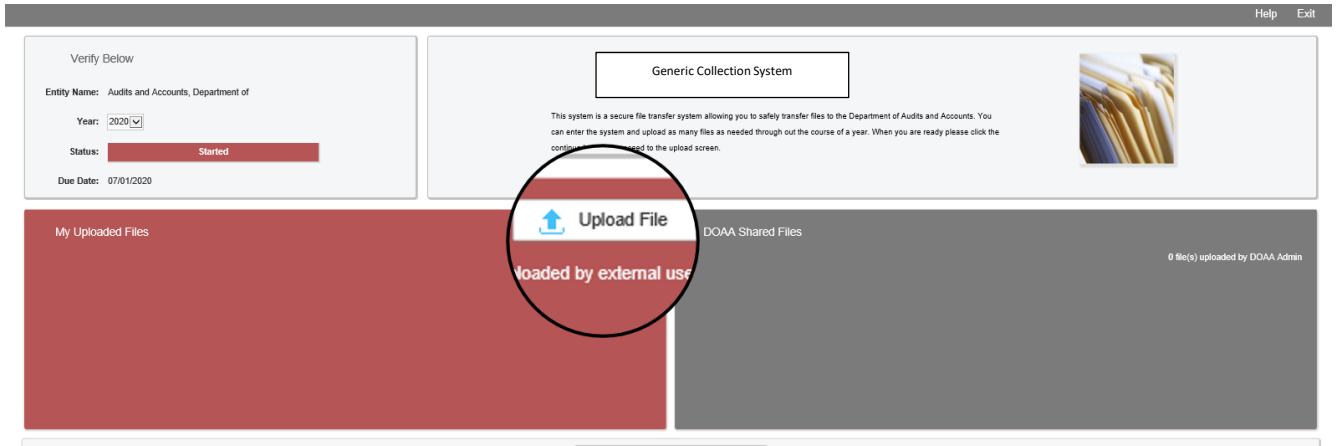
4. When you enter the Collection application, you will be taken to this screen.



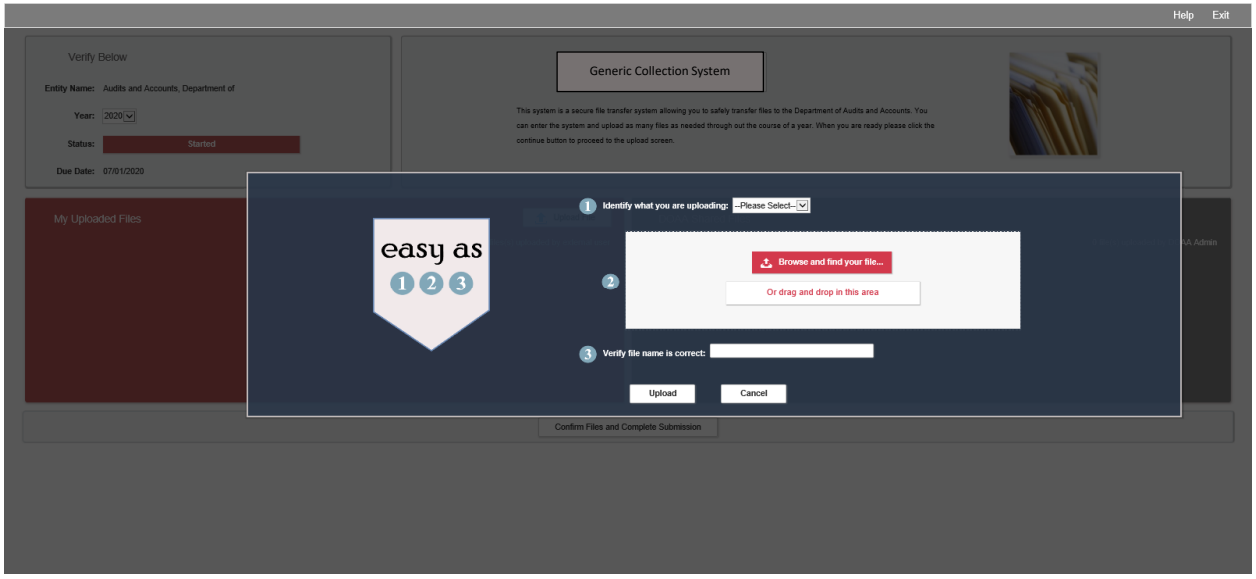
5. Please verify that you have selected the appropriate “Year” for your submission upload.
The “Status” will reflect whether you have, “Not started or Started” for the current year selected.



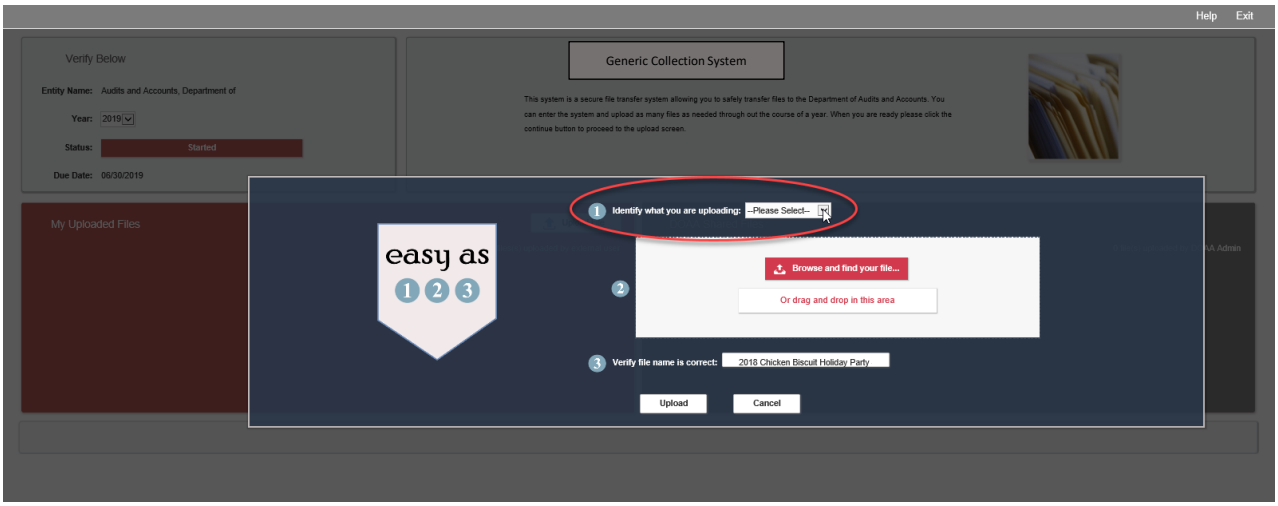
6. Click the “Upload File” to begin your upload request.



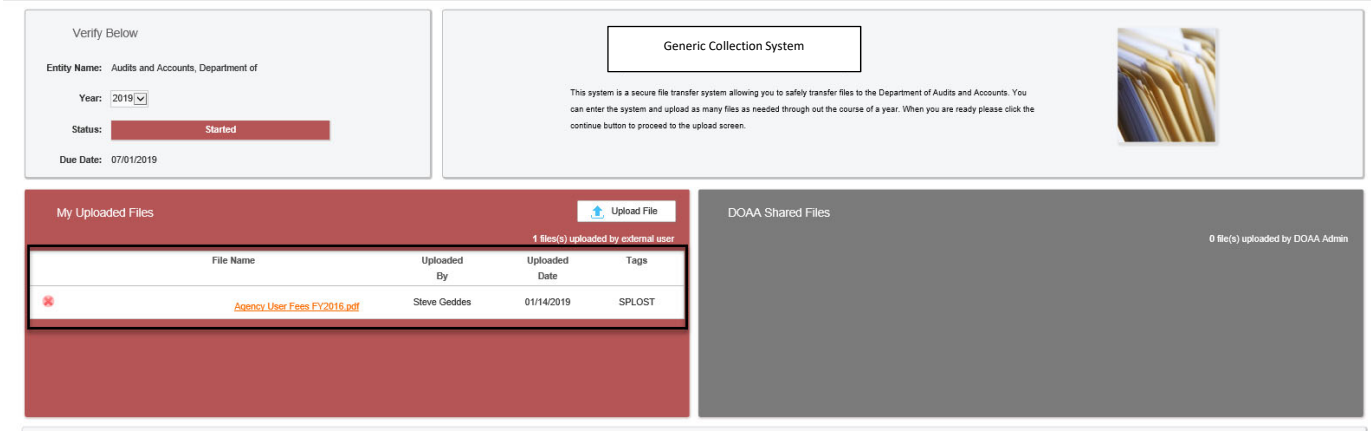
7. This screen will pop-up to allow you to identify, browse, and upload your file.



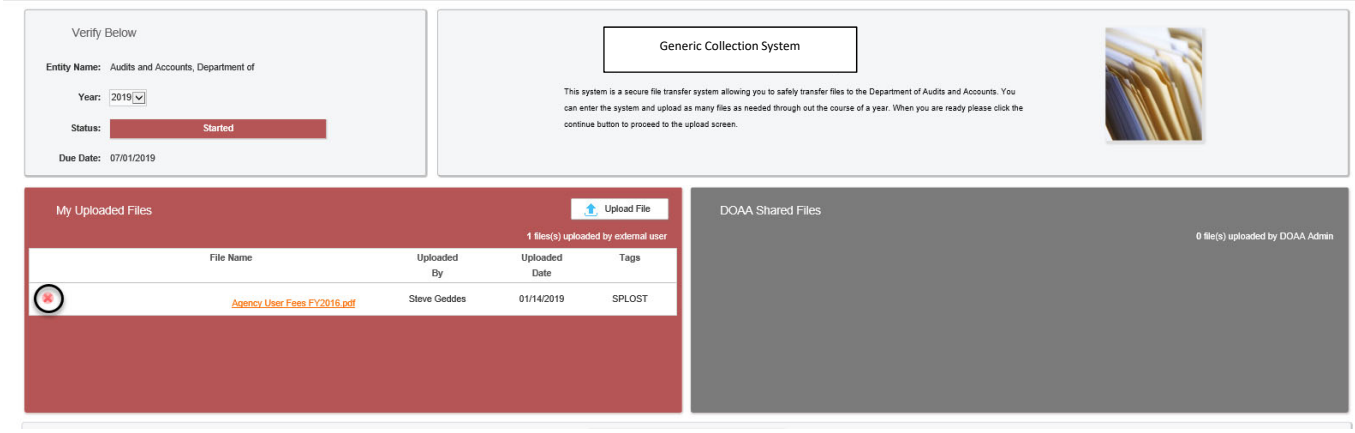
8. Please make sure that you select the appropriate tag from the dropdown menu to identify the file you are uploading.
   Then select your file for upload and click “Upload” to finish or “Cancel” to exit this screen.



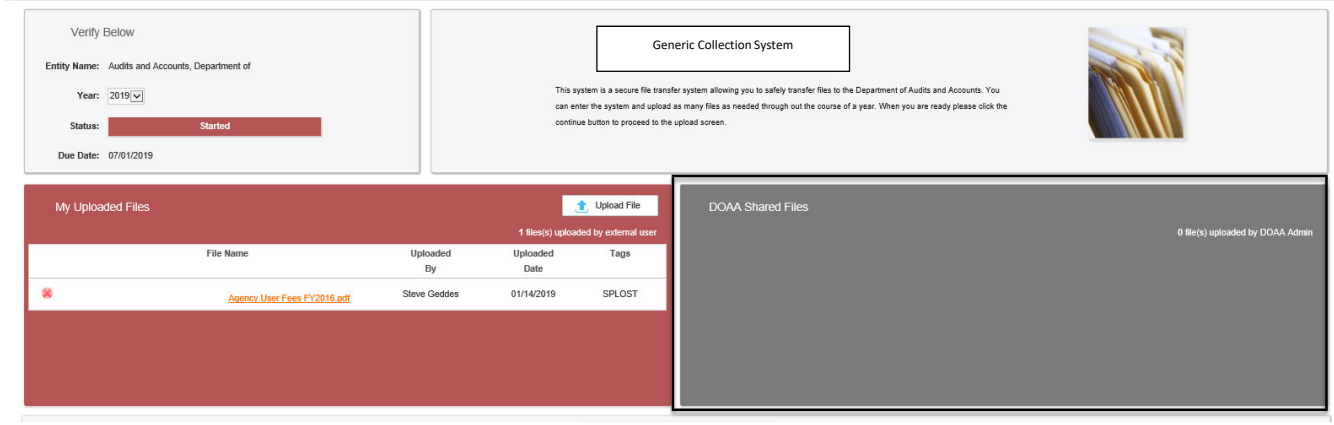
9. Your files will now appear in the “My Uploaded Files” section.



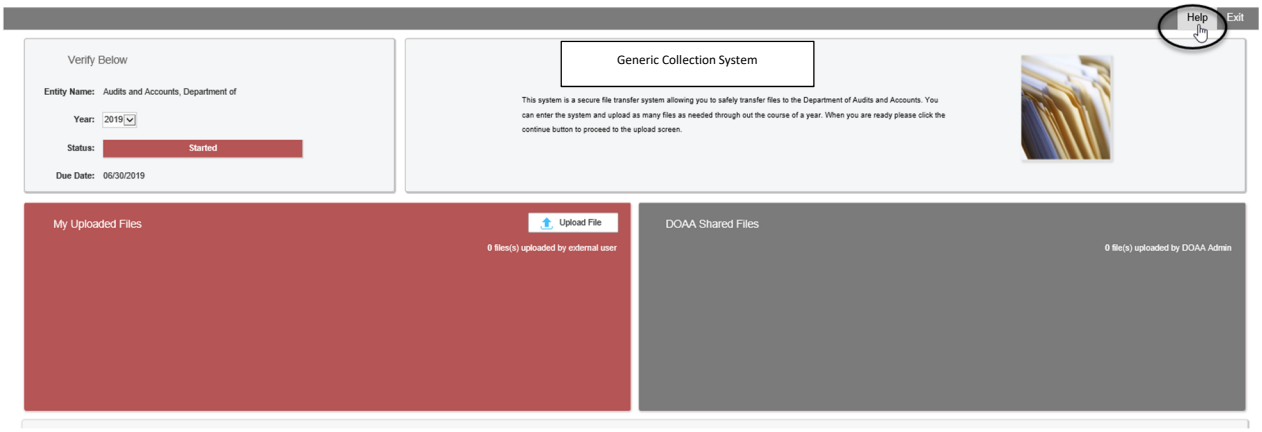
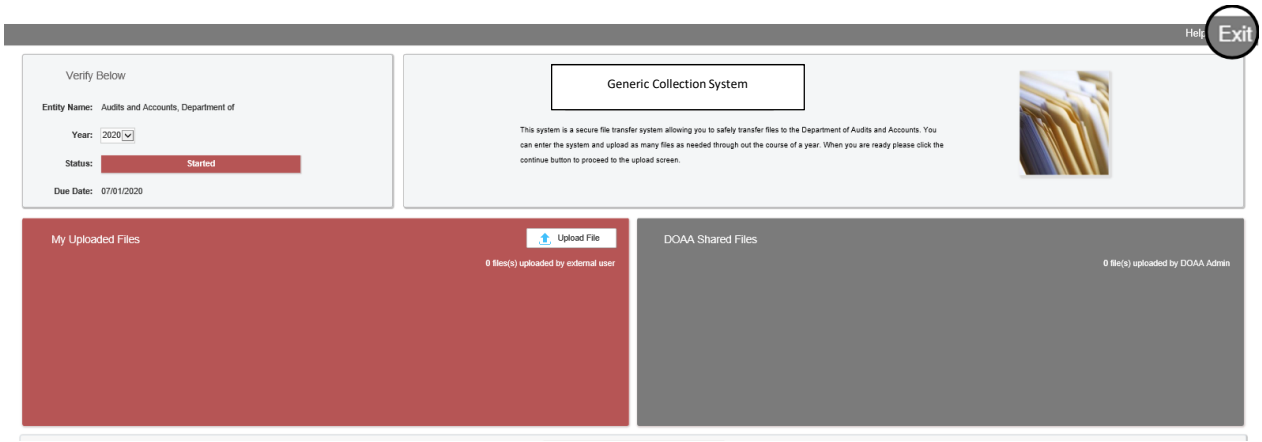
10. If you need to remove any files, you may click on the red “X” on the left side of the file for removal.



11. The “DOAA Shared Files” section will show you any files that have been uploaded from DOAA for your review.



12. Clicking on “Help” in the top right corner will navigate you to our external website where you may research other helpful guides on the submission process.



13. You may now click “Exit” at the top right corner. This will take you to the applications home screen.