

SUBMITTING REQUESTED ITEMS TO DOAA

The Department of Audits and Accounts (DOAA) has created a website to assist with submitting DOAA requested engagement items. To start the Submission Process, visit the link:

<https://www.audits.ga.gov/auth/>

Instructions to log into the site and upload the requested items follow.

STEP 1 Login and Account Creation Instructions

1. If you have accessed a DOAA application (using the link above) in the past year, your account is still active and you can use it to log in. If you have forgotten your password, you can click on “Forget Password” and a series of questions will be asked to confirm your identity and allow you to reset your password.
2. If you do not have an account, you can click on “Create a New Account” to set up your account. Please note that this will be necessary in cases where a different individual is submitting the files since the accounts are created for individuals at a particular entity, and not for the entity overall. Your username will be your email address. For more instruction on creating an account, see Appendix A.

Login Screen:

The screenshot shows the login interface for the Georgia Department of Audits and Accounts. At the top, there is a blue header with the department's logo on the left and the text "The Georgia Department of Audits and Accounts" in white. Below the header, the login form is displayed. It includes a "Username:" label followed by a text input field, and a "Password:" label followed by another text input field. Both input fields are highlighted with a red rectangular border. Below the password field is a "Login" button. At the bottom of the form, there are two links: "Forgot Password" (highlighted in blue) and "Create New Account" (highlighted in yellow). To the right of each link is a brief instruction: "If you have forgotten your password, press the Forgotten Password link." and "To setup a new account, press the Create New Account link." respectively.

STEP 2 Navigating to the File Collection System

Once you have created an account with us and have requested access to the system, you will log in and see the following screen. This screen will list all of the DOAA applications to which you have access:



The Georgia Department of
Audits and Accounts

Home | Account | Request Access | Password | Logout

Welcome to the Department of Audits and Accounts
Below you will find links to all applications you are authorized to use.
If you do not see the application that you need to access, [Please Click Here](#)

Name	Description
EAD File Collection System	Education File Collection System
TIGA - Payments And Obligations Submission	Open GA Data Collection Application

If you do not have a link to the EAD File Collection System site (see picture above), you will need to request access. See Appendix A for instructions.

Select the appropriate link above: [EAD File Collection System](#)

Home page:



The Georgia Department of
Audits and Accounts

Select Entity:
Select Year: [Logout](#)

Education Audit Division File Collection System

Welcome !

This system is a secure file transfer system allowing you to safely transfer files to the Department of Audits and Accounts. You can enter the system and upload as many files as needed through out the course of a year. When you are ready please click the continue button to proceed to the upload screen.

For support email: webmaster@audits.ga.gov

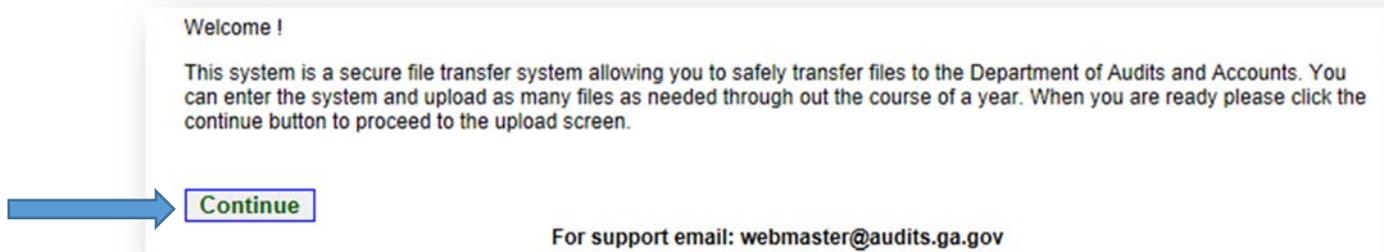
Selecting and working with entities:



Select Entity:
Select Year: [Logout](#)

Above you will see the entity and year selection area. If you are responsible for more than one entity this is the area where you can switch between organizations and submission years.

Below is the home page message:



Welcome !

This system is a secure file transfer system allowing you to safely transfer files to the Department of Audits and Accounts. You can enter the system and upload as many files as needed through out the course of a year. When you are ready please click the continue button to proceed to the upload screen.

For support email: webmaster@audits.ga.gov

Click [Continue](#) to go to the upload page:

Upload File Page

Select Entity: Savannah State University (548) Logout

Select Year: 2015

Upload Files

Welcome Steve Geddes!

Using the "Browse" button below, select your file(s) and click "Upload File" to submit.

Selected System	Minimum Required # of Files	Uploaded # of Files	Fiscal Year
Other	1	0	2015

File name	Size (Bytes)	Upload Date
Upload File: <input type="text"/> <input type="button" value="Browse..."/>		
<input type="button" value="Upload File"/> [Max allowed File size 72MB.]		

For support please call: 404-732-9100

On the upload file page you will see any files that have been uploaded or if you are starting new for this year then there will be nothing in the listing. Please verify that the correct year is selected prior to uploading any files.

When you are ready, click the [Browse](#) button to select the files you want to upload and click the [Upload File](#) button to begin the upload.

Attention: For the time being, you can only upload one file at a time. DOAA IT staff is currently working to change the system to allow multiple file uploads, but as of today that functionality hasn't been released.

Attention: To help our auditors quickly see if all files have been received, please rename the file to include the # associated with the file on the request list in front of the file's name, i.e., "1-Detail of Cash Receipts & Disbursements"

Once your file is uploaded you will see it on the screen and you will have an opportunity to delete the file from the system by clicking on the red X.

Select Entity: Savannah State University (548) Logout
Select Year: 2015

Upload Files

Welcome Steve Geddes!

Using the "Browse" button below, select your file(s) and click "Upload File" to submit.

Selected System	Minimum Required # of Files	Uploaded # of Files	Fiscal Year
Other	1	1	2015

File name	Size (Bytes)	Upload Date
 Agency User Fees FY2013.pdf	1541955	08/28/2015

Upload File:
 [Max allowed File size 72MB.]

For support please call: 404-732-9100

You can enter the system and continue to upload files at any time for the open Fiscal Year. Our audit staff can download the files as soon as they have been uploaded.

Appendix A – Account Creation

Once you select “Create New Account”, you will be prompted to fill in several fields with the appropriate information. The first field is your email address. Please use the institutional email address that you will be using for the submission process. The second field is to select an organization type.



The screenshot shows a web interface for account creation. At the top, there is a blue header with the Georgia Department of Audits and Accounts logo and name. Below the header, the text reads "Welcome to the Account Creation Wizard". A numbered list of five steps is provided: 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, and 5. Proceed by pressing the next button. Below the list, there is a text input field for the email address, preceded by the label "Email address:". Underneath, the section "Select an Organization type:" is followed by a list of organization types, each with a radio button. The options are: Cities (including Consolidated Governments), Community Service Boards (CSB), Counties, Higher Education Foundations and Similar Organizations, Libraries (LIB), Local Authorities, Local Boards of Education (LEA), Regional Commissions, Regional Educational Service Agencies (RESA), State Agencies, Boards, Authorities and Commissions, Technical Colleges, and Units of the University System and Georgia Military College. At the bottom of the form, there are two buttons: "Next" and "Cancel".

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:

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

Attention: If your organization had an email domain change, i.e., @university.net, within the last year you need to call to let us know @ 404-732-9100.

After selecting an organization type you will then be asked to enter your Organization name and Organization code or Uniform State Code. Once you have completed these fields you can press next. We are validating that these fields are correct before we allow you to continue in the process.

Attention: If you are immediately sent back to the login screen, you have either made the wrong selection for the entity code and name or you already have an account. Please call DOAA @ 404-732-9100 if this continues to happen when trying to create an account.



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:

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

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

Organization code:



Account Creation Screen 2



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="taylor@audits.ga.gov"/>		

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

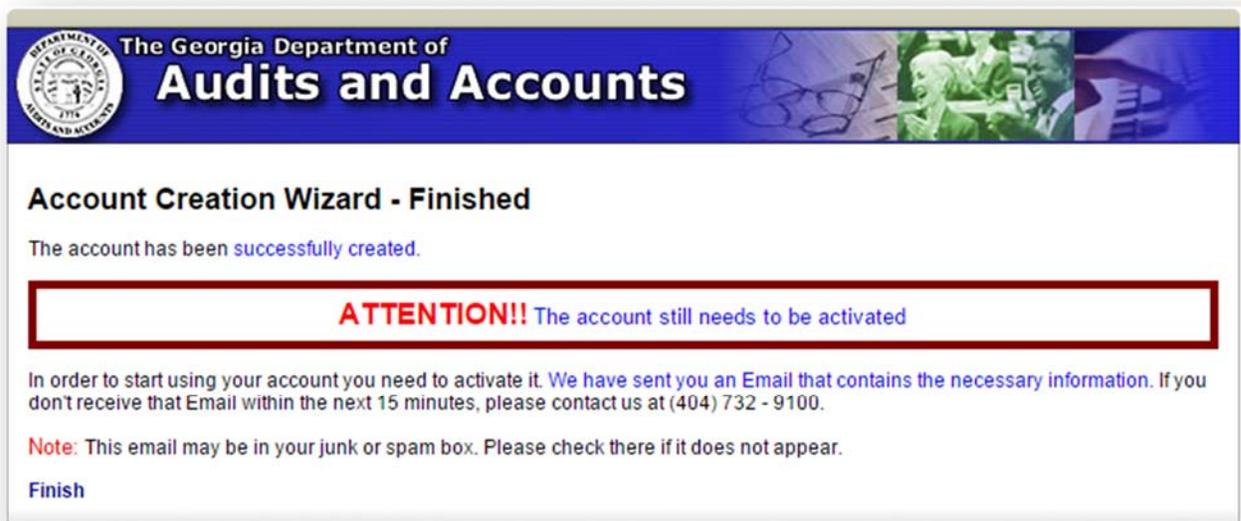
Please enter a Password:	<input type="text"/>
Please re-enter the password:	<input type="text"/>

The second step is to enter your account information. You will need to fill in all fields to complete the account setup. Please make sure that you put a manager and/or secondary contact person in the manager fields in case you are not available. This will also provide a second way to send electronic communications to your entity. The last area of step 2 is for the challenge response questions and a password to be entered. Please make sure to use something that you can ensure will not be easily guessed and that the password follows our password policy. The password must have at least 1 character, 1 number, with a minimum length of 8 and a maximum length of 20. The challenge response questions are used in the forgotten password feature.

Account Creation Screen 3

Once everything is complete you will see the following screen with the message:

The account has been [successfully created](#).



The screenshot shows a web page header for the Georgia Department of Audits and Accounts. The header includes the department's logo and the text "The Georgia Department of Audits and Accounts". Below the header, the page title is "Account Creation Wizard - Finished". The main content area contains the message "The account has been [successfully created](#)." followed by a red-bordered box with the text "ATTENTION!! The account still needs to be activated". Below this box, there is a paragraph of text: "In order to start using your account you need to activate it. We have sent you an Email that contains the necessary information. If you don't receive that Email within the next 15 minutes, please contact us at (404) 732 - 9100." A note follows: "Note: This email may be in your junk or spam box. Please check there if it does not appear." At the bottom left of the page, there is a "Finish" link.

In order to start using your account you need to activate it. We will send an email that contains the necessary information. You will receive the email notification within 15 minutes from the DoAA – no_reply@audits.ga.gov. The email will read:

Dear Accountant,

You have setup an account with the Department of Audits and Accounts. Please activate your account by either clicking on the link below:

<https://www.audits.ga.gov/auth/accountActivation.aud?activationCode=d530ea01-408f-4bb0-82e4-c1df68af4303>

OR

you can manually go to <https://www.audits.ga.gov/auth/accountActivation.aud>

then, copy and paste the following code into the text field: **d530ea01-408f-4bb0-82e4-c1df68af4303**

Thank you very much!

Once you have activated your account you are ready to access the application.

Request Access

If you do not see the programs "EAD File Collection System" selection you can request access by clicking on one of the links shown below:



The screenshot shows the website header for the Georgia Department of Audits and Accounts. The navigation menu includes 'Home', 'Account', 'Request Access', 'Password', and 'Logout'. The 'Request Access' link is highlighted with a red box. Below the header, there is a welcome message and a link 'Please Click Here' also highlighted with a red box. A table lists applications, with the 'EAD File Collection System' entry highlighted by a blue arrow pointing to its name.

Name	Description
 EAD File Collection System	Education Audit File Collection System

To be granted access, you must first select an organization and the desired application. Then click [Request Access](#) to submit your request.

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:

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

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

Select an Application: EAD File Collection System

[Request Access](#) [Cancel](#)

Once you request access, your request will show up as approved. Access is approved when requested, someone at DoAA does not have to approve your request. **Note:** This automated process might take a few minutes, so the access might not show up as approved immediately.

Example: Approved Access

One request found.

	Application	Organization
 	EAD File Collection System	Audits and Accounts, Department of

NOTE: If for any reason this is not showing as approved within four business hours, please call the DoAA helpline (404 732 9100)

Once you see the “EAD File Collection System” application listed, you will be able to enter the system and begin working with the application.



The screenshot shows the homepage of the Georgia Department of Audits and Accounts. The header features the department's logo and name. Below the header is a navigation menu with links for Home, Account, Request Access, Password, and Logout. The main content area welcomes users and provides a link to request access if the application is not visible. A table lists the available applications, with the EAD File Collection System highlighted.

Name	Description
EAD File Collection System	Education Audit File Collection System

Your menu options are:

- Home
- Account – update account information
- Request Access – this is to request access to the application. Also, if you manage information for another entity you will need to request access to manage that entity from this screen.
- Password – allows changing of password
- Logout