

Login and External Account Creation Instructions

In order to submit data for any Department of Audits and Accounts (DOAA) web application, you need to use one of the 2 options:

1. If you have already established a login name and password on the Department of Audits and Accounts website with another application, you can login using your existing Username and password. (If you know your Username 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 use this option, click on Forgot Password and then enter in your email address. You will then be taken to the challenge/response questions.)
2. If you are a new user, click "Create New Account" button.

Also, if you work with more than one Organization in the submission process see **Step 10** the section on **Request Access**.

Note: If your organization has had a domain address email change within the last year you need to call to let us know. The helpdesk number is (404) 732-9100.

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 7.
2. If you are a new user, you will need to Create a new account by clicking "Create New Account" in the bottom left corner. Once you have created a new account, you will then use your username and password to login each time.



The Georgia Department of Audits and Accounts

Username:

Password:

Login

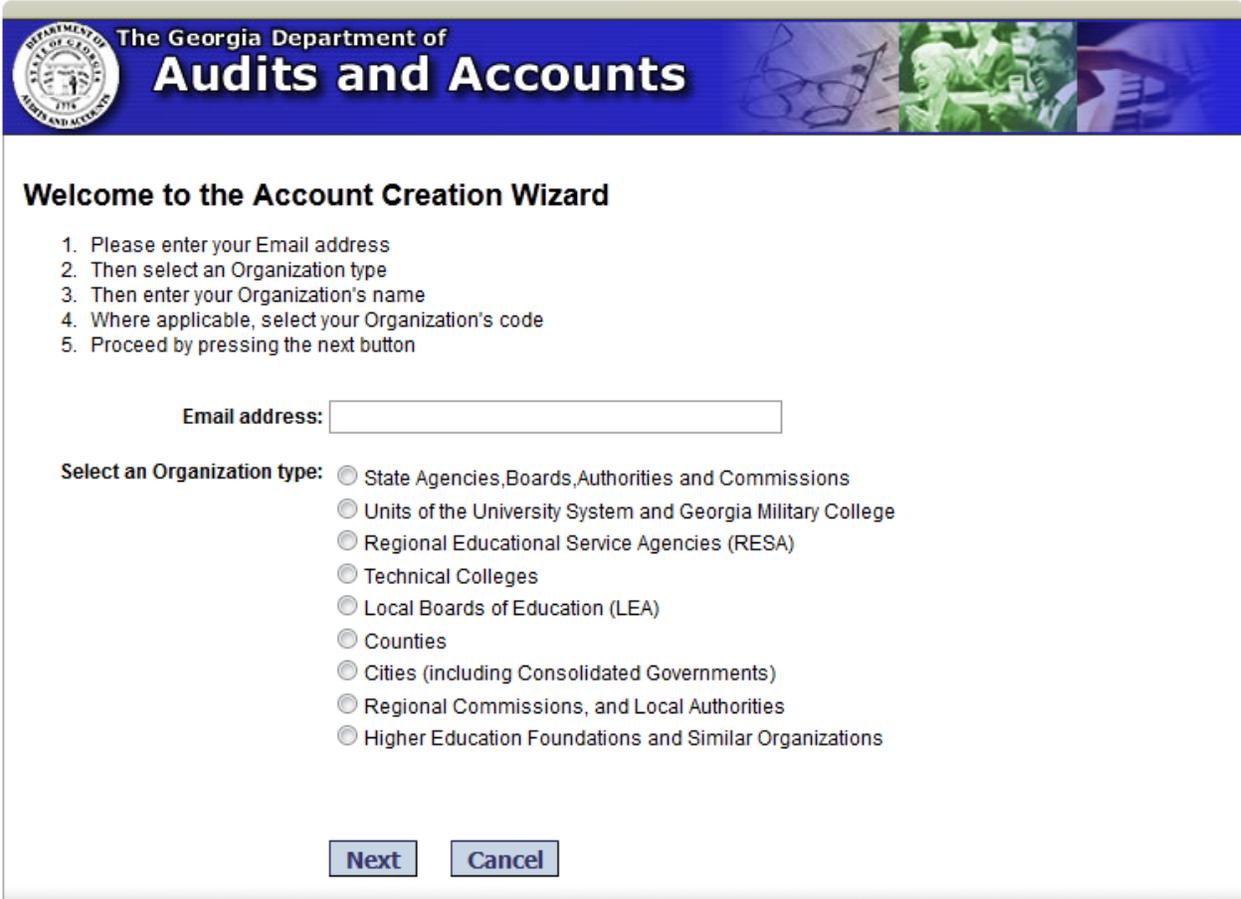
Forgot Password	If you have forgotten your password, press the Forgotten Password link.
Create New Account	To setup a new account, press the Create New Account link.

3. 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 screenshot shows the 'Account Creation Wizard' interface. At the top, there is a blue header with the Georgia Department of Audits and Accounts logo and name. Below the header, the title 'Welcome to the Account Creation Wizard' is displayed. A numbered list of five steps guides the user through the process: entering an email address, selecting an organization type, entering the organization's name, selecting an organization code, and pressing the next button. An 'Email address:' label is followed by an empty text input field. Below this, the 'Select an Organization type:' label is followed by a list of nine radio button options. 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:

- 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)
- Regional Commissions, and Local Authorities
- Higher Education Foundations and Similar Organizations

4. 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. If you are a firm submitting on behalf of an organization, please provide your firm name or enter your Organization name. You will also need to setup your security questions for the challenge/response process.



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"/>	Org / Firm Name:	<input type="text"/>

* 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"/>

7. Once you have **activated** your account, you will then be able to login by entering your username (which is your email address) and your password to begin working with an application.



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.

The following steps show how to request access to an application:

8. 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 organization, you will need to request access to manage that organization 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



9. 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 on the [Please Click Here](#) link above the box, or you can click the "Request Access" link on the blue bar across the top.

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
<input type="checkbox"/> Expenditures of Federal Awards	Expenditures of Federal Awards
<input type="checkbox"/> EAD Financial File Submission	EAD Financial File Upload
<input type="checkbox"/> IPO Contract Data Submissions	NPO Contract Data Submissions
<input type="checkbox"/> TIGA - Payments And Obligations Submission	Open GA Data Collection Application
<input type="checkbox"/> ARRA Recovery Reporting	ARRA Recovery Reporting

10. Next you will be brought to the Request Access page. You will need to select an organization type and then start typing an organization name. Then you should select the application to which you need access.

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)
- Regional Commissions, and Local Authorities
- Higher Education Foundations and Similar Organizations

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

Select an Application:

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:

Organization:

No requests found.

Application	Organization
Nothing found to display.	

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

Once you request access, your request will show up as pending until someone at DOAA approves your request.

Example: Pending applications

Salary Travel Submission	AUDITS AND ACCOUNTS, DEPARTMENT OF
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11. After you click "Request Access" this message will appear:

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

NOTE: If you manage another entity's information and you are responsible for submitting data for that entity, you may select that entity from the Request Access screen and then select the applications you will need to access. **This will not automatically allow you to work with this entity.** This will place a request to the business unit to approve. **This may take several hours to process and your request will be pending.**

12. To check if your request has been granted, login to your account and you will see a list of applications that you have access to. If approved, the new application should be listed.

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
X Expenditures of Federal Awards	Expenditures of Federal Awards
X EAD Financial File Submission	EAD Financial File Upload
X IPO Contract Data Submissions	NPO Contract Data Submissions
X TIGA - Payments And Obligations Submission	Open GA Data Collection Application
X ARRA Recovery Reporting	ARRA Recovery Reporting
X Salary Travel Submission	Salary Travel Submission

13. To change your password, click the Password link in the menu. Be aware of the password restrictions. You must choose a password that includes one character, one number, be at least 8 characters in length, and with a maximum of 20 characters in length.

The Georgia Department of Audits and Accounts

Home | Account | Request Access | Password | Logout

Change Password

To change your password, enter a new password in the areas identified below and click the Save button. You will be notified via e-mail that your password has been changed

Please be aware that 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

Password:
 (Repeat) Password:

Once you have changed your password successfully, you will be returned to the home page with a message noting that “Your password was changed successfully.”

The Georgia Department of Audits and Accounts

Home | Account | Request Access | Password | Logout

Your password was changed successfully.

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
Expenditures of Federal Awards	Expenditures of Federal Awards
EAD Financial File Submission	EAD Financial File Upload
IIPO Contract Data Submissions	NPO Contract Data Submissions
TIGA - Payments And Obligations Submission	Open GA Data Collection Application
ARRA Recovery Reporting	ARRA Recovery Reporting
Salary Travel Submission	Salary Travel Submission

You will also receive an email notification of your password change within 15 minutes from DOAA which will look like the following email.

FROM: webmaster@audits.ga.gov

SUBJECT: Department of Audits and Accounts – Password Changed

MESSAGE:

Dear USERNAME ,

This is an automatic email to notify you that your password for user ID USER@EMAIL.GOV has been changed on Mon Aug 17 11:20:35 EDT 2009

Thank you very much!

If you receive an email about your password changing in the system and you have not initiated the change, please contact the DOAA helpline (404 732 9100).

14. To log out of the system, simply click the Logout link on the menu to be returned to the Login screen.

