

External Account Creation and Upload Instructions for the Local Government (LG) Audit Report Collection System

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 such as the HB 87 Collection System, 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 to Request Access**

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 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 (for the Local Government Audit Report Collection System, please choose whether you are a city, county or regional commission) 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)
- Regional Commissions, and Local Authorities
- Higher Education Foundations and Similar Organizations

Please also note that this Local Government submission system is only relevant to Cities, Counties and Regional Commissions. No other Organization type will be relevant to this submission process.

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. You will also need to set up your security questions for the challenge/response process.



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:

Please re-enter the password:

[Previous](#)

[Next](#)

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

The account has been successfully created.

THE FOLLOWING STEPS SHOW HOW TO REQUEST ACCESS:

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 or it may show HB 87 Collection System if you submitted information for that process. 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.



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 you need access to (Local Government Audit Report Collection System).



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.	

(Note, the "Current Access" section above shows what applications you already have access to.)

11. After you click "Request Access" you will be prompted with this message:

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

12. Please press the **Home** page tab and the Local Government Audit Report Collection System will show up as an application that you can now access. You should click "Local Government Audit Report Collection System" that is highlighted in blue to go to the application and upload your file.



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
 Local Government Audit Report Collection System	Local Government Audit Report Collection System

13. When you open the Local Government Audit Report Collection application, you will be taken to this page. If previous submission years are open and available they will appear for selection in a box at the bottom of the screen. Please read all the information then press Continue.



Select Organization: Fiscal Year End: [Exit](#)

File Collection System

Welcome

The Local Government Audit Report Collection System should be used to satisfy the reporting responsibilities specified in O.C.G.A. §36-81-7 . Reports required by State law to be submitted with the audit report may be submitted within a single PDF (preferred) or submitted separately (if including them in a single PDF would cause PDF size to exceed 14 megabytes). Local governments are also required to submit written comments on findings and recommendations in the audit report, including a plan for corrective action taken or planned.

When you have finished uploading the PDF, print the screen File Collection System - Finished and maintain this for your records as proof of submission. We are unable to respond to emails requesting confirmation of successful upload.

**** Do not use this collection system to submit any Immigration Reports required by House Bill 87 ****

[Continue](#)

Would you like to submit for another year? If so, please select a year from the list: [Continue](#)

For Technical Support please call: 404-732-9100 or email [webmaster](#).

14. The next screen is where you upload your PDF file. **The file must be in PDF format.**



Select Organization:

Upload File

Welcome

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

Minimum # of files to be uploaded	Uploaded # of Files	Submission Period
1	0	2012

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 14MB.]		

- First select an Organization from the drop down menu at the top of the screen.
- Then click browse to find the PDF file on your local computer.
- Click Upload File when you are ready to submit.

15. This page shows a successful upload.

Select Organization:

Upload File

Welcome

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

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

File name	Size (Bytes)	Upload Date
✘ 2012Adairsville.pdf	4359368	05/08/2012 11:05 AM

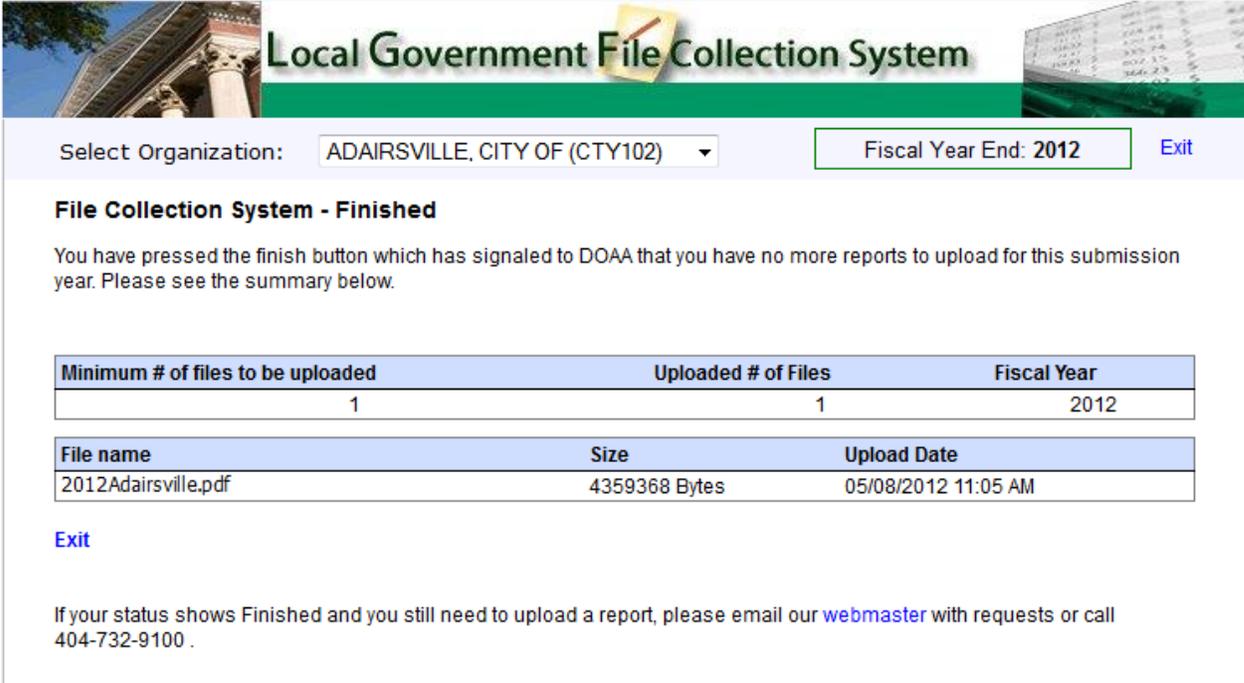
Upload File:
 [Max allowed File size 14MB.]

When finished, please click "Finish" button. Please be aware that after you have clicked "Finish", you will not be able to upload any additional files.

If your status shows Finished and you still need to upload a report, please email our [webmaster](#) or call support at: 404-732-9100 .

Please note: If you have made an error uploading a file, you are able to remove the file by pressing the red "X" next to the filename. You are able to remove files as long as you have not pressed Finish.

After pressing "Finish" you will be prompted with the following screen:



The screenshot shows the 'Local Government File Collection System' interface. At the top, there is a header with a building image on the left and a spreadsheet image on the right. Below the header, there is a navigation bar with a dropdown menu for 'Select Organization' set to 'ADAIRSVILLE, CITY OF (CTY102)', a text box for 'Fiscal Year End: 2012', and an 'Exit' link. The main content area is titled 'File Collection System - Finished' and contains a message: 'You have pressed the finish button which has signaled to DOAA that you have no more reports to upload for this submission year. Please see the summary below.' Below this message are two tables. The first table has three columns: 'Minimum # of files to be uploaded', 'Uploaded # of Files', and 'Fiscal Year'. The second table has three columns: 'File name', 'Size', and 'Upload Date'. Below the tables is an 'Exit' link and a footer message: 'If your status shows Finished and you still need to upload a report, please email our [webmaster](#) with requests or call 404-732-9100.'

Select Organization: ADAIRSVILLE, CITY OF (CTY102) Fiscal Year End: 2012 [Exit](#)

File Collection System - Finished

You have pressed the finish button which has signaled to DOAA that you have no more reports to upload for this submission year. Please see the summary below.

Minimum # of files to be uploaded	Uploaded # of Files	Fiscal Year
1	1	2012

File name	Size	Upload Date
2012Adairsville.pdf	4359368 Bytes	05/08/2012 11:05 AM

[Exit](#)

If your status shows Finished and you still need to upload a report, please email our [webmaster](#) with requests or call 404-732-9100 .

You are finished uploading your file for the Local Government Audit Report Collection System and are able to exit. Print the page for your records as documentation that you have uploaded your file. If you are a firm and have a file to upload for an additional organization that you have already requested to access, repeat Steps 14 and 15.