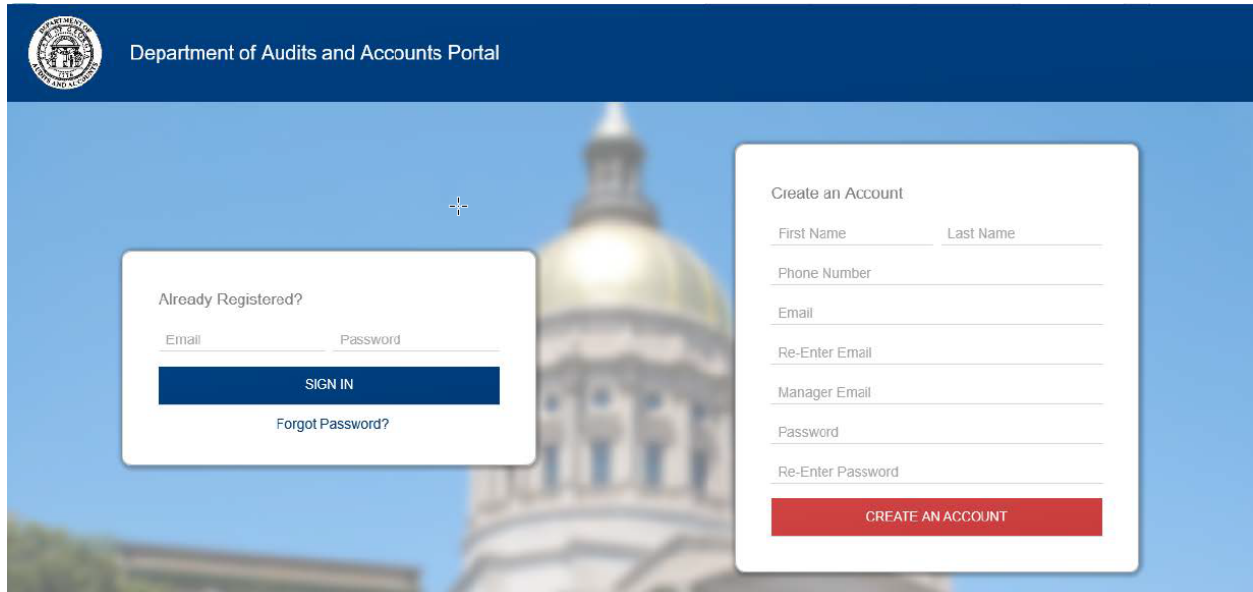


External Account Creation and Upload Instructions for the File Collection System



The screenshot shows the Department of Audits and Accounts Portal. The header is dark blue with the department's logo on the left and the text "Department of Audits and Accounts Portal" on the right. The background is a light blue gradient with a faint image of a building dome. There are two main white boxes for user interaction. The left box, titled "Already Registered?", contains fields for "Email" and "Password", a blue "SIGN IN" button, and a "Forgot Password?" link. The right box, titled "Create an Account", contains fields for "First Name", "Last Name", "Phone Number", "Email", "Re-Enter Email", "Manager Email", "Password", and "Re-Enter Password", followed by a red "CREATE AN ACCOUNT" button.

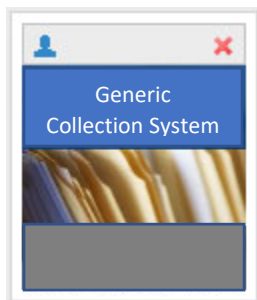
1. To login, go to <https://www.audits.ga.gov/auth> . If you do not have an account, go to step 2 to create an account. If you already have an account with the Department of Audits and Accounts, proceed to step 3.

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.

The screenshot shows the 'Generic Collection System' interface. At the top right are 'Help' and 'Exit' links. The main area is divided into several sections. On the left, a 'Verify Below' box contains the following information: 'Entity Name: Audits and Accounts, Department of', 'Year: 2020' (with a dropdown arrow), 'Status: Started' (in a red box), and 'Due Date: 07/01/2020'. To the right of this is a box titled 'Generic Collection System' with a description: '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.' Next to this text is an image of yellow file folders. Below the verification box is a large red area labeled 'My Uploaded Files' with an 'Upload File' button and the text '0 file(s) uploaded by external user'. To the right of this is a grey area labeled 'DOAA Shared Files' with the text '0 file(s) uploaded by DOAA Admin'. At the bottom center is a button labeled 'Confirm Files and Complete Submission'.

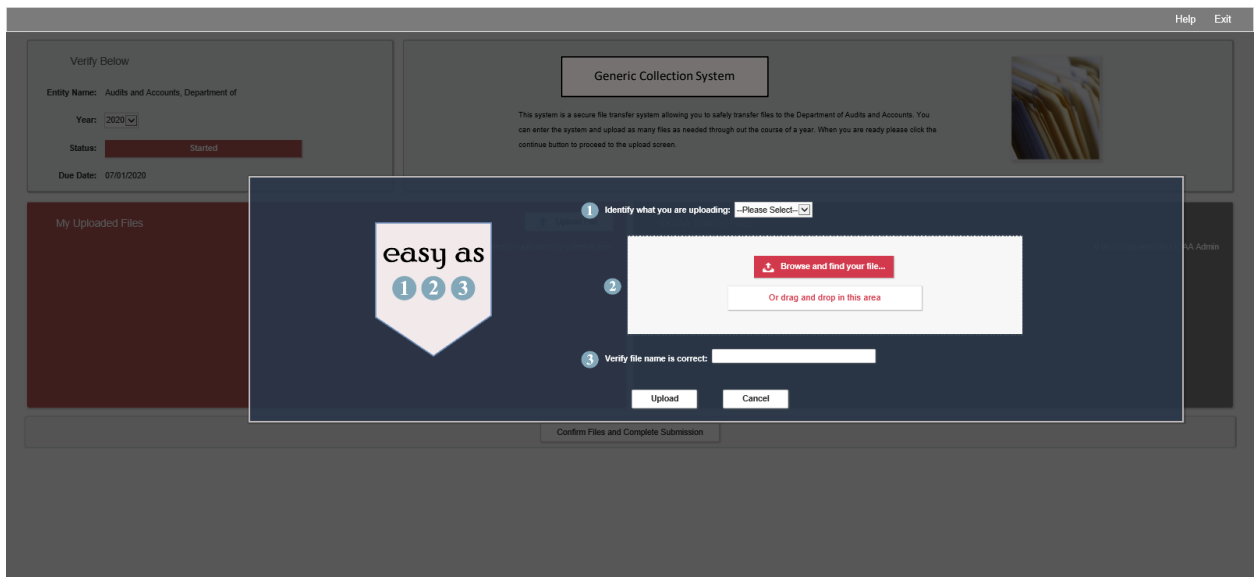
5. Please verify that you have selected the appropriate “Year” for your submission upload.
The “Status” will reflect whether you have, “Not started, Started or Completed” for the current year selected.

This screenshot is identical to the one above, but with a circular callout highlighting the 'Verify Below' section. The callout focuses on the 'Year: 2020' dropdown and the 'Status: Started' indicator, ensuring the user has selected the correct year and that the status reflects the current selection.

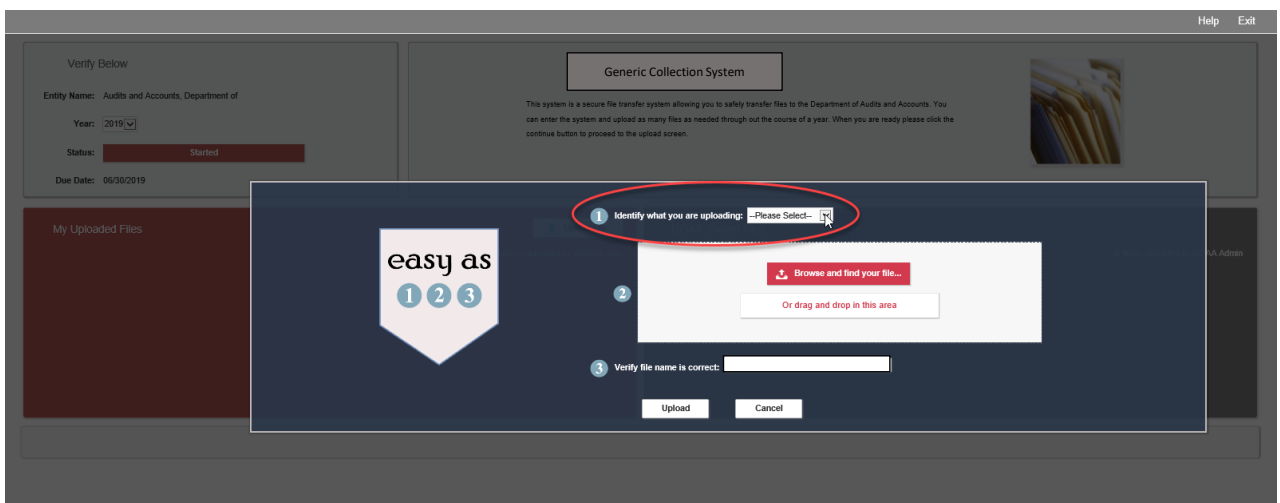
6. Click the “Upload File” to begin your upload request.

This screenshot is identical to the one above, but with a circular callout highlighting the 'Upload File' button in the 'My Uploaded Files' section. The callout is positioned over the button, which is represented by a blue upload icon and the text 'Upload File', to guide the user on how to begin the file upload process.

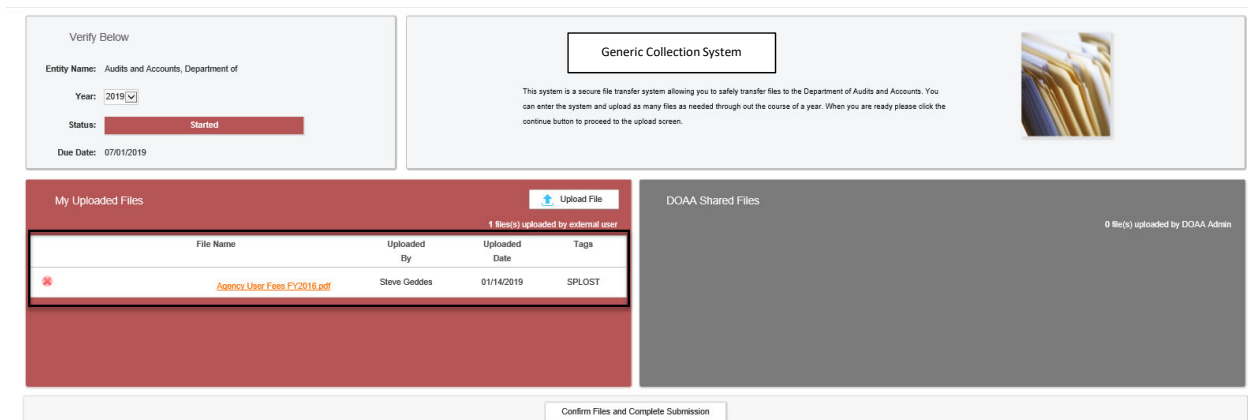
7. This screen will pop-up to allow you to identify, browse, and upload your file.



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 prior to confirming, you may click on the red “X” on the left side of the file for removal.

Verify Below

Entity Name: Audits and Accounts, Department of


Year: 2019

Status: Started

Due Date: 07/01/2019

Generic Collection System


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.



My Uploaded Files

Upload File

1 file(s) uploaded by external user

File Name	Uploaded By	Uploaded Date	Tags
 Agency User Fees FY2018.pdf	Steve Geddes	01/14/2019	SPLOST

DOAA Shared Files

0 file(s) uploaded by DOAA Admin

Confirm Files and Complete Submission

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

Verify Below

Entity Name: Audits and Accounts, Department of


Year: 2019

Status: Started

Due Date: 07/01/2019

Generic Collection System


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.



My Uploaded Files

Upload File

1 file(s) uploaded by external user

File Name	Uploaded By	Uploaded Date	Tags
 Agency User Fees FY2018.pdf	Steve Geddes	01/14/2019	SPLOST

DOAA Shared Files

0 file(s) uploaded by DOAA Admin

Confirm Files and Complete Submission

12. Once you have completed your submission, please click on “Confirm Files and Complete Submission”.

Verify Below

Entity Name: Audits and Accounts, Department of


Year: 2019

Status: Started

Due Date: 07/01/2019

Generic Collection System


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.



My Uploaded Files

Upload File

1 file(s) uploaded by external user

File Name	Uploaded By	Uploaded Date	Tags
 Agency User Fees FY2018.pdf	Steve Geddes	01/14/2019	SPLOST

DOAA Shared Files

0 file(s) uploaded by DOAA Admin

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

Confirm Files and Complete Submission

Help
Exit

Verify Below

Entity Name: Audits and Accounts, Department of

Year: 2019

Status: Started

Due Date: 07/01/2019

Generic Collection System

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.

My Uploaded Files

File Name	Uploaded By	Upload Date
Agency User Fees FY2018.pdf	Steve Geddes	01/14/2019

0 file(s) uploaded by DOAA Admin

Confirm Files and Complete Submission

13. Once you have clicked “OK” your “Status” will now reflect “Completed” and no edits will be possible.

Help
Exit

Verify Below

Entity Name: Audits and Accounts, Department of

Year: 2019

Status: Completed

Due Date: 07/01/2019

Generic Collection System

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.

You have completed the process. If you need to reset the submission please click the icon next to the status on the left hand side.

My Uploaded Files

File Name	Uploaded By	Upload Date	Tags
Agency User Fees FY2018.pdf	Steve Geddes	01/14/2019	SPLOST

DOAA Shared Files

0 file(s) uploaded by DOAA Admin

14. *** If you have clicked on “Confirm” in error, you may request a reset of your submission by clicking this icon-**



There is no need to call us for this reset request as this will be processed systematically.

Help
Exit

Verify Below

Entity Name: Aspen County Board of Education

You have completed the process. Click here to reset the submission process.

Status: Completed

Due Date: 06/30/2019

Generic Collection System

This new new awesome 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.

You have completed the process. If you need to reset the submission please click the icon next to the status on the left hand side.

My Uploaded Files

File Name	Uploaded By	Upload Date	Tags
Agenda - December 5, 2018.pdf	K D	01/28/2019	Financial Statement

DOAA Shared Files

0 file(s) uploaded by DOAA Admin

On the pop-up window, click “OK” to proceed with your reset.

The screenshot shows the 'Generic Collection System' interface. On the left, under 'Verify Below', the 'Entity Name' is 'Appling County Board of Education', the 'Year' is '2019', and the 'Status' is 'Completed'. A 'Due Date' of '06/30/2019' is also shown. A red banner at the top indicates 'You have completed this submission'. A pop-up dialog box titled 'Message from webpage' is centered, asking: 'You have requested to reopen the submission process in order to make a change or upload more information. This will not impact your current submitted files. Do you want to Continue? Click OK to Continue.' The dialog has 'OK' and 'Cancel' buttons. Below the dialog, the 'My Uploaded Files' section shows a table with one file: 'Agenda_December 5 2018.pdf' uploaded by 'K D' on '01/28/2019'. The 'Status' is 'Completed'. The 'Generic Collection System' header and description are on the right.

Your status now reflects “**Started**” and you may make changes to the uploaded files.

The screenshot shows the 'Generic Collection System' interface with the status changed to 'Started'. The 'Verify Below' section shows 'Entity Name: Appling County Board of Education', 'Year: 2019', and 'Status: Started'. The 'Due Date' is '06/30/2019'. A red banner at the top indicates 'You have completed this submission'. The 'My Uploaded Files' section shows a table with one file: 'Agenda_December 5 2018.pdf' uploaded by 'K D' on '01/28/2019'. The 'Status' is 'Started'. An 'Upload File' button is visible next to the table. The 'Generic Collection System' header and description are on the right.

15. 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.

The screenshot shows the 'Generic Collection System' interface with the status changed to 'Started'. The 'Verify Below' section shows 'Entity Name: Audits and Accounts, Department of', 'Year: 2019', and 'Status: Started'. The 'Due Date' is '06/30/2019'. A red banner at the top indicates 'You have completed this submission'. The 'My Uploaded Files' section shows a table with one file: 'Agenda_December 5 2018.pdf' uploaded by 'K D' on '01/28/2019'. The 'Status' is 'Started'. An 'Upload File' button is visible next to the table. The 'Generic Collection System' header and description are on the right. A 'Help' button is visible in the top right corner.

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

Help

Exit

Verify Below

Entity Name: Audits and Accounts, Department of


Year: 2019

Status: Completed

Due Date: 07/01/2019

Generic Collection System

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.



You have completed the process. If you need to reset the submission please click the icon next the status on the left hand side.

My Uploaded Files

1 file(s) uploaded by external user

File Name	Uploaded By	Uploaded Date	Tags
Agency User Fees FY2015.pdf	Steve Geddes	01/14/2019	SPLOST

DOAA Shared Files

0 file(s) uploaded by DOAA Admin