

# **Department of Audits and Accounts Portal**

**Effective December 1, 2024,** all Financial Reports are required to be submitted using DOAA's portal at <a href="https://www.audits.ga.gov/auth">https://www.audits.ga.gov/auth</a> or by using this QR code:



What are the benefits of electronically submitting Financial Reports?

Efficiency and Speed

Accuracy and Reduced Errors

Cost – Effectiveness

Improved Data Security

Real-Time Tracking and Transparency

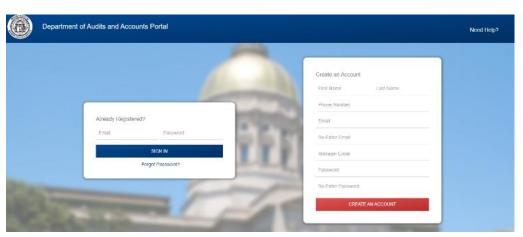


#### How to electronically submit Financial Reports using the DOAA Portal:

### Step 1

Login to your entity's existing account, or, if your entity does not have an account, follow the prompt to create a new account as shown below.





## Step 2

Click on the Nonprofit and Local Government Collection System tile to upload files to submit. If the tile is greyed out, click on the greyed-out tile to request access.

# Step 3

Review users to verify who has access to your organization's submission process to ensure the correct people have access. The "User" icon on the left of an application tile allows you to view users.

#### Step 4

If you need to request access to other organizations within an application, you can use the "Request Additional Access" prompt in the top right of the user access listing screen.

## Step 5

After accessing the application, instructions will vary depending on which application is being accessed. Review the guide for your relevant application in the system for further guidance.

If there are any questions regarding DOAA Submission Portal, please contact helpdesk@audits.ga.gov.