

## **Accessing DOAA's New Client Portal**

To access the DOAA Client Portal, visit

<https://us.casewarecloud.com/doaa/>

You will be redirected to the main login screen. On the main login screen, please enter your email address and the password into the fields shown and click "Sign In".

 **DOAA**  
Georgia Department  
of Audits & Accounts

Welcome to the DOAA Client Portal!  
If you are an audit client, please input your Username and Password. If your account has not been created, please contact your audit team.  
For our auditors, please utilize the "Go to Single Sign-On" option.

[Go to Single Sign-On](#)

OR

**Email**

**Password**

Stay signed in for 120 hours

[Sign In](#)

You will be prompted to enter a Verification Code. This verification code will be sent to the cell phone number you provided when the account was created. Please enter your verification code and click Verify.

\*DOAA does not have access to the cell number provided.

< Back

Go to Single Sign-On

OR

Enter your verification code.

Verification Code

609941

Remember this computer for 30 days

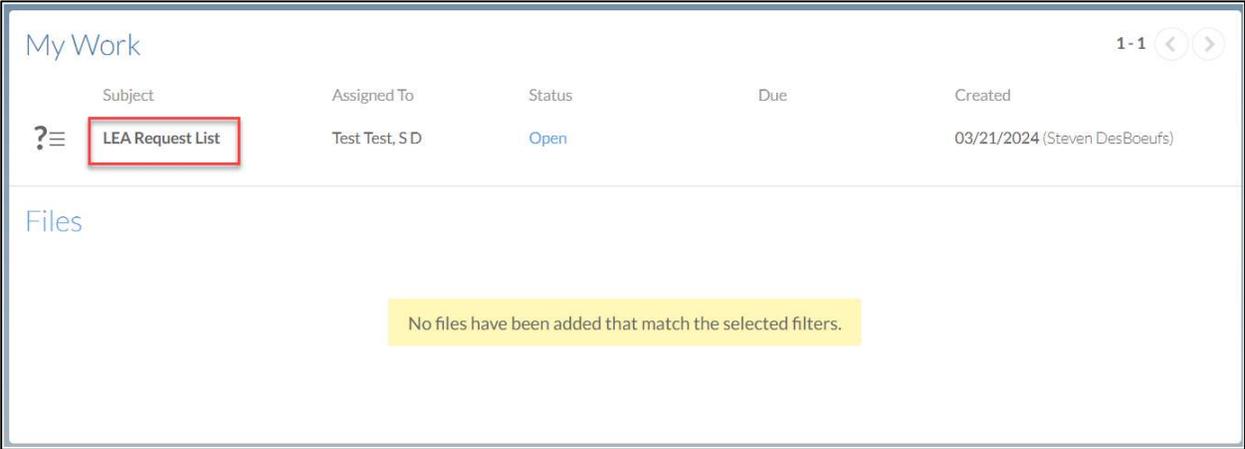
[Use backup code](#)

Verify

Under “My Work” you will see a list of request lists. Select the name of the request list you would like to access under “Subject”.

\*The list may take a few seconds to load.

\*\*If you do not have a “My Work” section, please contact your audit team and ask to be added to the request list.



Once the request list has loaded, items can be viewed in the center of the screen.

To upload a document, find the request list item in the list, then drag and drop the documents into the dotted box.

**B: General Planning**

**B.1 All Funds Listing** Awaiting Response

Provide a listing of All Funds used during the Fiscal Year and the Fund Name or Description.

File upload

Drag and drop here or click to browse

[Copy from cloud](#)

*Enter your comment* Send

Once items are loaded to a request, a “Submit Response” button will appear. **Do not select the “Submit Response” button until all items have been loaded to the request.**

\*If the “Submit Response” button is accidentally selected, enter a comment asking the audit team to return the request.

The screenshot shows a web interface for responding to a request. At the top left, the request title is "B.1 All Funds Listing". At the top right, there is a grey button labeled "Awaiting Response". Below the title, the instruction reads: "Provide a listing of All Funds used during the Fiscal Year and the Fund Name or Description." Underneath is a "File upload" section with a dashed border and the text "Drag and drop here or click to browse". To the right of this area is a blue link that says "Copy from cloud". Below the upload area, a file named "Fund Listing.xlsx" is shown with a green 'X' icon, the text "Uploaded: 2:00 PM", and a close button (an 'x' in a circle). Below the file upload section is a text input field with the placeholder "Enter your comment" and a "Send" button. At the bottom of the form, a large blue button labeled "Submit Response" is highlighted with a red rectangular border.

If you require any additional assistance, please contact Steven DesBoeufs at [desboeufs@audits.ga.gov](mailto:desboeufs@audits.ga.gov)

Thank you!