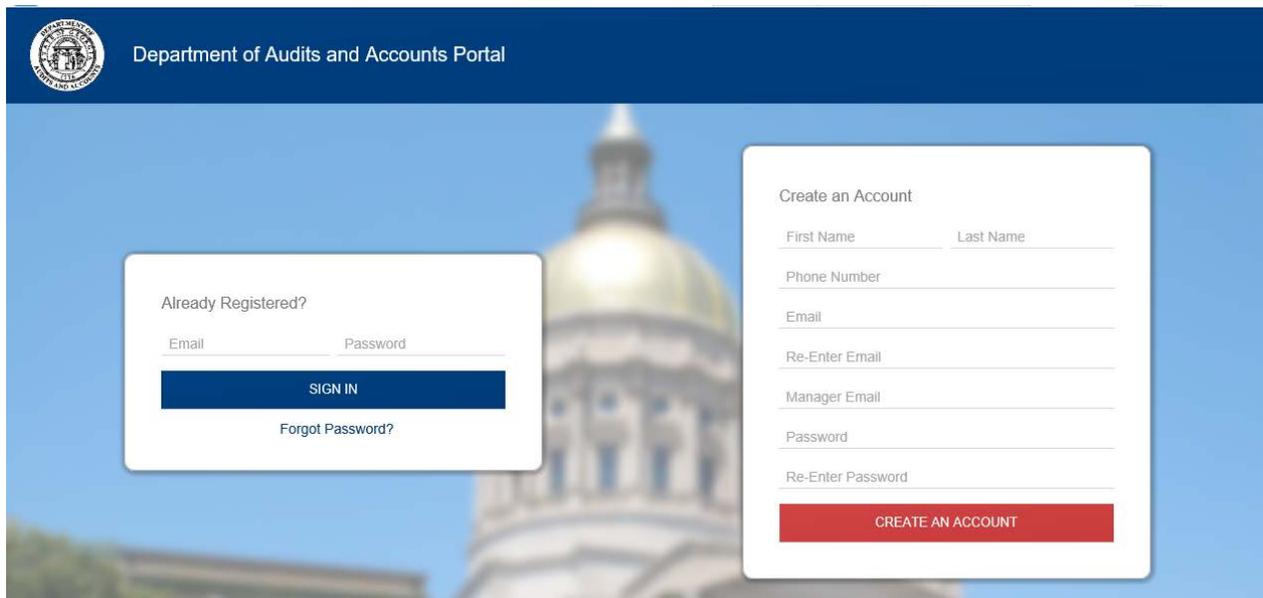


DOAA Login and Account Creation Instructions

New Features for 2018:

- New Look and Feel
- Streamlined account set up process
- Ability to see who has access for an organization per process
- Ability to remove accounts that are no longer needed via who has access feature
- Automated password reset
- New Security features



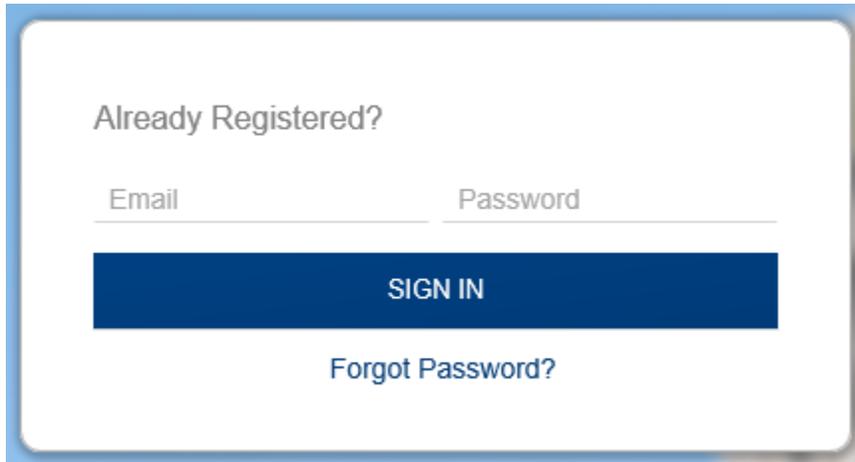
The screenshot shows the Department of Audits and Accounts Portal. The header includes the state seal and the text "Department of Audits and Accounts Portal". The main content area features two white boxes on a blue background with a blurred image of the Georgia State Capitol dome. The left box is titled "Already Registered?" and contains fields for "Email" and "Password", a blue "SIGN IN" button, and a "Forgot Password?" link. The right box is titled "Create an Account" and contains fields for "First Name", "Last Name", "Phone Number", "Email", "Re-Enter Email", "Manager Email", "Password", and "Re-Enter Password", along with a red "CREATE AN ACCOUNT" button.

To login, go to <https://www.audits.ga.gov/auth>

**** At no time will we ever ask you for your passwords and it is not recommended to share passwords. Every user should have an individual account for tracking purposes****

Login Instructions

- If you already have an active account with the Department of Audits and Accounts (DOAA), you will be able to login each time entering your Email address and Password then clicking the **SIGN IN** button to access your account and begin working with a DOAA web application.



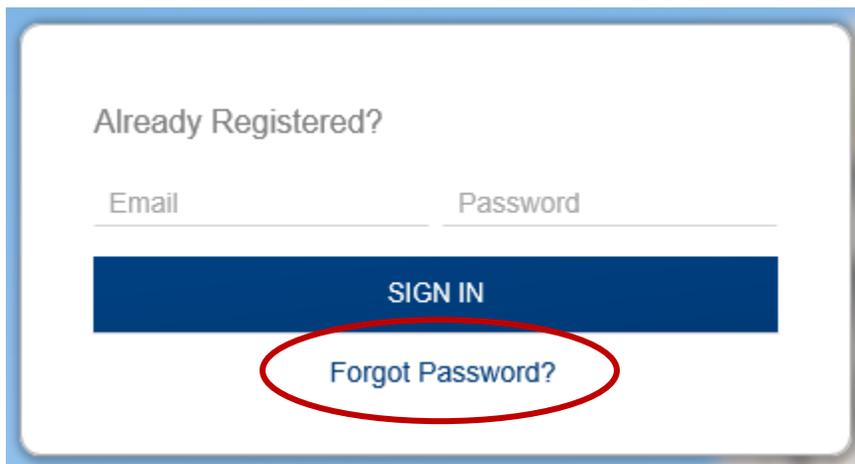
Already Registered?

Email Password

SIGN IN

[Forgot Password?](#)

- If you remember your account's Email address, but have forgotten your Password, you can click the **[Forgot Password?](#)** link in the SIGN IN box on the Home page. It will bring you to another page where you can request to receive an email with a password reset link (see image below). Type in your email address and press the **Submit** button. Shortly after, you will receive an email to reset your password. **The password reset link expires in 30 minutes!**



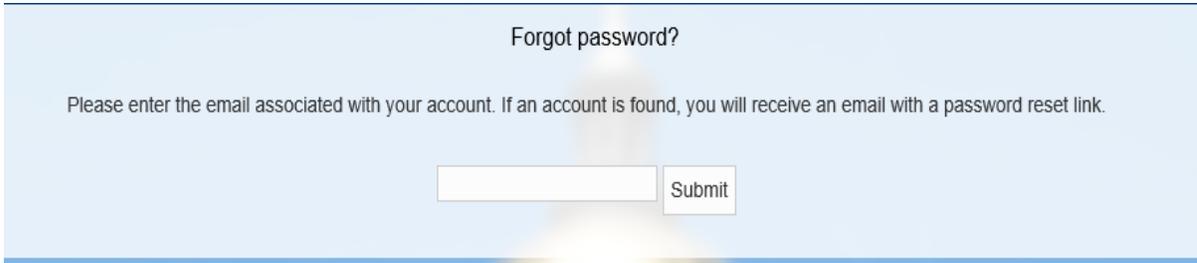
Already Registered?

Email Password

SIGN IN

[Forgot Password?](#)

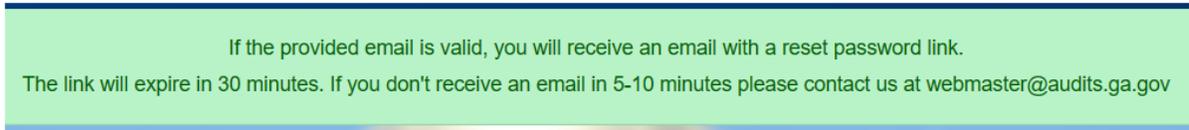
Forgot Password Screen:



Forgot password?

Please enter the email associated with your account. If an account is found, you will receive an email with a password reset link.

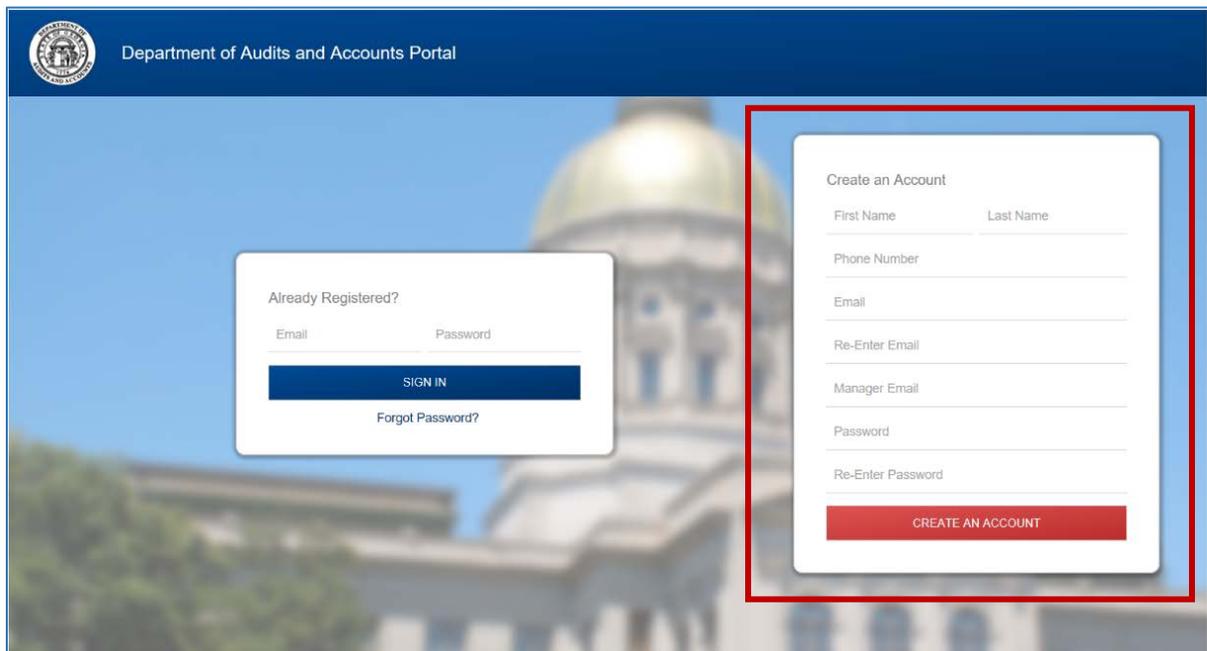
Reset Password Message:



If the provided email is valid, you will receive an email with a reset password link.
The link will expire in 30 minutes. If you don't receive an email in 5-10 minutes please contact us at webmaster@audits.ga.gov

NOTE: *If the provided email is "invalid", you will have to create a new account!*

- *If you do not have an account in the prior year or have never submitted data to the DOAA, you must complete the required fields in the **CREATE AN ACCOUNT** field box (see image below).*



Department of Audits and Accounts Portal

Already Registered?

Email Password

[Forgot Password?](#)

Create an Account

First Name Last Name

Phone Number

Email

Re-Enter Email

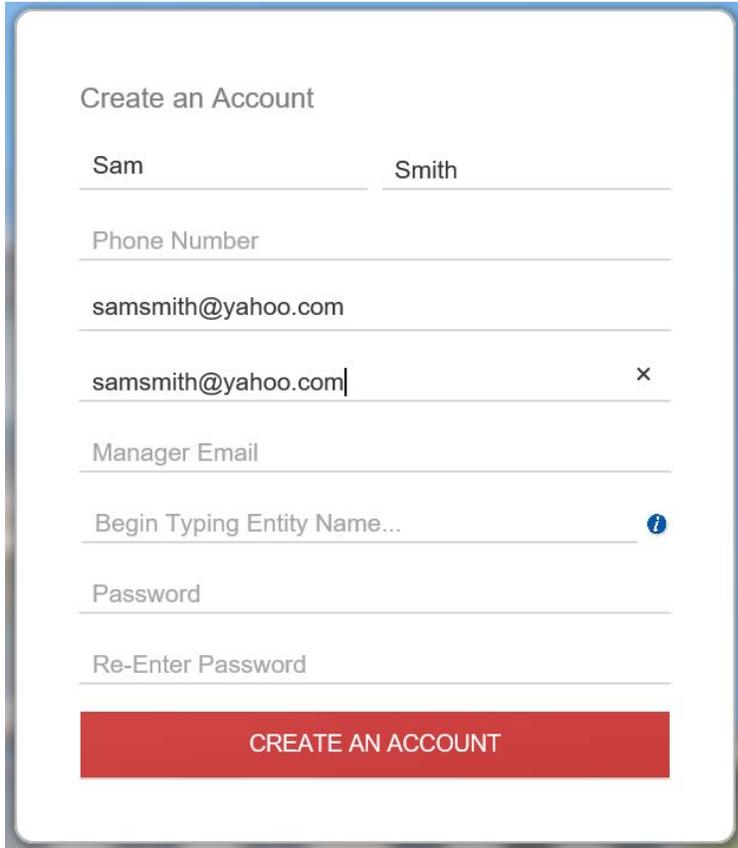
Manager Email

Password

Re-Enter Password

Account Creation Instructions

1. If you are a new user who will be submitting data, you'll need to fill out the user's account contact information, your manager's email address, a new password and then click the **CREATE AN ACCOUNT** button in the bottom right corner of the **Home** page. You may also need to identify the organization who you are creating an account for and you must select one from the listing presented.

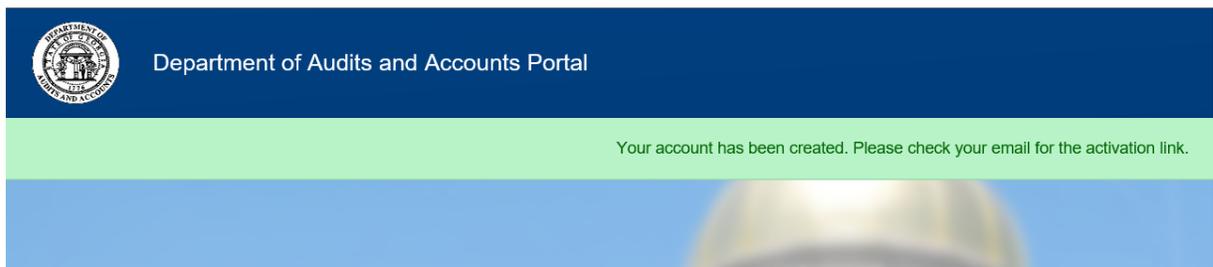


The screenshot shows a 'Create an Account' form with the following fields and content:

- Create an Account** (Section Header)
- First Name:** Sam
- Last Name:** Smith
- Phone Number:** (Empty field)
- Email:** samsmith@yahoo.com
- Manager Email:** samsmith@yahoo.com (with a clear 'x' button)
- Begin Typing Entity Name...** (with an information icon)
- Password:** (Empty field)
- Re-Enter Password:** (Empty field)
- CREATE AN ACCOUNT** (Red button)

2. Once everything is complete, on the next screen you will be presented with the following message:

“Your account has been created.”



- IMPORTANT:** In order to start using your account you need to **activate** it! We have sent you an email that contains the necessary information. You will receive the email notification within 15 minutes from the Department of Audits and Accounts (see image below). You can click the activation link or you can copy/paste the link to activate the account.

NOTE: This email may be in your junk or spam box. Please check your spam if it does not appear.

Activation Email Example:

From: dev_reply@audits.ga.gov [mailto:dev_reply@audits.ga.gov]
Sent: Thursday, January 11, 2018 1:17 PM
To: User Name <user@audits.ga.gov>
Subject: Department of Audits and Accounts - Account Verification.

Dear User,

You have setup an account with the Department of Audits and Accounts. Please activate your account by either clicking on the link below:

<https://www.audits.ga.gov/auth/account/activate/0000xx00-0xx0-0xx0-xXoo-x0xxx0x0000x0>



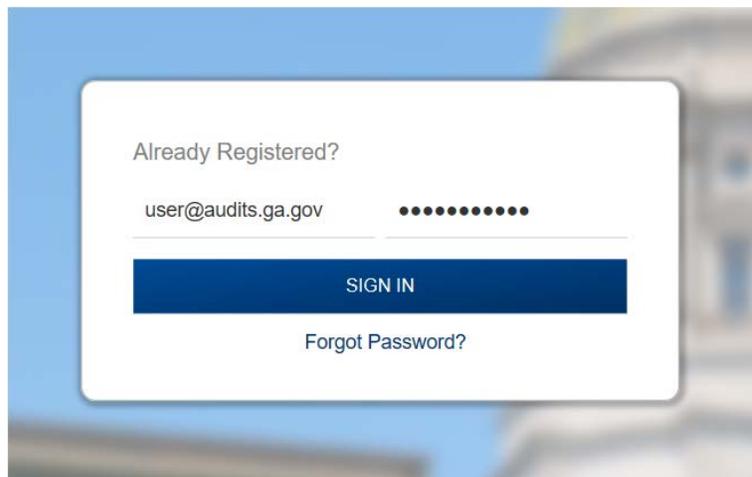
OR

you can manually go to <https://www.audits.ga.gov/auth/account/activate>

then, copy and paste the following code into the text field: **0000xx-0xx0-0xx0-xXoo-x0xxx0x0000x0**

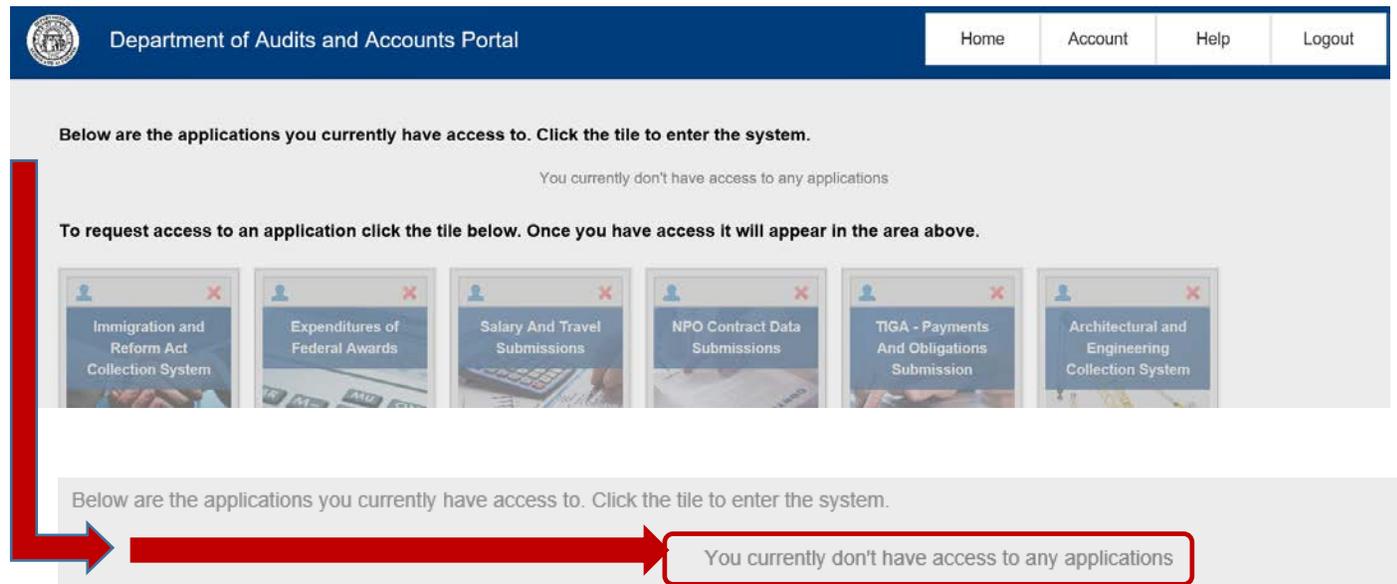
Thank you very much!

- Once you have **activated** your new account, you will then be able to login using your Email address and Password to begin working with an application.

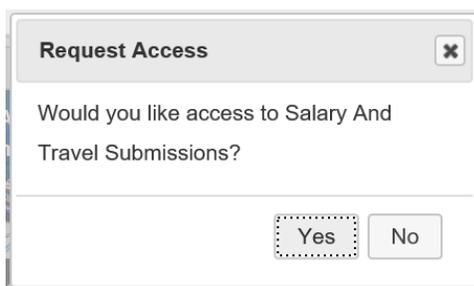


- When you first login, you will see the **Home** page. This page shows you the Menu tab options, the currently accessed applications and the available grayed out application tiles. Once you have access you will see a colored title in the top section. ****read below on how to gain access****

Home Page:



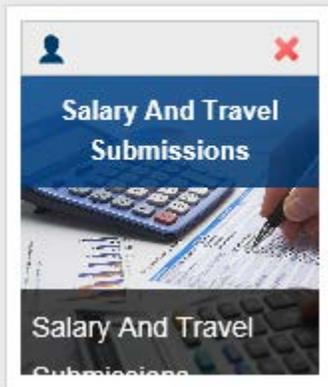
- If you have logged in before or have requested access for other DOAA applications, you will see the accessed application tiles displayed. If you do not see the application you need, you can click the grayed out application tile on the bottom of the **Home** page, then click the **Yes** button to request access for that application (see image below).



- The requested application should now be displayed in full color and available for you to access. You can click the application tile to go to the system. If the Tile says "pending" in yellow it is waiting for approval prior to being available for you to access.

Home Page with Approved Access:

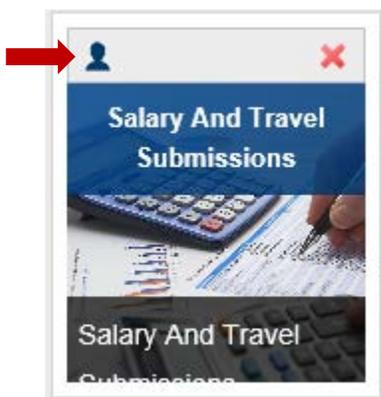
Below are the applications you currently have access to. Click the tile to enter the system.



NOTE: The **X** above the application name is for deleting/removing access to a system application. The  “Who has access” face icon allows you to see the other users in your organization that have access and/or may submit data.

Who Has Access Feature and Additional Requests

This feature allows you to see who has access to your organization’s submission process and request additional access when needed. This listing should be reviewed each year to verify that the users who have access are correct. Once a user is removed for any reason they will no longer be able to access that submission process. A reason selection is need also when removing accounts.



List of Users who have access:

Current Access to Salary And Travel Submissions (i) 				
Access (i)	Last Name	First Name	Phone	Organization
✘	Cruiser	Land	(404) 651-891...	Audits and Accounts, Department of

NOTE: The ✘ above will remove the user's access

An account removal reason is required:

Select a Reason for Access Removal ✘

No Longer Employed

Role Change

Should Not Have Access

Confirm Cancel

If the user has access to more than one submission process / application this prompt will allow you to quickly remove all access depending on the above reason.

Remove User Access ✘

REMOVE ALL will remove all access for this user including access to other applications.

REMOVE ONLY THIS ACCESS will remove access to ONLY this application.

REMOVE ALL REMOVE ONLY THIS ACCESS Cancel

NOTE: It is important to be careful with this feature and only remove accounts you are sure are no longer needed. This action is logged and tracked if questions arise.

Requesting Additional Access to other organizations



Current Access to Salary And Travel Submissions (i)				
Access (i)	Last Name	First Name	Phone	Organization
✖	Cruiser	Land	(404) 651-891...	Audits and Accounts, Department of

** The Request Additional Access Button is used to request access to other organizations with in an application. This is used when an account submits data to more than one organization with in a submission process. Hint: Most users do not need to use this feature

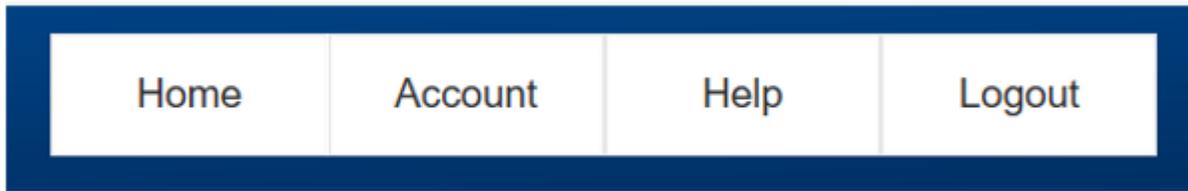
Request Additional Access

CancelSubmit

NOTE: You can use your existing account to submit for multiple organizations and each organization can have multiple web applications. To request access for each additional organization that you submit data for, click the **Request Additional Access** button, begin typing in the Entity Name, select it from the dropdown menu, then click the **Submit** button.

Menu Options:

Once logged in you will see the **Menu** tab options (see image below):



- **Home** – Displays the Home page, Menu tabs, currently accessed application(s) and grayed out available applications.
- **Account** – Displays the user’s name and account information and change password option.
- **Help** – Brings you to the Other Resources page on the DOAA website to access many useful and informative links and videos to help with the submission process
- **Logout** – Allows you to exit your account securely.

***** At no time will we ever ask you or need your passwords and it is not recommended to share passwords. Every user should have an individual account for tracking purposes*****