



# Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

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### eZ-Audit Overview

#### *Frequently Asked Questions...*

##### What is eZ-Audit?

eZ-Audit is a web based paperless single point of submission for financial statements and compliance audits. A designee from your school simply signs on to eZ-Audit, enters summary audit and financial data directly from your report into a web form, attaches an electronic version of the report, and hits the submit button. Your submission through eZ-Audit will allow for more rapid and efficient processing by the Department of Education (ED) and therefore provide you with immediate feedback.

##### How does eZ-Audit work?

1. Your school submits its compliance audit data and summary financial data via an Internet web form (follow this manual for complete instructions).
2. Your school also attaches an electronic copy of your financial statement and compliance audit in a non-editable PDF format (using Adobe Acrobat).
3. The eZ-Audit system automatically forwards flagged financials and deficient audits to FSA's School Participation Management Team for resolution.
4. School Participation Teams communicate with you to reach resolution.
5. As desired, you can periodically check eZ-Audit for the status of your report.

##### How does eZ-Audit Benefit You?

- You will receive instant acknowledgement of receipt – no more lost reports!
- You will no longer need to make any copies or send reports in the mail to ED.
- Processing times will be greatly reduced, thus allowing for quicker remediation of findings.
- Web forms will contain pre-populated fields.
- There are no new reporting requirements – data entry will be limited to the same data already contained in the reports.
- The time spent submitting these forms should be less than 1 hour.
- Status of your submissions will be accessible to you online at anytime.
- A Help Desk will be available for assistance at 1-877-263-0780.

##### Who at my school will use eZ-Audit?

- *eZ-Audit Institution/School Administrator*, selected by your school, is responsible for:
  - Registering your school with eZ-Audit
  - Providing/managing access to data entry and submission approval personnel, as identified by your school
  - Maintaining security information regarding schools users as required
- *eZ-Audit Data Entry Users*, selected by your school, are responsible for:
  - Entering data into the eZ-Audit system
  - Attaching non-editable, PDF files of financial statements and compliance audits
- *eZ-Audit Submission Approvers*, selected by your school, are responsible for:
  - Reviewing the submission prior to "submit"
  - Approving the submission via the "submit" action

##### What role should my auditor play in eZ-Audit?



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You may choose to ask your auditor to serve as a *Data Entry User* of eZ-Audit. This means that your auditor would complete the fields in the system, and attach the audited documents in the non-editable, PDF format.

If your auditor is *not* selected as a Data Entry User, you may request that your auditor electronically sends you your financial statements and compliance audits in the non-editable, PDF format using Adobe Acrobat.

Please note that attestation of your financial statements and compliance audits will be in the attachments of your documents – **additional electronic signatures are not required**.

### **eZ-Audit Technical Requirements**

eZ-Audit is a **web-based application**. This means you will not need to load a new application on your computer. You will simply need to ensure that you have an **Internet browser – either Netscape 4.76 or 6.2 or Internet Explorer 5.0 or higher**.

#### **NOTE**

**If you receive an error that does not allow you to access eZ-Audit when you type in the URL from your internet browser, please contact your network administrator and request that he/she do one of the following:**

- Open your firewall to allow all 165.224.xxx.xxx addresses through, which would allow your school access to all ed.gov sites
- Conduct an nslookup on ezaudit.ed.gov which will allow your school access to eZ-Audit

eZ-Audit requires you to attach a non-editable PDF version of your annual submissions. **Adobe Acrobat** must be used to create this attachment. You have several *options* for obtaining Adobe Acrobat:

- Purchase Adobe Acrobat 5.0 software that will allow you to scan paper copies of your submissions and convert them to PDF. (The retail cost of the software is approximately \$250)
- Convert an electronic version of your submission (word, excel, etc) to PDF format using [www.adobe.com](http://www.adobe.com) online. (Adobe provides this conversion capability for \$9.99 for one month with unlimited use.)
- Bring paper copies of your submissions to your local copying center (Kinkos, etc.) and request that they create a PDF version of your submission. (The cost of this option will vary, however \$30 - \$50 is a reasonable estimate.)



## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

### School Group Submissions

ED considers a school group as a collection of schools whereby a single school within the group (what ED calls the submitting institution (Locator) or a designated representative (such as a State Auditor) submits a single consolidated financial statement and compliance audit together to ED (For example; ITT, State of Louisiana (who submits for all the state schools in Louisiana), etc.).

The submitting institution (Locator) must be located in the same state/region as the Corporate Headquarters. If there are **no** schools located in the same state/region, the lowest OPEID in the group will continue to be the submitting institution (Locator).

Schools that submit consolidated (covering more than one OPEID) financial statements and multiple compliance audits will complete the Compliance Audit Information, Checklist and Upload pages for each (OPEID) school in the group. The submitting institution (Locator) can submit for all OPEIDs or the member school can complete and submit their own information. The member school must be registered (See Registration Instructions).

School Group Compliance Audit Information Page:

FSA Annual Submission COMPLIANCE AUDIT INFORMATION

>> college4  
 • OPEID:99999996

>> college4  
 • OPEID: 99999996

\*You are currently viewing the Compliance Audit for OPEID:  
 99999996

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Our Records currently indicate that this group contains the following OPEIDs:

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\*If this information is not correct please contact the EZAudit Help Desk at  
[fsaezaudit@ed.gov](mailto:fsaezaudit@ed.gov)

OPE_ID	NAME	LOCATOR	CITY	STATE
99999987	<a href="#">college13</a>		Dallas	Texas
99999990	<a href="#">college10</a>		Dallas	Texas
99999996	<b>college4</b>	Y	Dallas	Texas

**NOTE**

If you have additional questions regarding school groups, please send an email to [fsaezaudit@ed.gov](mailto:fsaezaudit@ed.gov) or contact the eZ-Audit Help Desk at 1-877-263-0780.



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### eZ-Audit Submission Requirements

Effective, June 16, 2003 all schools required to submit financial statements and compliance audits must submit via eZ-Audit. The Department of Education will no longer accept paper submissions of financial statements and compliance audits.

When must an institution submit financial statements and/or compliance audit?

- **All participating institutions must submit financial statements and compliance audits annually. (34 CFR 668.23 and OMB Circular A-133)**
  - Proprietary institutions' financial statements and compliance audit is due six months after the end of the fiscal year (34 CFR 668.23).
  - All the Proprietary institutions will have to answer a question "Have you disbursed Title IV funds?" before starting a submission.
    - \*\* If your school did not disburse any Title IV funds, then you answer **NO** to the question "Have you disbursed Title IV funds?" and you only have to submit financial statements portion of the Annual Submission known as "No Title IV Activity Financial Statement Submission."
    - \*\* If your school did disburse any Title IV funds then you answer **YES** to the question "Have you disbursed Title IV funds?" and you have to submit both financial statements and compliance Audit portion of the Annual Submission known as "Annual Submission."
    - \*\* If your school did not disburse \$500,000 or more in Title IV funds during each of the two completed award years you may request a waiver.
- **If you are seeking initial participation in the Title IV Program.**
  - Please note that an Application for Approval to Participate in Federal Student Aid Programs ([www.eligcert.ed.gov](http://www.eligcert.ed.gov)) should be filed at the time of your submission.
- **If you undergo a change in ownership, merger or change in structure.**
  - Please note that an Application for Approval to Participate in Federal Student Aid Programs ([www.eligcert.ed.gov](http://www.eligcert.ed.gov)) should be filed at the time of your submission.
- **If you wish to be reinstated to participate in Title IV program(s).**
  - Please note that an Application for Approval to Participate in Federal Student Aid Programs ([www.eligcert.ed.gov](http://www.eligcert.ed.gov)) should be filed at the time of your submission.
- **If your institution closes or loses eligibility to participate in the Title IV programs**
  - Please note that you need only submit a close out audit.



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### ***eZ-Audit Rules of Behavior***

eZ-Audit is a Department of Education system. Department of Education computer systems are provided for the processing of Official U.S. Government information only. All data contained on Department of Education computer systems is owned by the Department of Education and may be monitored, intercepted, recorded, read, copied or captured in any manner and disclosed in any manner, by authorized personnel. THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crime found on Department of Education computer systems. Unauthorized use of this system is a violation of Federal law and can be punished with fines or imprisonment (P.L. 99-474). "Use of this system by any user, authorized or unauthorized, constitutes consent to this monitoring, interception, recording, reading, copying, or capturing and disclosure."

You may decide to send FSA information, including personally identifying information. The information you supply – whether through a secure Web form, a standard Web form, or by sending an electronic mail message – is maintained by FSA for the purpose of processing your request or inquiry. Various employees of FSA may see the information you submit in the course of their official duties. The information may also be shared by FSA with third parties to advance the purpose for which you provide the information, including other federal or state government agencies. For example, if you file a complaint, it may be sent to a financial institution for action, or information may be supplied to the Department of Justice in the event it appears that federal criminal statutes have been violated by an entity you are reporting to FSA.

The primary use of personally identifying information will be to enable the government to contact you in the event we have questions regarding the information you have reported. If you are concerned about how information about you may have been used in connection with the eZ-Audit web site, or you have questions about FSA's privacy policy and information practices, you should e-mail us at [webmaster@fsa.ed.gov](mailto:webmaster@fsa.ed.gov). Electronic mail is not necessarily secure. You are advised to be cautious when sending electronic mail containing sensitive, confidential information. As an alternative, we advise users to give consideration to using postal mail.

#### **NOTE**

**All eZ-Audit users are required to carefully read and sign the eZ-Audit Rules of Behavior document that can be accessed via the web at <http://ifap.ed.gov>. Each user of the eZ-Audit system must download a copy of the Rules of Behavior document, sign it and retain the copy in the institution's files.**

### ***Questions/Concerns***

- eZ-Audit will continue to post updates and critical information to IFAP at <http://ifap.ed.gov>.
- You can send an email to [fsaezaudit@ed.gov](mailto:fsaezaudit@ed.gov)
- Contact the eZ-Audit Help Desk at 1-877-263-0780.





## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

### eZ-Audit Registration

All institutions must submit a registration request letter to the Department of Education in order to gain access to eZ-Audit. For more information on registration please see eZ-Audit Welcome Page and click on Registration Instructions.

To register, please mail a letter on your school's letterhead that includes the following:

1. First and Last Name of appropriate person in authority (e.g. President/CEO/Chancellor)
2. Signature of person named in #1 above
3. First and Last Name of eZ-Audit Institution Administrator
4. Signature of designated eZ-Audit Institution Administrator
5. e-mail address of eZ-Audit Institution Administrator
6. Phone number and extension (if necessary) of eZ-Audit Institution Administrator
7. Fax Number
8. OPE ID
9. Fiscal Year End Date

#### [Where do I send my Registration Request Letter?](#)

Registration Request Letters should be printed on school or corporate letterhead and mailed to:

The United States Department of Education  
Federal Student Aid  
Attention: Ti Baker

Integrated Partner Management  
830 First Street, NE  
RM 81F2  
Washington, DC 20202

Fax to: 202-275-5726

#### [How will I receive my registration confirmation and eZ-Audit Institution Administrator user ID and password?](#)

Your registration confirmation and eZ-Audit Institution Administrator user ID and temporary password will be sent to the email address provided in the registration request letter that you mailed to the Department of Education.

You will receive two registration confirmation emails. The first email from eZ-Audit will include your user name and instructions for accessing the eZ-Audit website. For security purposes, your temporary password will be delivered in a second email from eZ-Audit.

#### [Once I have sent in my Registration Request letter and have received my registration confirmation emails, when and how do I begin using eZ-Audit?](#)

To access eZ-Audit on or after April 1, 2003 simply type in the URL, [www.ezaudit.ed.gov](http://www.ezaudit.ed.gov) in your internet browser, and when the eZ-Audit login screen appears, type in the user name and temporary password you received through email from eZ-Audit.

Even if you are not required to submit on April 1, please be sure to log on to the eZ-Audit system immediately, in order to change your temporary password and ensure your access to the site is secure.



## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

### What if I need to change my Institution Administrator?

To change your Institution Administrator a new registration letter, following registration instructions, must be submitted. The new Institution Administrator will receive a username and password within 48 hours of receipt.

## Administrative Tasks/Security

### Login

After typing in the URL [www.ezaudit.ed.gov](http://www.ezaudit.ed.gov) in your Internet browser, the "Welcome to eZ-Audit" screen should appear:



Welcome to eZ-Audit

Welcome to the eZ-Audit website. If you are registered to use this site, please enter your username and password to login. If you are not a registered user please refer to the [registration instructions](#) . If you have forgotten your password, please click the forgot password link. If you have forgotten your username please contact your Institution Administrator or the eZ-Audit Help Desk for support at (877)263-0780.

**eZ-Audit Update: [Common Submission Errors](#)**

[Frequently Asked Questions](#)

[Steps to Creating an eZ-Audit Submission](#)

[Creating a PDF](#)

Email eZ-Audit Help Desk at [fsaezaudit@ed.gov](mailto:fsaezaudit@ed.gov)

**Maintenance** - The eZ-Audit site may not be available during the hours from 5am-11am EST every Sunday for routine maintenance.

**USER LOGIN**

username >

password >

[Forgot Password?](#)

1. Enter the username provided to you during the registration process by email.
2. Enter in your password or your temporary password if this is your first time using this site.
3. Single click the **LOGIN** button-this will take you to your institution's homepage.

### NOTE

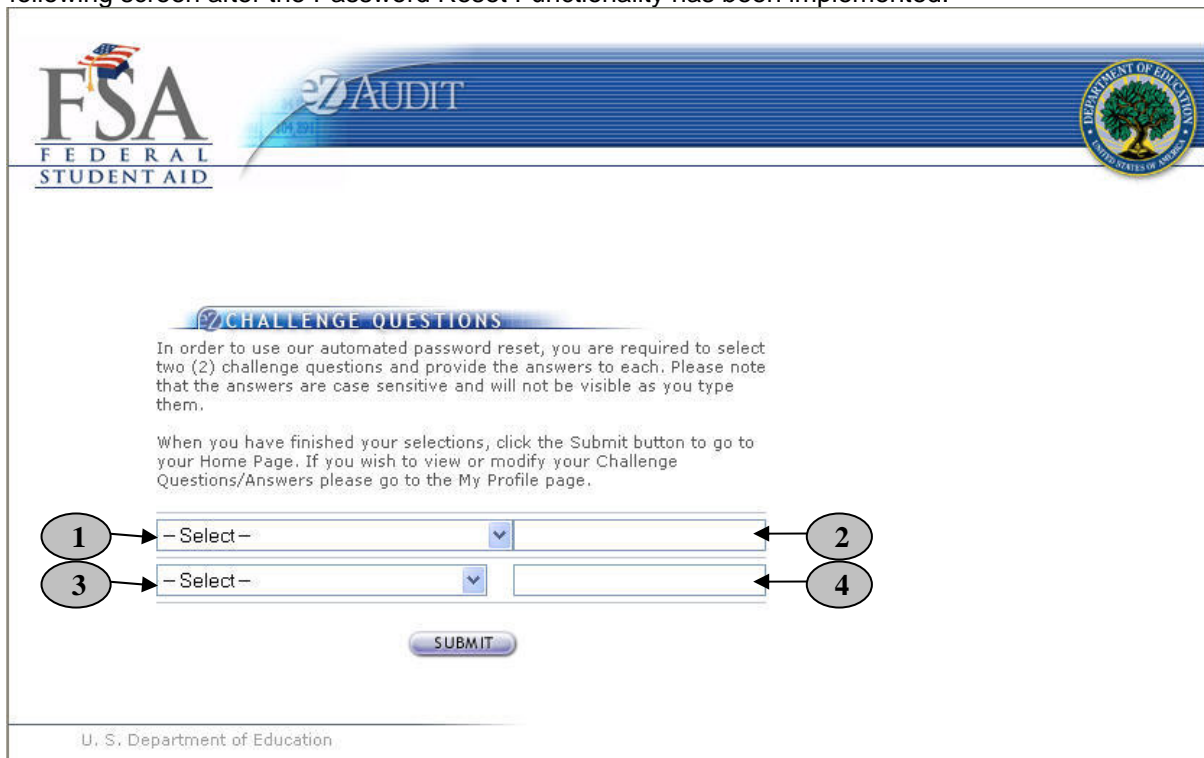
Your user name will be the first letter of your first name, the first five letters of your last name and 2 numeric characters.

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**\*\*If you have an existing users logging in for the first time, you will be presented with the challenge questions and answers page where you will select the questions and answer them accordingly.**

### ***New User Login***

If you are a new eZ-Audit user and have successfully logged into eZ-Audit for the first time, you will be presented with the following screen after the Password Reset Functionality has been implemented:



There are two sets of challenge questions to choose and answer accordingly.

1. Select a challenge question from the first drop down list. You will have the following selection:  
Challenge Question List 1:

- What month is your mother born?
- What is your father's middle name?
- In what city was your mother born?
- Which hospital were you born in?
- Who is your favorite author?

2. Type your answer to the question you have selected.

3. Select a challenge question from the first drop down list. You will have the following selection:  
Challenge Question List 2:

- What is your favorite color?



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- What is your favorite flower?
  - What is your child's middle name?
  - Who is your favorite athlete?
  - What is your favorite movie?
4. Type your answer to the question you have selected.
  5. Click on the **SUBMIT** button. This will take you to the Update My Profile page where you will type in your new password.


### NOTE

All answers are case sensitive. You will not be able to view the answers as you type them in.

### Update My Profile Page

After you successfully login by clicking on the Submit button from the Challenge Questions page the following screen will appear on the screen. Enter your new password:

## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools



**FSA**  
FEDERAL  
STUDENT AID

**eZ-AUDIT**

DEPARTMENT OF EDUCATION  
UNITED STATES OF AMERICA

### Update My Profile

**USER INFORMATION**

Please take a few moments to review the information we currently have on file and update any incorrect or outdated information.

If you wish to change a user's email address, please key in the same email address in the Email Address and Re-Type Email Address fields. If no change is made to the email address, the email address password will not change.

First Name:

Last Name:

Email Address:

Re-Type Email Address:

Office Phone:  Ext.

Fax:

**CHANGE PASSWORD**

You will need to change your password from the temporary password that was assigned to you. The password must be dissimilar from the temporary password.

The password must be 8 - 15 characters in length and must include at least 3 of the following types of characters: uppercase letters(A-Z), lowercase letters (a-z), numeral values(0-9) and special characters(<, >, ?, \$, etc.).

New Password:

Re-type New Password:

- 1
- 2

1. Type in your new password.
2. Re-type in your new password.



# Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

**CHALLENGE QUESTIONS**

Choose from the following drop down menu.

What month was your mother born in?

What is your favorite color?

### EZ-AUDIT SYSTEM RULES OF BEHAVIOR Statement of Acceptance of User Responsibility

**For Official, Approved Use only** - The eZ-Audit system is funded by the Government to support various programmatic efforts needed to accomplish the FSA mission. As such, these resources are to be used only for official Government business. Users should remember that when they use the eZ-Audit system, they are acting in their employment capacity on behalf of ED. Unless approved in writing by management, any activity outside that employment capacity, or which could bring harm or embarrassment to ED/FSA must be avoided.

**Privacy Expectations** - All users are cautioned that, in general computers, networks, and information systems are not "private." Users should have no expectation of privacy when using computing resources. E-mail sent via the eZ-Audit system may bear site-specific identifiers in the address (name@ed.gov). As such, regardless of disclaimers, users employing ED/FSA e-mail are representing the site and ED/FSA and must act accordingly.

**Monitoring of Computing Resources** - Activities on ED/FSA systems and networks are subject to monitoring, recording, and periodic audits to ensure that the resources are functioning properly and to protect against unauthorized use. The System Administrator may access any user's computer system or data communications and disclose information obtained through such auditing to appropriate third parties, e.g., law enforcement personnel. Use of ED/FSA computing resources implies consent by the user to such monitoring, recording, and auditing.

**Violations** - It is critical that all users adhere to ED/FSA computer policies and accepted user principles regarding appropriate use. Violations of these principles or policies may lead to disciplinary action, possibly including termination of funding and/or employment. Designated administrators or other authorized personnel will evaluate and determine the degree of violation and appropriate disciplinary action.

**Manager/Administrator Responsibilities** - Management personnel will lead in applying these user principles. Managers are responsible for implementing these accepted user principles in their organization and will be accountable ensuring that users are aware of and acknowledge their responsibilities.

**Accepted User Principles** - Users' access to computing resources indicates a level of trust bestowed upon them by their management and ultimately by ED. Users are responsible for their actions and must be aware of and acknowledge their responsibilities.

#### At a minimum, all users are responsible for these principles:

- Ensuring that the eZ-Audit system is used only for official Government business.
- Knowing who their site computer security personnel are and how they can be contacted.
- Ensuring that the eZ-Audit system is used in compliance with Title IV program participation agreements and other applicable regulatory requirements to ensure program integrity.
- Protecting the information users are processing from access by, or disclosure to, unauthorized personnel.
- Immediately reporting all security incidents and potential threats and vulnerabilities involving computing resources to designated computer security personnel.
- Protecting authenticators, such as passwords.
- Reporting any compromise or suspected compromise of a password to designated computer security personnel.
- Accessing only systems, networks, data, control information, and software for which they are authorized.
- Ensuring that system media and system outputs are marked according to their sensitivity and are properly controlled and stored.
- Knowing required storage sanitizing procedures (e.g., overwriting disks that contain sensitive data prior to reuse).
- Avoiding the introduction of malicious code into any computing resource.
- Preventing physical damage to the system.
- Notifying management before relocating computing resources.
- Ensuring that the work area is secured at all times and not duplicated.
- Following procedures for signing out sensitive application documentation when removing these documents from the library and ensuring that sensitive information is not removed from the work area.
- Not removing equipment or storage media from the work area without prior written authorization from the designated systems administrators, security officer or other authorized personnel.

#### Responsibilities of ED Internal Users:

- Complete and submit your security paperwork.
- Attend Security Awareness Training within 30 days of taking a new position.
- Mark, control, and store all media properly.
- Stay alert to your physical environment; report any abnormal packages, email, or activity immediately.
- Request system access through the appropriate administrator.
- Change passwords in accordance with instructions, more frequent is better.
- Never share or write down passwords (this includes notes underneath your keyboard or on your monitor).
- Never leave logged-in systems or notebook PCs unattended / unsecured (log off before leaving your workstation and secure notebook PCs).
- Attend system-specific training to learn special security features.
- Never load your own software, to include unauthorized Internet downloads.
- Ask a system administrator to obtain and load new software for you.
- Never copy software against the vendor's license.
- Never use an individual modem on a computer connected to the network.
- Learn what remote access (dial-in) phone numbers and information.
- Know what represents a security or privacy breach.
- Know the proper security official to whom you should report security incidents.
- Report all security breaches to the proper person.
- Learn what sensitive information you have access to, and proper information-handling procedures.
- Do not send sensitive information via email or voice mail because neither service is private.
- Do not send sensitive information via general-use fax equipment.
- Know that systems personnel may monitor user activity on FSA systems.
- Do not use FSA IT resources for anything but official business.
- Clear your work area of sensitive information when you are not there.
- Dispose of sensitive information properly.
- Review Disaster Recovery, Contingency and/or Continuity of Support Plans that impact you and your assigned information systems and understand your role in the execution of those plans.

By selecting the Save Button below, I will change my password and accept the Rules of Behavior Presented Above.

3 →   ← 4

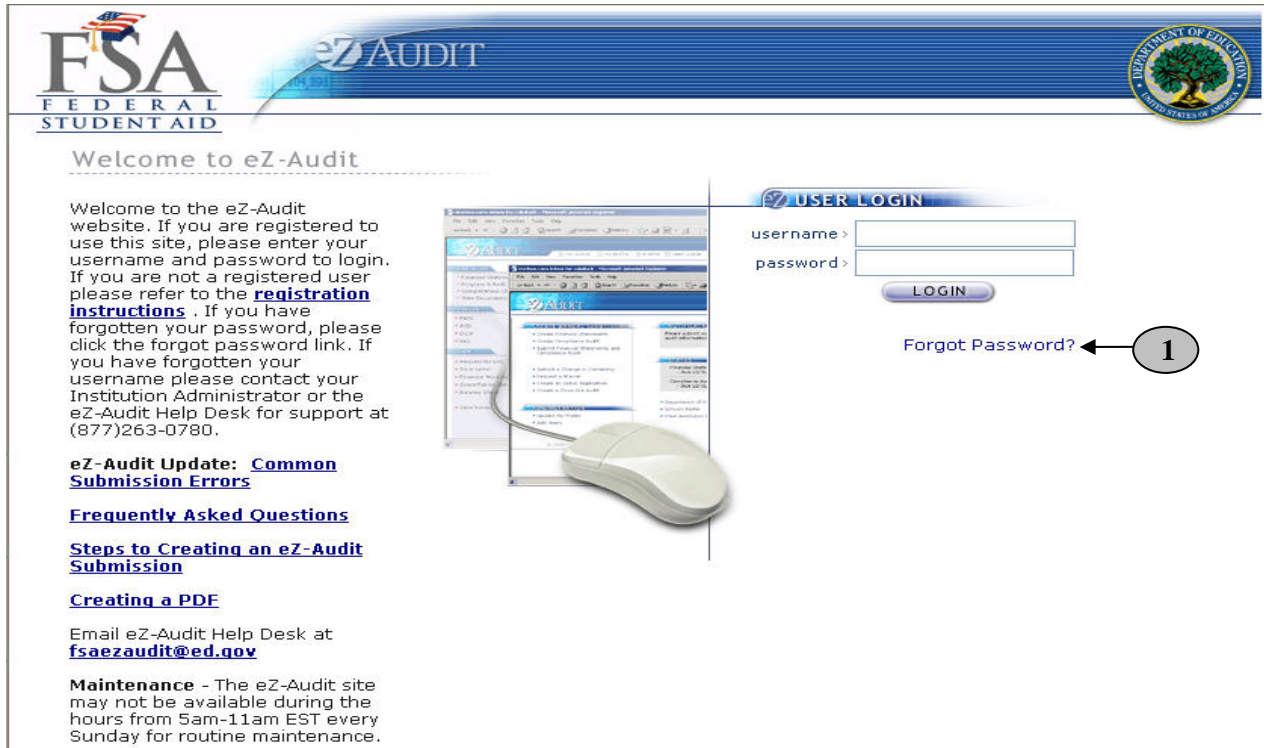


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3. Click the **SAVE** button to ensure all changes are successfully captured by the system.
4. Click the **RESET** button to cancel entries and begin again.

### Forgot Password

If you forget your password, click on the “Forgot Password?” link from the login page.



Welcome to eZ-Audit

Welcome to the eZ-Audit website. If you are registered to use this site, please enter your username and password to login. If you are not a registered user please refer to the [registration instructions](#). If you have forgotten your password, please click the forgot password link. If you have forgotten your username please contact your Institution Administrator or the eZ-Audit Help Desk for support at (877)263-0780.

**eZ-Audit Update: [Common Submission Errors](#)**

**[Frequently Asked Questions](#)**

**[Steps to Creating an eZ-Audit Submission](#)**

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**Maintenance** - The eZ-Audit site may not be available during the hours from 5am-11am EST every Sunday for routine maintenance.

**USER LOGIN**

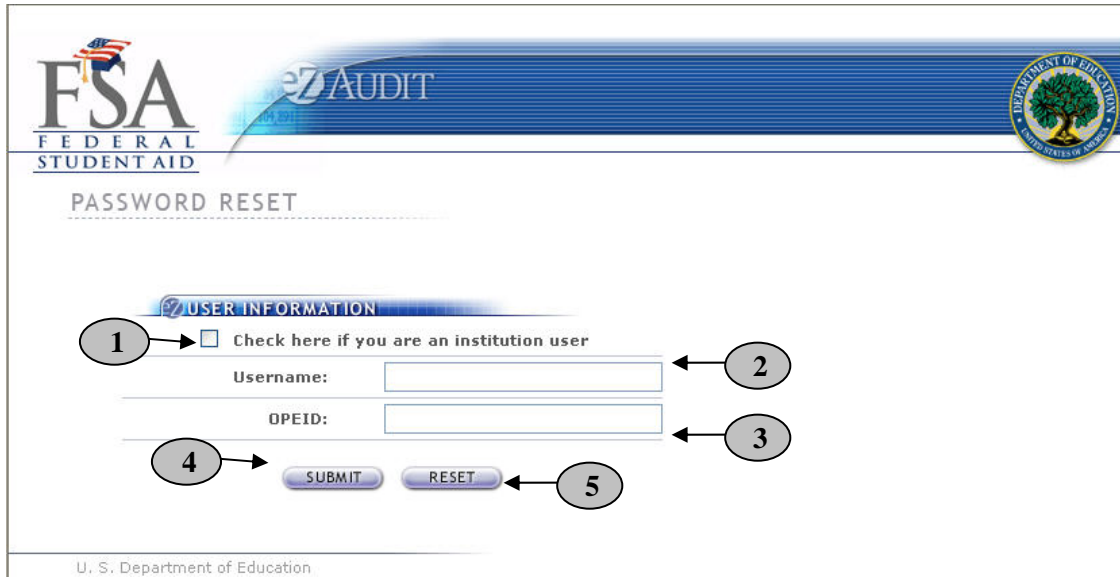
username >

password >

[Forgot Password?](#) ← 1

## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

By clicking on “Forgot Password?” link, the Password Reset page should appear requesting your user information:



U. S. Department of Education

1. Click on the check box to indicate that you are an institution user.
2. Enter your username.
3. Enter the OPEID of your institution.
4. Click the **SUBMIT** button. This will take to the Password Reset page with the challenge questions.
5. Click the **RESET** button to cancel current entries and begin again.

### Challenge Questions

After eZ-Audit validates your username, the questions you initially chose will appear:



## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools



**FSA**  
FEDERAL  
STUDENT AID

**eZ-AUDIT**

DEPARTMENT OF EDUCATION  
UNITED STATES OF AMERICA

### PASSWORD RESET

**USER INFORMATION**

Please answer the following questions to successfully reset your password.

**What month was your mother born in?:**

**What is your favorite color?:**

**SUBMIT** **RESET**

U. S. Department of Education

1. Please type your answer to the first question.
2. Please type your answer to the second question.
3. Click the **SUBMIT** button. This will take you to a page that informs you a temporary password has been sent to your email.
4. Click the **RESET** button to cancel current entries and begin again.

**NOTE** The answers are case sensitive.



## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

### Logout

If you clicked on the **LOGIN** button from the page above, this will bring you to your institution's homepage. The screen below should appear with your institution's name:

The screenshot shows the eZ-Audit system interface. At the top left is the FSA Federal Student Aid logo. In the center is the eZ-AUDIT logo. To the right is the Department of Education logo. Below the logos is a navigation bar with buttons for 'AUDIT HOME', 'HELP', 'MANAGE USERS', and 'LOGOUT'. A circled '1' is placed over the 'LOGOUT' button. The main content area is divided into several sections: 'CREATE ANNUAL SUBMISSIONS' with a link to 'Create FYE 10/31/2002 Annual Submission'; 'OTHER SUBMISSIONS' with links for 'Create Merger/Change in Ownership Submission', 'Change Fiscal Year End Date', 'Create Exemption/Waiver Request Submission', 'Create Initial Application Submission', 'Create Closeout Audit Submission', 'Create Reinstatement Submission', 'Create Stub Audit Submission', and 'Submit Additional Information'; 'VIEW HISTORICAL SUBMISSIONS'; 'Home Page' with the school name 'Proprietary School' and DPEID:77889900; and 'NOTIFICATIONS' with a message: 'Your Fiscal Year End 10/31/2002 Annual Submission is due on 4/30/2003.'

1. To logout of the eZ-Audit system, click on the **LOGOUT** button at the top of this page. The screen shown on the next page should appear if you have successfully logged out of the system.



## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools



2. To log back into the eZ-Audit system click on the underlined link above and repeat the **LOGIN** step.

**NOTE**

Your eZ-Audit session will automatically expire after 30 minutes of inactivity.



## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

### My Profile

To update your profile (i.e. **username, email address, phone number, password, challenge questions** etc.), repeat the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. The screen below should appear with your institution's name and OPEID number:

The screenshot shows the eZ-Audit Home Page for a Proprietary School with OPEID:77889900. The page is divided into two main columns. The left column contains sections for 'CREATE ANNUAL SUBMISSIONS', 'OTHER SUBMISSIONS', 'ADMINISTRATION', and 'OTHER LINKS'. The 'ADMINISTRATION' section includes a link for 'Update My User Profile' which is circled with a '1' and an arrow. The right column contains 'Home Page' information and a 'NOTIFICATIONS' section.

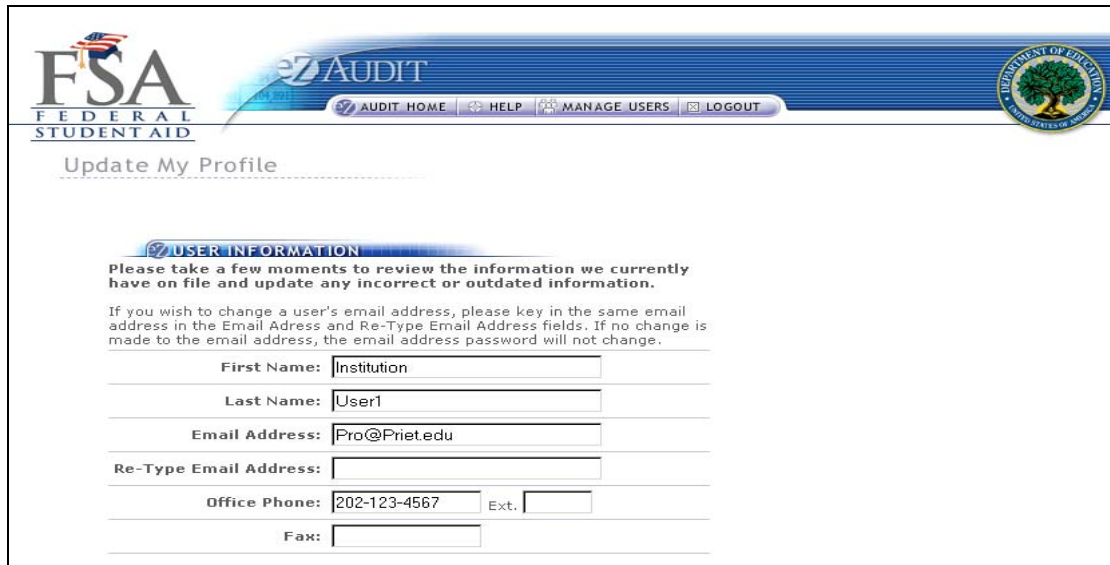
1. Click on the underlined text "**Update My User profile**" located on the lower left hand side of the screen. This will take you to the Update My Profile page shown on the next page.

#### NOTE

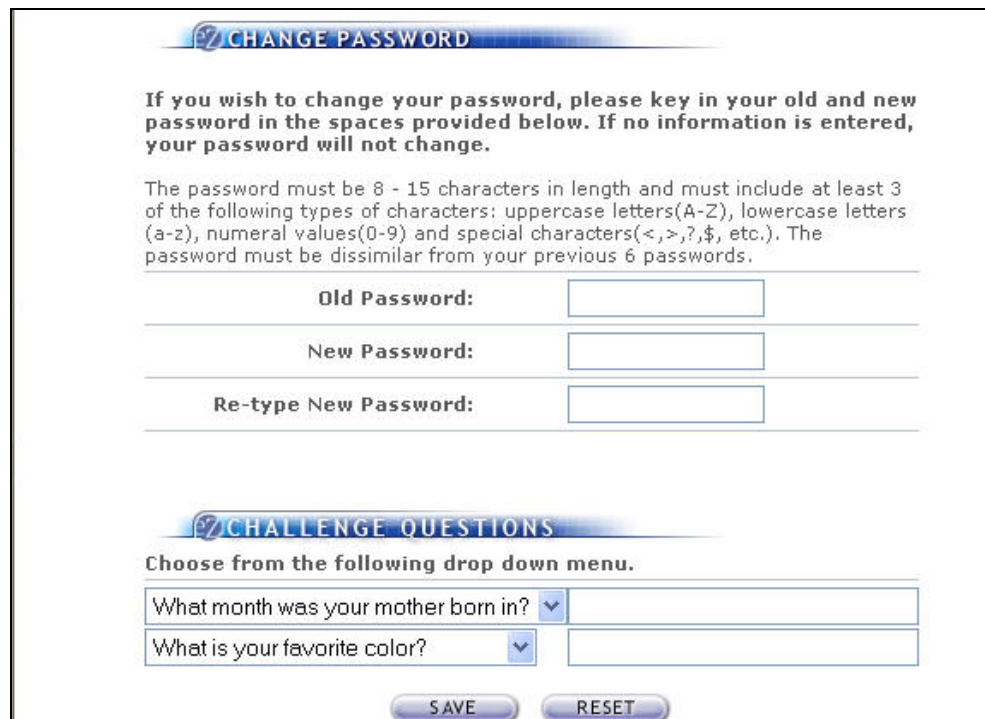
This page is used to update your user profile information such as name, email address, phone, password, challenge questions etc.

## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

If you clicked on the underlined text “[Update My User profile](#)” on your institution’s homepage, the Screen below should appear:



The screenshot shows the 'Update My Profile' page. At the top left is the FSA logo. In the center is the eZ-AUDIT logo. To the right are navigation links: AUDIT HOME, HELP, MANAGE USERS, and LOGOUT. On the far right is the Department of Education logo. Below the navigation is the title 'Update My Profile'. A section titled 'USER INFORMATION' contains instructions: 'Please take a few moments to review the information we currently have on file and update any incorrect or outdated information.' Below this is a note: 'If you wish to change a user's email address, please key in the same email address in the Email Address and Re-Type Email Address fields. If no change is made to the email address, the email address password will not change.' The form fields are: First Name (Institution), Last Name (User1), Email Address (Pro@Prietedu), Re-Type Email Address (empty), Office Phone (202-123-4567), Ext. (empty), and Fax (empty).



The screenshot shows two sections. The first is 'CHANGE PASSWORD', which includes instructions: 'If you wish to change your password, please key in your old and new password in the spaces provided below. If no information is entered, your password will not change.' Below this is a note: 'The password must be 8 - 15 characters in length and must include at least 3 of the following types of characters: uppercase letters(A-Z), lowercase letters (a-z), numeral values(0-9) and special characters(<, >, ?, \$, etc.). The password must be dissimilar from your previous 6 passwords.' The form fields are: Old Password (empty), New Password (empty), and Re-type New Password (empty). The second section is 'CHALLENGE QUESTIONS', which includes the instruction: 'Choose from the following drop down menu.' Below this are two dropdown menus: 'What month was your mother born in?' and 'What is your favorite color?'. At the bottom are 'SAVE' and 'RESET' buttons.


## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

**NOTE**

Take a moment to review the information on this screen for accuracy. If changes need to be made, update the information as necessary and enter any missing information. Remember to **SAVE** your changes!!!

### Change Challenge Questions

To change your challenge questions, repeat the My Profile step, taking you to the Update My Profile page. The screen shown below appears at the bottom of that page:



1. Select a question from the first drop down list.
2. Select a question from the second drop down list.
3. Enter your answer to the first question you have selected.
4. Enter your answer to the second question you have selected.
5. Click the **SAVE** button to ensure all changes are successfully captured by the system.
6. Click the **RESET** button to cancel current entries and begin again.

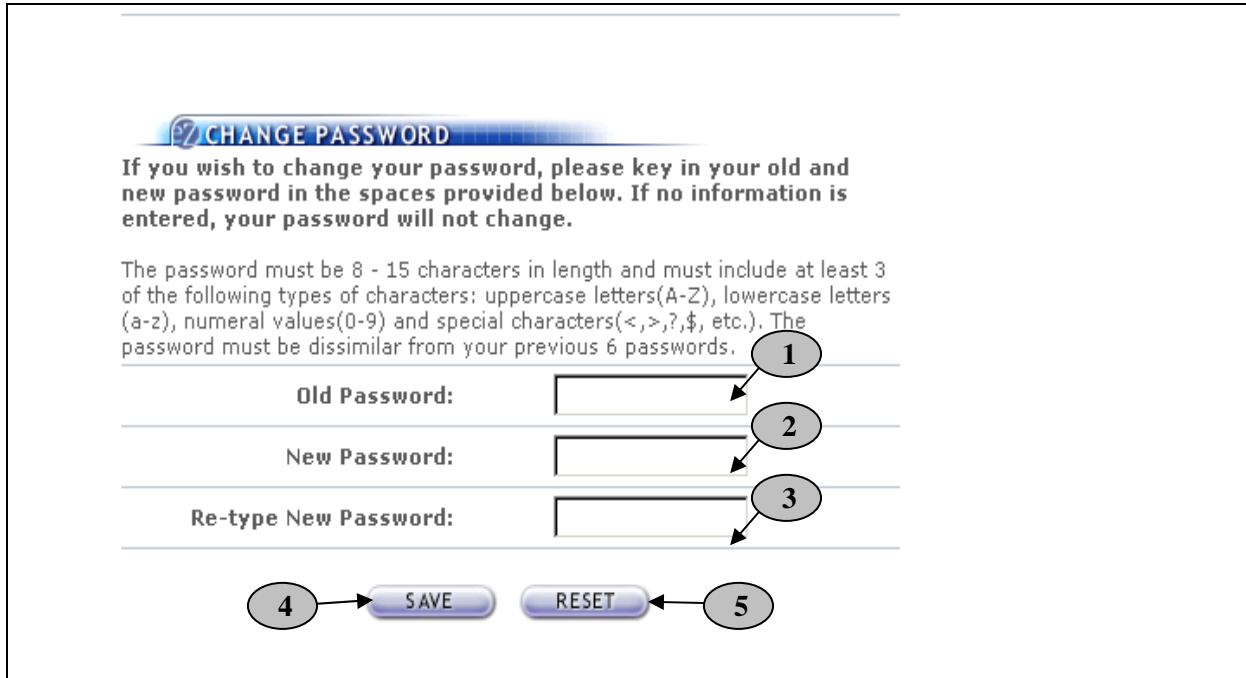
**NOTE**

All answers are case sensitive. You will not be able to view the answers as you type them in.

## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

### Change Password

To change your password, repeat the **My Profile** step to get to the Update My Profile page. The Screen shown below should appear at the midsection of that page:



**CHANGE PASSWORD**

If you wish to change your password, please key in your old and new password in the spaces provided below. If no information is entered, your password will not change.

The password must be 8 - 15 characters in length and must include at least 3 of the following types of characters: uppercase letters(A-Z), lowercase letters (a-z), numeral values(0-9) and special characters(<, >, ?, \$, etc.). The password must be dissimilar from your previous 6 passwords.

Old Password:

New Password:

Re-type New Password:

1. Enter your old or temporary password.
2. Enter your new password.
3. Retype your new password.
4. Click the **SAVE** button to ensure all changes are successfully captured by the system.
5. Click the **RESET** button to cancel current entries and begin again.

#### NOTE

The password must be 8-15 characters in length and must include uppercase, lowercase letters and numeric values. Clicking the **SAVE** button ensures all information has been saved by the system. Please note that the system will automatically prompt you to change your password every 90 days. Follow the same process described above to make this change. If you require additional help, contact the Help Desk at 1-877-263-0780.

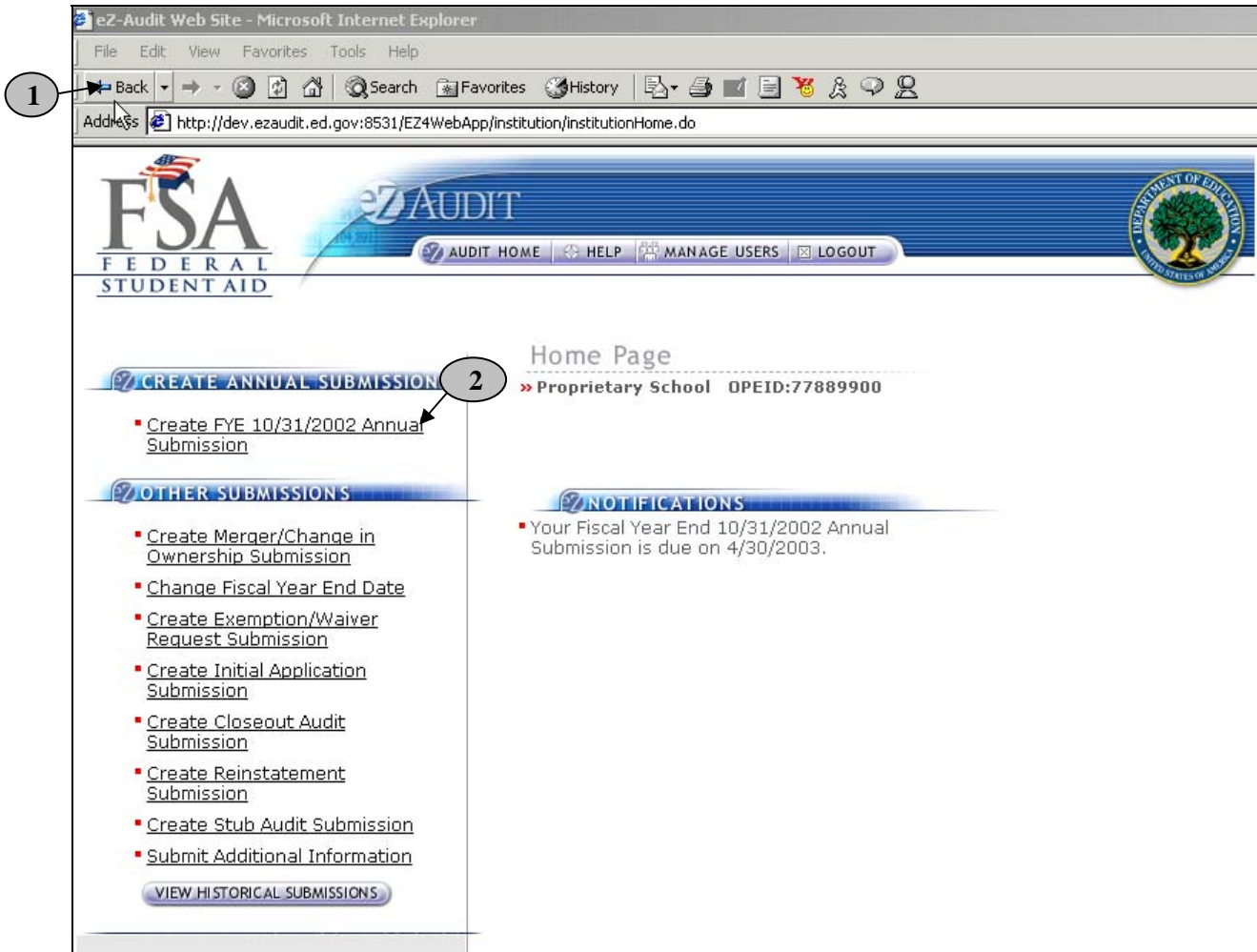




## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

### Navigation

To move from field to field in the eZ-Audit system, simply press the **Tab** button on your computer. This takes you from one field to the next.

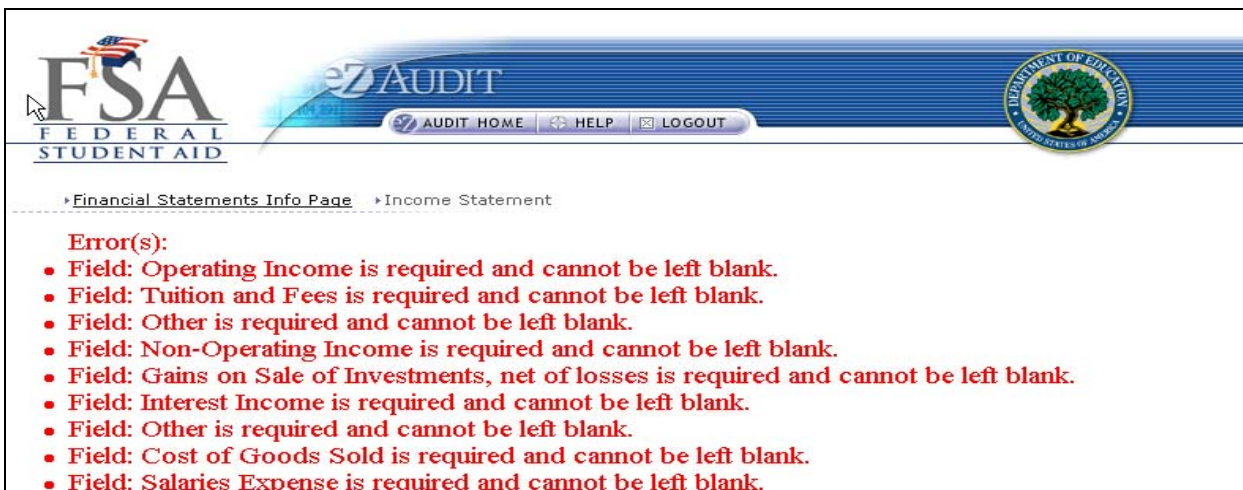


1. To go back to a previous screen or action, simply click on the **back or forward** button.
2. To move across forms or sections in the system, click the underlined text of interest.

## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

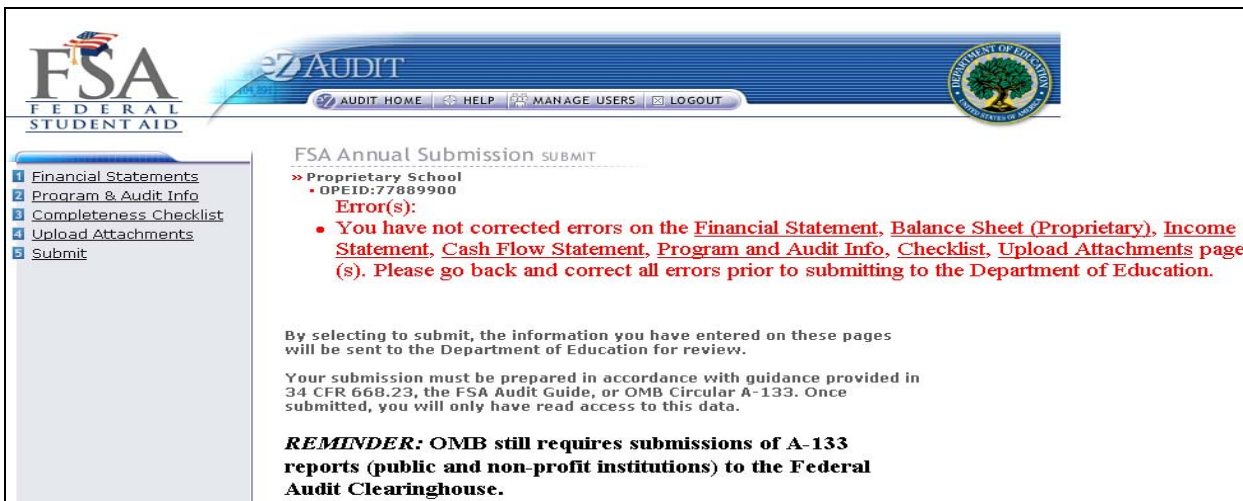
### Data Edits

Edit checks will be automatically performed on each page when you click on any of the transaction buttons such as the “**SAVE or SAVE and PROCEED**” buttons. If any invalid data entries are detected, the page will redisplay with error message(s) at the top indicating the field that needs to be corrected and the correction to be made. To continue, make the changes indicated by the message(s) displayed and click the “**SAVE or SAVE and PROCEED**” buttons. This will allow for the submission process to continue. The system will not allow you to submit to the Department of Education without correcting the errors. See sample screens below:



The screenshot shows the eZ Audit interface with the following elements:

- Navigation bar: FSA FEDERAL STUDENT AID, eZ AUDIT, AUDIT HOME, HELP, LOGOUT.
- Department of Education logo.
- Breadcrumbs: Financial Statements Info Page > Income Statement
- Error(s) list:
  - Field: Operating Income is required and cannot be left blank.
  - Field: Tuition and Fees is required and cannot be left blank.
  - Field: Other is required and cannot be left blank.
  - Field: Non-Operating Income is required and cannot be left blank.
  - Field: Gains on Sale of Investments, net of losses is required and cannot be left blank.
  - Field: Interest Income is required and cannot be left blank.
  - Field: Other is required and cannot be left blank.
  - Field: Cost of Goods Sold is required and cannot be left blank.
  - Field: Salaries Expense is required and cannot be left blank.



The screenshot shows the eZ Audit interface with the following elements:

- Navigation bar: FSA FEDERAL STUDENT AID, eZ AUDIT, AUDIT HOME, HELP, MANAGE USERS, LOGOUT.
- Department of Education logo.
- Left sidebar menu:
  - Financial Statements
  - Program & Audit Info
  - Completeness Checklist
  - Upload Attachments
  - Submit
- Main content area:
  - FSA Annual Submission SUBMIT
  - Proprietary School
  - OPEID: 77889900
  - Error(s):
    - You have not corrected errors on the **Financial Statement, Balance Sheet (Proprietary), Income Statement, Cash Flow Statement, Program and Audit Info, Checklist, Upload Attachments** page(s). Please go back and correct all errors prior to submitting to the Department of Education.
  - By selecting to submit, the information you have entered on these pages will be sent to the Department of Education for review.
  - Your submission must be prepared in accordance with guidance provided in 34 CFR 668.23, the FSA Audit Guide, or OMB Circular A-133. Once submitted, you will only have read access to this data.
  - REMINDER: OMB still requires submissions of A-133 reports (public and non-profit institutions) to the Federal Audit Clearinghouse.**



The eZ-Audit system does not allow punctuation marks in the fields. For example, “\$” dollar, “:” colon and “,” comma signs input into the system will result in an error message. Also please note that all fields must be completed. Enter “0” for any null response.



## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

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### ***eZ-Audit Security***

**System Security and Use:** All eZ-Audit users are required to carefully read and sign the *eZ-Audit Rules of Behavior* document that can be accessed via the web at <http://ifap.ed.gov>. Each user of the eZ-Audit system must download a copy of the Rules of Behavior document, sign it and retain the copy in the institution's files. This document (Rules of Behavior), clearly defines acceptable behavior and the consequences for flouting such behavior as contained in P.L. 99-474.

To ensure that you as a user are protected from unauthorized users having access to your system, the following points should be considered and adhered to diligently:

- Do not leave computers unattended when processing sensitive data.
- Place sensitive information out of sight when visitors are present.
- Verify that you are completely logged off from an active session.
- Invoke screensaver password when leaving a workstation.
- Only authorized employees within your institution should have access to the eZ-Audit system.
- Do not write your password down on paper.
- Passwords should be no less than eight characters and should contain both alpha and numeric characters.
- Avoid creating passwords that can be easily guessed (e.g., names of children, pets, etc.).
- Do not disclose your password to others (e.g., to a coworker in order to share files).

**Privacy:** THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crime found on Department of Education computer systems. Unauthorized use of this system is a violation of Federal law and can be punished with fines or imprisonment (P.L. 99-474). "Use of this system by any user, authorized or unauthorized, constitutes consent to this monitoring, interception, recording, reading, copying, or capturing and disclosure."

## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

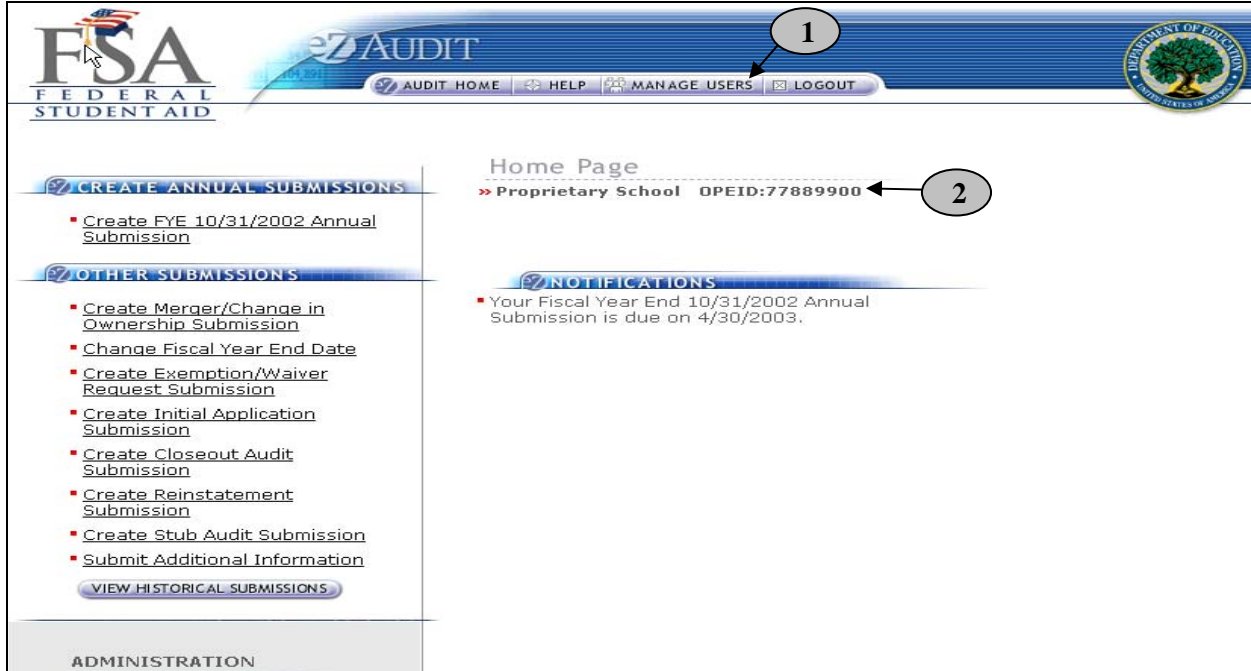
### Manage Users

#### Types of Users and Responsibilities

1. The **eZ-Audit Institution/School Administrator**, selected by your school, is responsible for:
  - o Registering your school with eZ-Audit
  - o Providing/managing access to data entry and submission approval personnel, as identified by your school
  - o Maintaining security information regarding schools users as required
2. The **eZ-Audit Data Entry Users**, selected by your school are responsible for:
  - o Entering data into the eZ-Audit system
  - o Attaching non-editable, PDF files of audited financial statements and compliance audits
3. The **eZ-Audit Submission Approvers**, selected by your school, are responsible for:
  - o Reviewing the submission prior to “submit”
  - o Approving the submission via the “submit” action

#### Institution Administrator Homepage

To log into the eZ-Audit system as your institution’s administrator, repeat the **LOGIN** step. The screen below should appear once your administrator’s username and password has been entered and verified by the system. This screen below is different between persons having administrator or user’s rights:



1. The **MANAGE USERS** button should be displayed if you have administrator’s rights to this system. Click on it to perform any of the manage users tasks such as adding or deleting a user. The screen on the next page should appear.
2. This should read the name of your institution. Confirm that this is correct.

## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

### Creating Data Entry/Submitter Users

If you clicked on the “Manage Users” button, the screen below should appear:

NAME	USERNAME	DELETE
User1, Institution	propri01	DELETE USER

1. Click on the **DELETE USER** button to delete a user from the system
2. Click on the **ADD USER** button to add a user to the system.

3. Complete all required fields providing the name and contact information for the “New User”.
4. Do not forget to specify the New User’s role (see “[Manage Users](#)” for role definition).
5. Remember to click on the “**ADD USER**” button to save all entries. **Submitter must be selected as a user role to access to the “Submit To ED” button.**

#### NOTE

Each registered institution’s administrator will have the capability to add or delete a user for their institution. When a new user is added, the user will receive 2 email notifications, one containing their username and the other containing the user’s temporary password. **One user can have all three roles.**





## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

### Institution Profile Page/Status

#### ***Institution Profile***

This is a sample of what an institution's profile page should look like. Institutions should confirm that the information is correct.



[eZ Audit Home](#) > [Institution Profile](#)

#### Institution Profile

>> **Lancaster School of Cosmetology** OPEID:02212700

#### INSTITUTION INFO

The information on this page is read-only. If any information below is incorrect, please go to the Department of Education's [Application to Participate in Federal Student Aid Programs \(eApp\)](#) Website to update.

<b>Institution Name:</b>	Lancaster School of Cosmetology
<b>Type of Institution:</b>	Proprietary
<b>Address:</b>	50 Ranck Avenue
<b>Address:</b>	
<b>City:</b>	Lancaster
<b>State:</b>	PA
<b>Postal Code:</b>	176023222
<b>Phone Number:</b>	7172990200
<b>Fax Number:</b>	7172990202
<b>OPE ID (Parent):</b>	
<b>OPE ID (Subsidiary):</b>	
<b>TIN:</b>	65-45678
<b>DUNS Number:</b>	97153266
<b>Fiscal Year End:</b>	12/31/2002
<b>President:</b>	Ms Carol T Micciche
<b>President Email:</b>	jennysri@gwu.edu
<b>Financial Aid Admin:</b>	Ms Carol L Thompson
<b>FAA Email:</b>	jennysri@gwu.edu
<b>Contact Person:</b>	
<b>Contact Email:</b>	
<b>Owner:</b>	
<b>Owner Email:</b>	
<b>Primary Accreditation Org.:</b>	NACCAS
<b>Other Accreditation Org.:</b>	

U. S. Department of Education

#### **NOTE**

**Changes to the Institution's Profile can only be made via the eAPP. This can be accessed at [www.eligcert.ed.gov](http://www.eligcert.ed.gov).**



## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

### Historical Submissions

This page provides a history of the institution's three past transactions as available in the eZ-Audit system. You may view prior submissions at anytime. Please note that you will have "read" only access to these historical submissions.

The screenshot shows the eZ-Audit interface. At the top left is the FSA logo. In the center is the eZ-AUDIT logo. To the right are navigation buttons: AUDIT HOME, HELP, MANAGE USERS, and LOGOUT. Below the navigation is a link for 'View Historical Submissions' with a sub-link for 'Proprietary School OPEID:77889900'. A large message in the center states 'You have no historical submissions'. At the bottom left, it says 'U. S. Department of Education'.

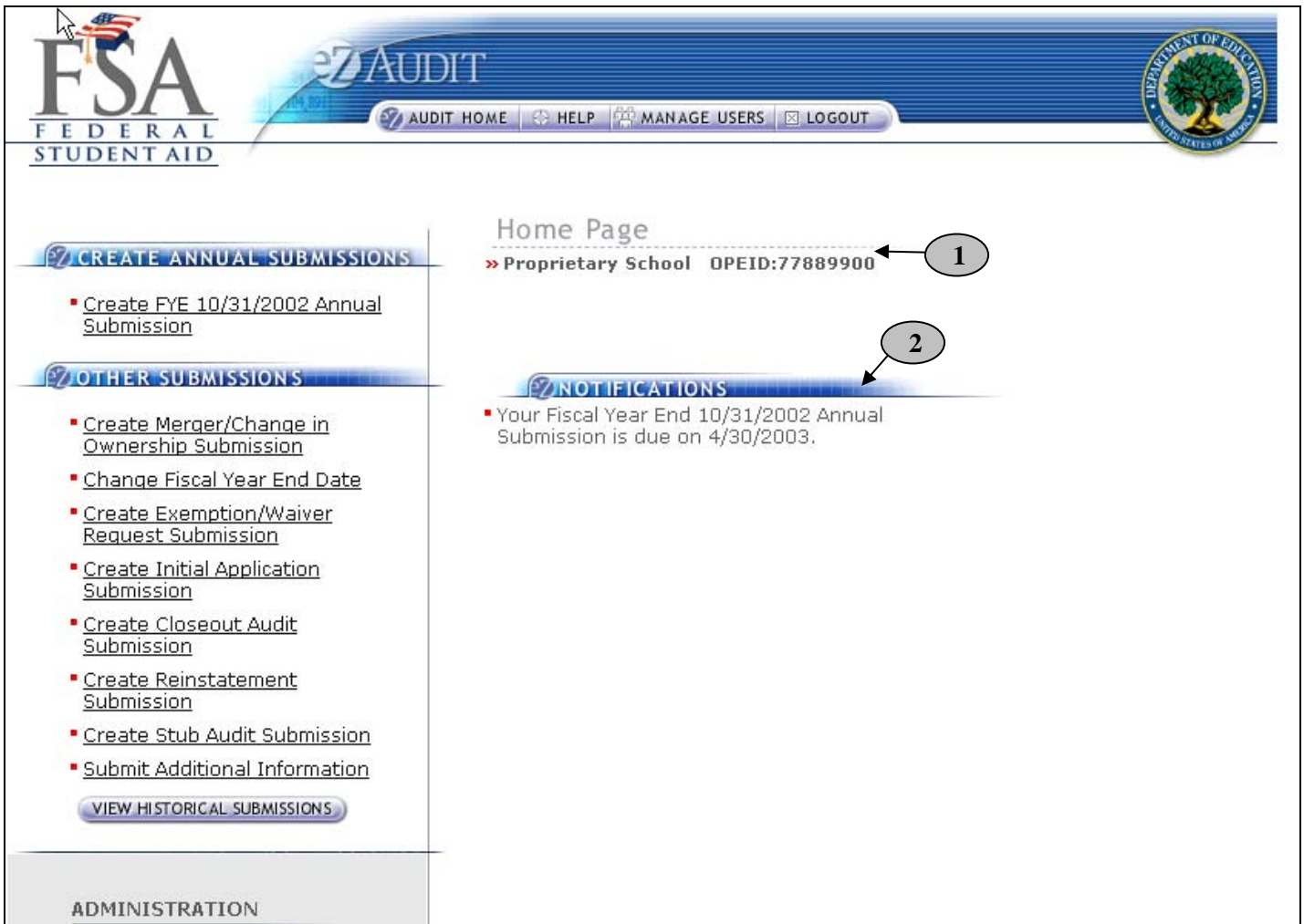
1. To view a historical submission, click on the type of submission link.



## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

### Notifications

At anytime you will be able to view your institution's review status by viewing the notification section of your homepage. This can be reached by repeating the step **LOGIN**. This will bring you to your institution's eZ-Audit homepage and the screen below should appear:



The screenshot shows the eZ-Audit homepage. At the top left is the FSA Federal Student Aid logo. In the center is the eZ-Audit logo. To the right is the Department of Education logo. Below the logos is a navigation bar with buttons for 'AUDIT HOME', 'HELP', 'MANAGE USERS', and 'LOGOUT'. The main content area is divided into two columns. The left column has two sections: 'CREATE ANNUAL SUBMISSIONS' with a link to 'Create FYE 10/31/2002 Annual Submission', and 'OTHER SUBMISSIONS' with several links including 'Create Merger/Change in Ownership Submission', 'Change Fiscal Year End Date', 'Create Exemption/Waiver Request Submission', 'Create Initial Application Submission', 'Create Closeout Audit Submission', 'Create Reinstatement Submission', 'Create Stub Audit Submission', and 'Submit Additional Information'. Below these is a 'VIEW HISTORICAL SUBMISSIONS' button. The right column has a 'Home Page' section showing 'Proprietary School OPEID:77889900' with a callout box '1' pointing to it. Below that is a 'NOTIFICATIONS' section with a callout box '2' pointing to it, containing the message: 'Your Fiscal Year End 10/31/2002 Annual Submission is due on 4/30/2003.' At the bottom left of the page is the word 'ADMINISTRATION'.

1. This should read the name of your institution and OPEID number. Confirm that this is correct.
2. This is the Notification section. Most recent institution's submission status and other notifications will be displayed.

#### NOTE

If ED has deemed a submission incomplete, the Incomplete Letter will be posted to Notifications.



## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

### Annual Submissions

#### Financial Statement

To complete your institution's annual submission, complete the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Create Annual Submissions". Please check to see that the FYE on the link matches the FYE of the submission that you wish to create. If it does not, please contact the help desk at 1-877-263-0780 so that this problem can be rectified. Please note that submissions created on the incorrect link cannot be accepted. If the link for the correct FYE appears, click on the underlined text "Create FYE----Annual Submission", and then the screen below should appear with your institution's name:



#### FSA Title IV Activity

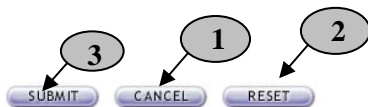
» **Proprietary School**  
• OPEID:77889900

Did the institution have any Title IV activity during the fiscal year ending on **10/31/2006**? Title IV activity means: (1) drew down Title IV funds **or** (2) disbursed Title IV funds **or** (3) had Perkins Loan activity that entails all requirements provided in 34 C.F.R. 674 Subpart B, C and D of the Federal Perkins Loan Program.

If your answer is yes to **one or more** of the above criteria, you are required to submit audited Financial Statements and a Compliance Audit to the Department. If your answer is no to all of the above criteria, you are only required to submit audited Financial Statements in accordance with GAAP and GAGAS.

**1. If you select Yes, you will be required to submit audited Financial Statements and a Compliance Audit.**

YES    NO  
   



U. S. Department of Education

1. Select YES if the institution has disbursed Title IV funds, and click on the Cancel button, Institution homepage will be displayed.
2. Select YES, and click on the Reset button, the selection will reset.
3. Select YES, and click on the Submit button, the screen below will be displayed.

#### NOTE

If you are submitting for a school group (your financial statements covers more than one OPEID) only one institution (OPEID) in the group should be used to satisfy the reporting requirement for all institutions that are part of the school group. Remember, do not use commas or other punctuation and place a "0" in any fields with a null value.

## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

### FSA Annual Submission – Financial Statements

**FSA Annual Submission** FINANCIAL STATEMENT INFORMATION

>> **Proprietary School**  
• OPEID: 77889900

All fields are required.

1. Indicate the Period Audited (mm/dd/yyyy):

Begin Date: 11/01/2005  
End Date: 10/31/2006  
Reason if Less than 1 Year:

2. Review Auditor Information:

Records Indicate your Current Auditor Is: Robertson & Robertson 111111111

Is this information correct?: YES NO  
Enter Auditors TIN:

3. Opinion Type

- Select an Opinion Type -

4. Is a going concern explanatory paragraph included in either the auditor's opinion letter or in the notes to the financial statements?

YES NO

5. Enter Financial Statement Data

Balance Sheet  
Income Statement

CANCEL SAVE SAVE AND PROCEED



## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

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### FSA Annual Submission – Financial Statements page continues:

1. This should read the name of your institution and OPEID. Confirm that this is correct.
2. Begin date is the beginning of the audit period.
3. End date is the end of the audit period.
4. Provide a reason if your audit period is less than a year.
5. This is the auditor on file with the Department of Education.
6. If the auditor's information is correct, no action is required. If incorrect or blank, select No.
7. This field should be pre-populated. Please enter the auditor's Tax Identification Number (TIN) if this information is incorrect or missing. **DO NOT USE HYPHENS.**
8. Please select appropriate opinion type from the drop down list based on your auditor's opinion. This information is presented in the opinion paragraph of the Independent Auditor's Report. If the opinion paragraph states that the financial statements "present fairly, in all material respects", the type of opinion should be "Unqualified".
9. Please indicate "yes" or "no" if your institutions' submission contains a going concern explanatory paragraph included in either the independent auditor's report or if a going concern has been disclosed in the notes to the financial statements.
10. Under this section, please click on each of the types of statements and complete the fields requested.
11. Click on [Balance Sheet](#) – (see section on completing the Balance Sheet).
12. Click on [Income Statement](#) – (see section on completing the Income Statement).
13. Click the **CANCEL** button to make changes to all entries.
14. Click the **SAVE** button to ensure all entries are successfully stored by the system on this page.
15. Click the **SAVE and PROCEED** button to go to the Program and Audit Information page. This is the next stage in the submission process.

**NOTE**

**Do not leave any field blank.**



## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

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### Balance Sheet

If you clicked on the underlined text "[Balance Sheet](#)" on the Financial Statements page, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Create Annual Submissions". Click on the underlined text "[Financial Statements](#)", and then click on the underlined text "[Balance Sheet](#)" on the lower part of the page. The screen below should appear:

#### NOTE

All data entered on this page should come directly from the balance sheet and/or notes that will be attached with your submission. Remember, do not use commas or other punctuation and place a "0" in any fields with a null value. Because the system times out every 30 minutes, it is advisable to print these screens out in advance and prepare your answers on paper, then when you return to the system, you simply have to type in the figures. Alternatively, click save at the base of this page if you need more time, while this will return error messages if the work is not complete, it will save your work and start the 30 minute clock again.

## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

### Balance Sheet Information Continues:

The screenshot shows the 'Balance Sheet Information' form in the eZ-Audit system. The form includes the following fields and callouts:

- 1**: Points to the 'All fields are required.' instruction.
- 2**: Points to the 'Accounts Receivable due from Management Employees - Unsecured' field.
- 3**: Points to the 'Accounts Receivable - Related Parties - Unsecured' field.
- 4**: Points to the 'Note Receivable(s) - Related Party - Unsecured' field.
- 5**: Points to the 'Other Receivables - Unsecured Related Party' field.
- 6**: Points to the 'Property, Plant, and Equipment, net (including capitalized lease assets and CIP)' field.
- 7**: Points to the 'Construction in Progress (CIP)' field.
- 8**: Points to the 'Intangible Assets, net of amortization (excluding goodwill)' field.
- 9**: Points to the 'Goodwill, net' field.
- 10**: Points to the 'Total Assets' field.
- 11**: Points to the 'Long Term Line of Credit (including the short term portion)' field.
- 12**: Points to the 'Long-term Debt (including the short term portion)' field.
- 13**: Points to the 'Capital Lease Obligation (including the short term portion)' field.
- 14**: Points to the 'Post Employment Retirement Benefits' field.
- 15**: Points to the 'CANCEL' button.
- 16**: Points to the 'SAVE' button.
- 17**: Points to the 'SAVE AND PROCEED' button.

1. All amounts due from management employee borrowings from the institution or employee advances. See [SFAC NO 6](#).
2. All amounts due from related parties [owners, shareholders and affiliates] on account in the form of promissory notes that are not collateralized or subject to a security agreement. See [SFAC NO 6 & SFAS 57](#).
3. All amounts due from related parties [owners, shareholders and affiliates] on account in the form of promissory notes that are not collateralized or subject to a security agreement. See [SFAC NO 6 & SFAS 57](#).
4. All amounts on account in the form of promissory notes not included in line items 2 and 3 above. See [SFAC NO 6](#).



## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

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### Balance Sheet Information Continues:

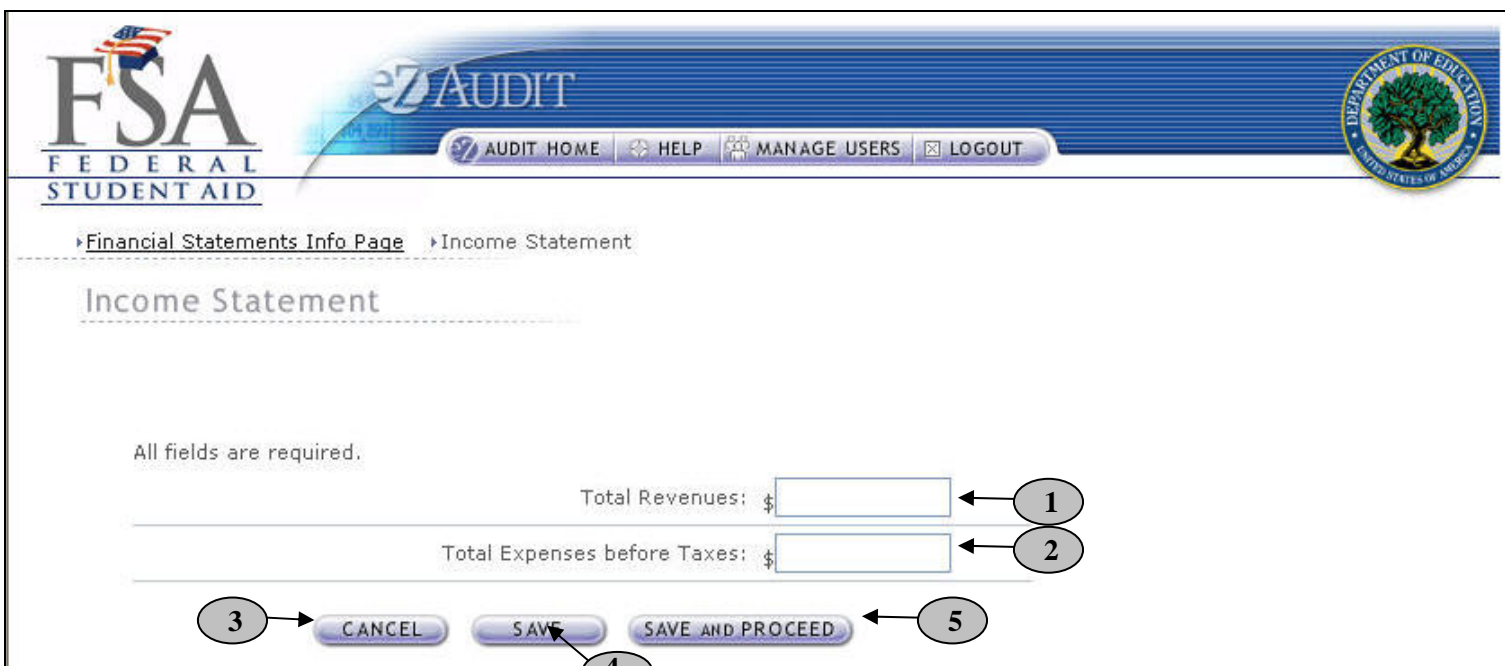
5. Property, Plant and Equipment including capitalized leases net of accumulated depreciation.
6. Construction in Progress.
7. All purchased intangibles including patents, franchises, copyrights, trademarks, brand names, covenants not to compete, accreditation costs, program development costs; and, any advertising costs not resulting from direct response advertising. [See APB 17 & SFAS 142.](#)
8. The excess of costs over the market [fair] value of specific assets acquired in a business combination. [See APB 17 & SFAS 142.](#)
9. Please enter Total Assets. Check this total against the information on your PDF. Your submission will not be accepted if this total does not match the attached PDF.
10. Portion of debt used for long-term purposes maturing during the next fiscal year plus amounts owed due to lines of credit with banks. [See SFAS NO. 6.](#)  
Portion of the net present value of minimum lease payments maturing during the next fiscal year. [See SFAS NO. 13/98.](#)
11. All formal debt instruments and any other debt instruments used for long-term purposes. [See SFAS 47.](#)
12. Net present value of minimum lease payments not maturing during the next fiscal year. [See SFAS 13/98.](#)
13. All amounts owned on plans that pay employees or their beneficiaries for post reemployment or post retirement benefits other than pensions; must be shown on face of the balance sheet. [SFAS 106, 112 and 132.](#)
14. Please enter Total Liabilities. Check this total against the information on your PDF. Your submission will not be accepted if this total does not match the attached PDF.
15. Click the **CANCEL** button to erase all entries
16. Click the **SAVE** button for eZ-Audit to save the entries
17. Click the **SAVE and PROCEED** button to save all entries and then take you the Income Statement page.



## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

### Income Statement

If you clicked on the underlined text “[Income statement](#)” from the Financial Statements page, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution’s eZ-Audit homepage. On the upper left hand side of the page, you will see a section “Create Annual Submissions”. Click on the underlined text “[Financial Statements](#)”, and then click on the underlined text “[Income Statement](#)” on the lower part of the page. The screen below should appear:



The screenshot shows the eZ-Audit interface for the Income Statement page. The header includes the FSA logo, the eZ-Audit logo, and navigation links: AUDIT HOME, HELP, MANAGE USERS, and LOGOUT. The page title is "Income Statement". Below the title, there is a message: "All fields are required." The form contains two input fields: "Total Revenues: \$" and "Total Expenses before Taxes: \$". At the bottom of the form, there are three buttons: "CANCEL", "SAVE", and "SAVE AND PROCEED". Numbered callouts (1-5) point to these elements: 1 points to the Total Revenues input field, 2 points to the Total Expenses before Taxes input field, 3 points to the CANCEL button, 4 points to the SAVE button, and 5 points to the SAVE AND PROCEED button.

1. Sum of Total revenues.
2. Total of all expenses.
3. Click the **CANCEL** button to erase all entries
4. Click the **SAVE** button for eZ-Audit to save the entries
5. Click the **SAVE and PROCEED** button to save all entries and then take you back to the Financial Statement page.

## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

### Compliance Audit

If you successfully entered or saved the information inputted on the Financial Statements page by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Create Annual Submissions". Please check to see that the FYE on the link matches the FYE of the submission that you wish to create. If it does not, please contact the help desk at 1-877-263-0780 so that this problem can be resolved. Please note that submissions created on an incorrect link cannot be accepted. If the link for the correct FYE appears, click on the underlined text "Create FYE----Annual Submission", and then click on the underlined text "Program and Audit Info". The screen below should appear:

**NOTE**

If you are submitting for a school group (i.e. you are the submitting institution for multiple schools), please complete a Compliance Audit Information page for each school in the group. Click on the name of the school to access the appropriate Compliance Audit Information Page.

**FSA Annual Submission** COMPLIANCE AUDIT INFORMATION

» **Proprietary School** ← 1  
 • OPEID: 77889900

All fields are required.

1. Indicate the Period Audited (mm/dd/yyyy): ← 2

Begin Date: 11/01/2005  
 End Date: 10/31/2006 ← 3  
 Reason if Less than 1 Year: ← 4

2. Review Auditor Information:

Records Indicate your Current Auditor Is: Robertson & Robertson 11111111 ← 5

Is this information correct?: YES NO ← 6  
 YES  NO

Enter Auditors TIN: ← 7

3. Does this compliance audit contain any findings related to the FSA Title IV programs? ← 8

YES  NO

4. Opinion Type ← 9

– Select an Opinion Type –

← 10 CANCEL ← 11 SAVE ← 12 SAVE AND PROCEED



## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

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### Compliance Audit Information Continues:

1. This should read your institution's name and OPE ID number. Confirm that this is correct.
2. Please indicate period audited in specified format.
3. Begin date is the beginning of the audit period.
4. End date is the end of the audit period.
5. Provide a reason if your audit period is less than a year.
6. This is the auditor on file with the Department of Education. If the auditor's information is correct, no action is required. If incorrect, click **NO**.
7. Enter audit firm's TIN (Tax Identification Number). **DO NOT USE HYPHENS**.
8. Indicate whether your audit contains any findings related to Title IV.
9. Select appropriate opinion from the drop down list based on your auditor's opinion. This information is contained within the Report on Compliance with Specified Requirements Applicable to SFA Programs.
10. Click the **CANCEL** button to make changes to all entries.
11. Click the **SAVE** button to ensure all entries are successfully stored by the system for this page. **To complete Compliance Audit Information page for member school(s), click on the name of the school. Complete the Compliance Audit Information page following the steps above.**
12. Click the **SAVE and PROCEED** button to go to the FSA Annual Submission-Completeness Checklist page. This is the next stage in the submission process. **If you are a school group this will take you to the Checklist page for the school you have selected.**

### School Group Submissions:

- ✓ **To complete the Compliance Audit Information page for member school(s), click on the name of the school.**
- ✓ **Complete the Compliance Audit Information page following the steps above.**

### Completeness Checklist

If you successfully entered or saved the information inputted on the Compliance Audit Information page by clicking on the **SAVE AND PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Create Annual Submissions". Please check to see that the FYE on the link matches the FYE of the submission that you wish to create. If it does not, please contact the help desk at 1-877-263-0780 so that this problem can be rectified. Please note that submissions created on the incorrect link cannot be accepted. If the link for the correct FYE appears, click on the underlined text "Create FYE---Annual Submission", and then click on the underlined text "Completeness Checklist". The screen below should appear:

#### NOTE

**If you are submitting for a school group (i.e. you are the submitting institution for multiple schools), please complete Checklist page for each school in the group. Click on the name of the school to access the appropriate Checklist page.**

## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

**FSA Annual Submission CHECKLIST**

» Proprietary School  
• DPEID: 77889900

All fields are required.

**1. Are the following items, if applicable, included in the attachment of your Financial Statements?**

- Independent Auditors Report (This report must include auditor's signature)
- Balance Sheet
- Income Statement
- Change in Equity
- Cash Flows Statement
- Consolidated Statements
- Notes to Financial Statements
- 90/10 Revenue Percentage Reported in the Notes to the Financial Statements
- Report on Compliance with Laws and Regulations
- Report on Internal Controls (This report must contain the Auditor's signature)
- Report on Financial Statements (This report must contain the Auditor's signature)

**2. Are the following items, if applicable, included in the attachment of your Compliance Audit?**

- Servicer Information Sheet
- Auditor Information Sheet
- Summary Schedule A
- Summary Schedule B
- Summary Schedule C
- Corrective Action Plan
- Schedule of Findings & Questioned Costs
- Schedule addressing prior year findings
- Explanation of All Current Year Audit Findings

Does the Independent Auditor's Report make reference to the examination of required management assertions?:

- Institutional Eligibility & Participation
- Reporting
- Student Eligibility
- Disbursements
- Refunds/Return of Title IV
- GAPS & Cash Management
- Perkins Loan
- Administrative Capability

**3. Contact Information/Additional Notes**  
Please let us know who to contact with questions regarding this submission.

**Financial Statement Contact**  
Name:   
Email:   
Phone:

**Compliance Audit Contact**      Same Contact Information as above:   
Name:   
Email:   
Phone:

Enter any additional notes:

**4** →



## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

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1. This should read your institution's name and OPE ID number. Confirm that this is correct.
2. Ensure all applicable documents are included with your submission.
3. Provide contact information (name, phone, email) for who should be contacted regarding the submission and/or additional notes as necessary. Please feel free to attach any additional document(s). If you do attach these additional documents, please write a note in this field advising that you have attached additional information not required in this process.
4. **IMPORTANT WARNING:** Click the **CANCEL** button to erase/delete all entries since the last time you saved your work.
5. Click the **SAVE** button to save all entries currently on screen. **To complete the Checklist page for member school(s), click on the name of the school. Complete the Checklist page following the steps above.**
6. Click the **SAVE and PROCEED** button to save all entries and to take you to the **Upload Attachment** page. **If you are a school group this will take you to the Upload page for the school you have selected.**

### NOTE

Change in Equity documentation may be included as part of the Income Statement, or may be included as a separate document. Consolidated Statements will only be included with the submission if the financial statements reflect totals.

### School Group Submissions:

- ✓ To complete the Checklist page for member school(s), click on the name of the school.
- ✓ Complete the Checklist page following the steps above.

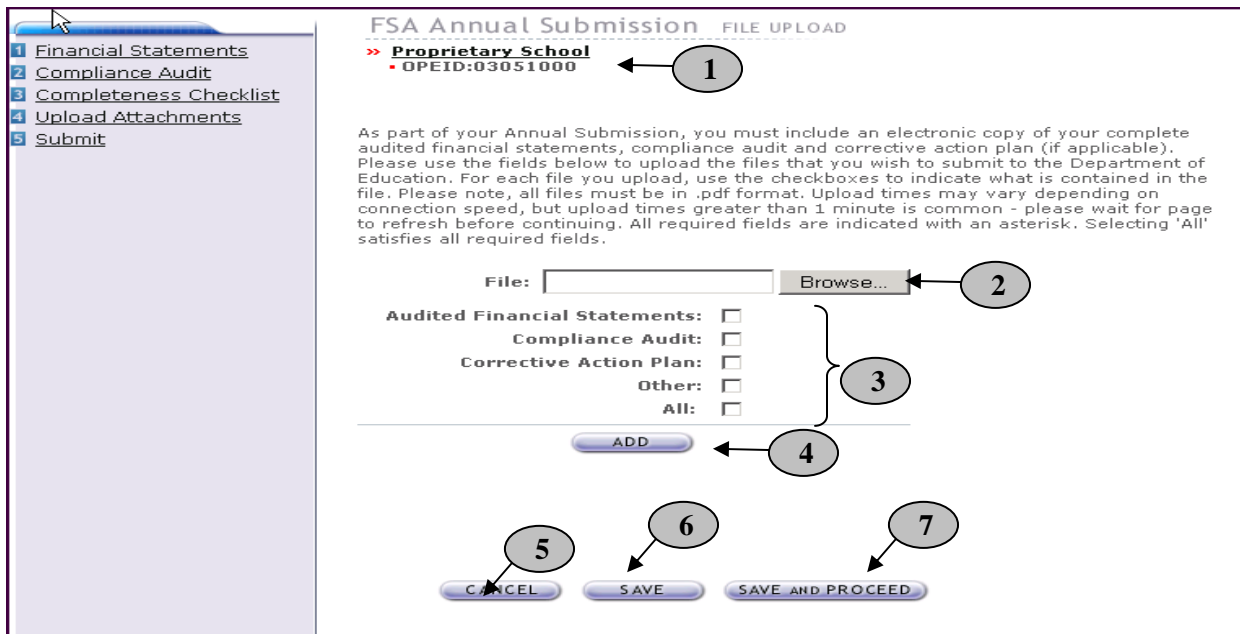
### NOTE

**Independent Auditors Report on Financial Statements, Report on Compliance and Internal Controls Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards, Report on Internal Control Over Compliance, Report on Compliance with Specified Requirements Applicable to FSA Programs must be prepared and presented on auditor letterhead. Signatures (scanned) are required on Independent Auditors Report on Financial Statements, Report on Compliance and Internal Controls Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards, Report on Internal Control Over Compliance, Report on Compliance with Specified Requirements Applicable to FSA Programs. Signatures created using a word processing application are not acceptable.**

## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

### Upload Attachments

If you successfully entered or saved the information inputted on the Completeness Checklist page by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Create Annual Submissions". Please check to see that the FYE on the link matches the FYE of the submission that you wish to create. If it does not, please contact the help desk at 1-877-263-0780 so that this problem can be rectified. Please note that submissions created on the incorrect link cannot be accepted. If the link for the correct FYE appears, click on the underlined text "Create FYE----Annual Submission", and then click on the underlined text "Upload Attachments". The screen below should appear:



The screenshot shows the "FSA Annual Submission FILE UPLOAD" interface. On the left is a navigation menu with items: 1 Financial Statements, 2 Compliance Audit, 3 Completeness Checklist, 4 Upload Attachments, and 5 Submit. The main content area is titled "FSA Annual Submission FILE UPLOAD" and shows:
 

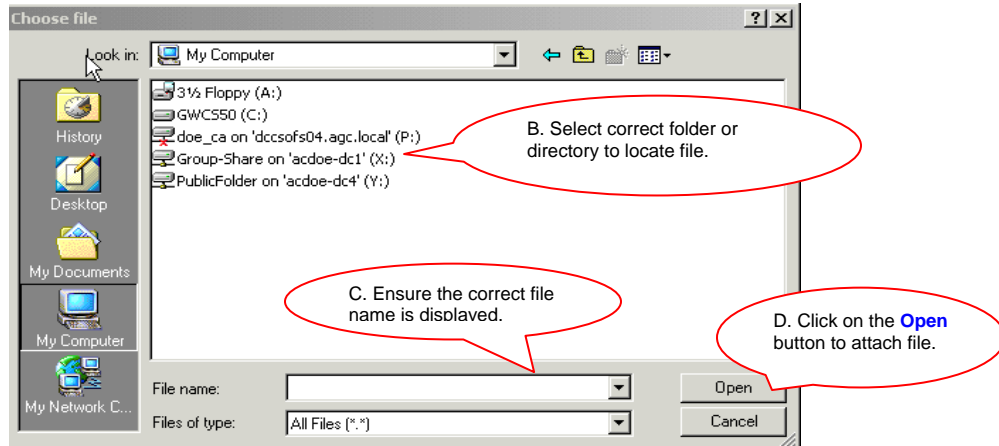
- Callout 1: A red arrow points to the text "Proprietary School" and "OPEID:03051000".
- Callout 2: A red arrow points to the "Browse..." button next to a file input field.
- Callout 3: A red arrow points to a group of checkboxes: "Audited Financial Statements:", "Compliance Audit:", "Corrective Action Plan:", "Other:", and "All:".
- Callout 4: A red arrow points to the "ADD" button.
- Callout 5: A red arrow points to the "CANCEL" button.
- Callout 6: A red arrow points to the "SAVE" button.
- Callout 7: A red arrow points to the "SAVE AND PROCEED" button.

 Below the checkboxes is a horizontal line, and below that is the "ADD" button. At the bottom are the "CANCEL", "SAVE", and "SAVE AND PROCEED" buttons.

1. This should read the name of your institution and OPE ID number. Confirm that this is correct.
2. Click on the **Browse** button to search for document(s) to be attached. Then follow instructions searching and attaching document(s).

A. Scroll down to locate correct directory.

## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools



3. Check all appropriate boxes for the document(s) you attached.
4. After the document(s) has been attached and the file type identified by checking the box, click the **“ADD”** button to ensure that the document(s) has been successfully attached to your compliance audit submission.
5. Click the **CANCEL** button to erase all entries.
6. Click the **SAVE** button to save all entries currently on screen. **To Upload the Compliance Audit and/or Corrective Action Plan for member school(s), click on the name of the school. Follow steps above.**
7. Click the **SAVE and PROCEED** button to take you to the FSA Annual submission-submit page.

### School Group Submissions:

- ✓ **To Upload the Compliance Audit and/or Corrective Action Plan for member school(s), click on the name of the school.**
- ✓ **Follow the steps above.**

#### NOTE

**As part of your annual submission, you must include an electronic copy of your audited financial statements and compliance audit. Please note that all files must be in a non-editable PDF format and no personal information such as Social Security Numbers should be contained in attachments. Remember, you can attach additional information not required during this process. If you do attach additional information, please make a note in the “Notes” field on the Completeness Checklist page**



## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

### FSA Annual Submission-Submit

If you successfully entered, saved and attached an electronic copy of your submissions by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Create Annual Submissions". Please check to see that the FYE on the link matches the FYE of the submission that you wish to create. If it does not, please contact the help desk at 1-877-263-0780 so that this problem can be rectified. Please note that submissions created on the incorrect link cannot be accepted. If the link for the correct FYE appears, click on the underlined text "Create FYE---Annual Submission", and then click on the underlined text "Submit". The screen below should appear:

**FSA Annual Submission** SUBMIT

>> **Proprietary School** ← 1  
 • OPEID:77889900

By selecting to submit, the information you have entered on these pages will be sent to the Department of Education for review.

Your submission must be prepared in accordance with guidance provided in 34 CFR 668.23, the FSA Audit Guide, or OMB Circular A-133. Once submitted, you will only have read access to this data.

**REMINDER: OMB still requires submissions of A-133 reports (public and non-profit institutions) to the Federal Audit Clearinghouse.**

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By clicking the "Submit to ED" button below, I certify that I am the individual currently signed into this system on behalf of the institution, and that I am authorized to submit this information on behalf of the institution. I also certify that, to the best of my knowledge and belief, all information in this document is true and correct. I understand that if the institution provides false or misleading information, (a) the U.S. Department of Education may deny or seek to revoke the institution eligibility to participate in the federal student financial aid programs and (b) the institution may be liable for all federal student financial aid fund it or its students received. I also understand that I may be subject to a fine of not more than \$25,000 or imprisonment of not more than five years, or both, for misinformation that is material to receipt and stewardship of federal student aid funds.

By clicking the "Submit to ED" button below, I certify that I am not in default on a federal student loan or that I have made satisfactory arrangement to repay it.

2

SUBMIT TO ED ← 3

1. This should read the name of you institution and OPE ID number. Confirm that this is correct.
2. Read to understand and attest that you have met all requirements.
3. Click on the "**SUBMIT TO ED**" button to complete your FSA Annual Submission process. This will then take you to your institution's homepage with a displayed confirmation of your audit submission. **If you do not see the "Submit To ED" button, please verify that submitter is selected as a user role.**

**NOTE**

You will have "read" access only once submitted.

## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

If you are submitting for a school group the following screen on the next page will appear.

### FSA Annual Submission-Submit continued:

**FSA Annual Submission SUBMIT**  
 >> college4  
 • OPEID:99999996

By selecting to submit, the information you have entered on these pages will be sent to the Department of Education.

If your institution is part of a school group, please note that the record is not transmitted to ED until all the members of the school group have completed their portion of the submission. For further explanation, refer to the "Step-By-Step Guide to Using eZ-AUDIT."

Your submission must be prepared in accordance with 34 CFR 668.23, the FSA Audit Guide, or OMB Circular A-133 as appropriate. Once submitted, you will only have read access to this data.

**REMINDER:** OMB still requires submissions of A-133 reports (public and non-profit institutions) to the Federal Audit Clearinghouse.

By clicking the "Submit to ED" button below, I certify that I am the individual currently signed into this system on behalf of the institution, and that I am authorized to submit this information on behalf of the institution. I also certify that, to the best of my knowledge and belief, all information in this document is true and correct. I understand that if the institution provides false or misleading information, (a) the U.S. Department of Education may deny or seek to revoke the institution eligibility to participate in the federal student financial aid programs and (b) the institution may be liable for all federal student financial aid fund it or its students received. I also understand that I may be subject to a fine of not more than \$25,000 or imprisonment of not more than five years, or both, for misinformation that is material to receipt and stewardship of federal student aid funds.

By clicking the "Submit to ED" button below, I certify that I am not in default on a federal student loan or that I have made satisfactory arrangement to repay it.

If you do not have the Submit to Ed button, Submitter is not indicated as one of your user roles. Please see the Manage Users Section of Help.

Select the OPEID(s) you are submitting for:      Select All  ← 1

OPEID	Name	Submit
>> 99999987	college13	<input type="checkbox"/>
>> 99999990	college10	<input type="checkbox"/> ← 2
>> 99999996	college4	<input type="checkbox"/>

**SUBMIT TO ED**

U. S. Department of Education

1. To submit for **all schools in the group** click **Select All**.
2. Click the Submit indicator to submit for **individual schools**.
3. Click on the **"SUBMIT TO ED"** button to complete your FSA Annual Submission process. This will then take you to your institution's homepage with a displayed confirmation of your audit submission(s). **If you do not see the "Submit To ED" button, please verify that submitter is selected as a user role.**

**NOTE** You will have "read" access only once submitted.



## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

### No Title IV Activity

#### Financial Statement

To complete your institution's annual submission, complete the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Create Annual Submissions". Please check to see that the FYE on the link matches the FYE of the submission that you wish to create. If it does not, please contact the help desk at 1-877-263-0780 so that this problem can be rectified. Please note that submissions created on the incorrect link cannot be accepted. If the link for the correct FYE appears, click on the underlined text "Create FYE----Annual Submission", and then the screen below should appear with your institution's name:



#### FSA Title IV Activity

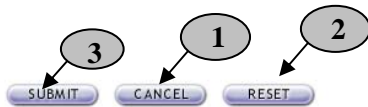
» **Proprietary School**  
• OPEID:77889900

Did the institution have any Title IV activity during the fiscal year ending on **10/31/2006**? Title IV activity means: (1) drew down Title IV funds **or** (2) disbursed Title IV funds **or** (3) had Perkins Loan activity that entails all requirements provided in 34 C.F.R. 674 Subpart B, C and D of the Federal Perkins Loan Program.

If your answer is yes to **one or more** of the above criteria, you are required to submit audited Financial Statements and a Compliance Audit to the Department. If your answer is no to all of the above criteria, you are only required to submit audited Financial Statements in accordance with GAAP and GAGAS.

**1. If you select Yes, you will be required to submit audited Financial Statements and a Compliance Audit.**

YES    NO  
   



U. S. Department of Education

1. Select NO if the institution hasn't disbursed Title IV funds, and click on the Cancel button, Institution homepage will be displayed.
2. Select NO, and click on the Reset button, the selection will reset.
3. Select NO, and click on the Submit button, the screen below will be displayed.

**NOTE**

Screens and Steps after step 3 are same as in the [Annual Submission section](#), except the Compliance Audit part. With the 'No Title IV Activity,' schools are required to submit only Financial Statement.

## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

### Merger/Change in Ownership

#### Financial Statement

To complete a Change in Ownership Submission, complete the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Create Merger/Change in Ownership Submission", and then the screen below should appear:

**NOTE**

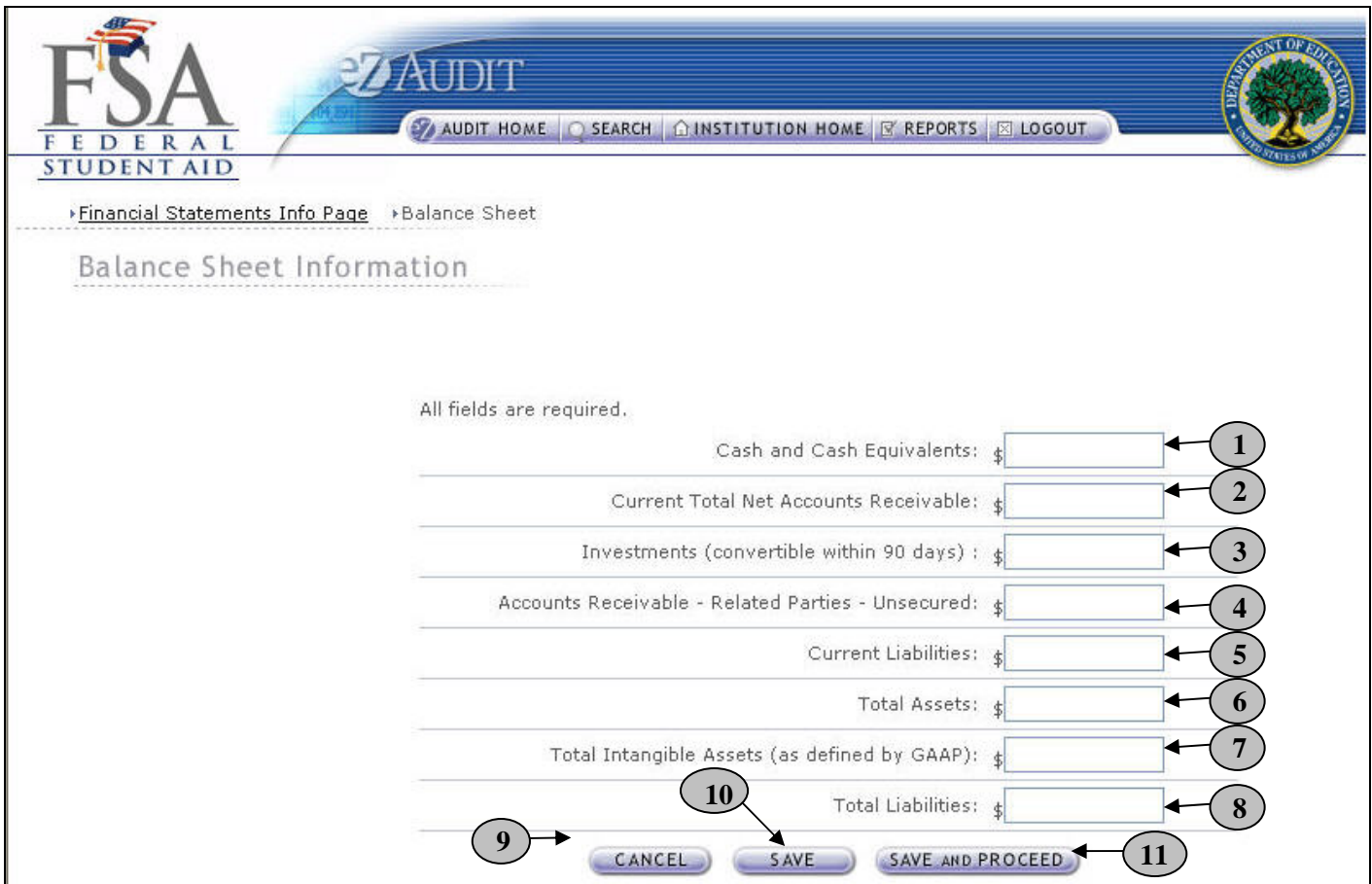
**If your fiscal year end changes as a result of the change in ownership, please submit a Change in FY end submission.**

The screenshot shows the 'Merger/Change in Ownership Submission' form. On the left is a navigation menu with 'Financial Statements', 'Upload Attachments', and 'Submit'. A red box labeled 'STOP' is over the 'Submit' link. The form header shows 'Proprietary School' and 'OPEID:10000001'. A message states 'All fields are required.' The form is divided into two sections: '1. Indicate the Date Covered by Balance Sheet' and '2. Contact Information/Additional Notes'. Section 1 includes fields for 'Date of One Day Balance Sheet' and 'Reason'. Section 2 includes fields for 'Name', 'Email', and 'Phone', along with a text area for 'Enter any additional notes'. At the bottom are 'CANCEL', 'SAVE', and 'SAVE AND PROCEED' buttons. Numbered callouts 1-8 point to specific elements: 1 (School/OPEID), 2 (Date field), 3 (Reason field), 4 (Name field), 5 (Submit link), 6 (CANCEL button), 7 (SAVE button), and 8 (SAVE AND PROCEED button).

1. This should read your institution's name and OPEID number. Confirm that this is correct.
2. Date of the Day One balance sheet.
3. Provide reason. Enter "Change In Ownership".
4. Enter contact information and any additional notes that will assist in processing this submission.
5. Click on [Balance Sheet](#)- (see section on completing the Balance Sheet).
6. Click the **CANCEL** button to make changes to all entries.
7. Click the **SAVE** button to ensure all entries currently on the screen are successfully stored by the system.
8. Click the **SAVE and PROCEED** button to go to the Upload Attachments page. This is the next stage in the submission process.

## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

### Balance Sheet



The screenshot shows the 'Balance Sheet Information' form in the eZ-Audit system. The form includes the following fields and buttons:

- 1**: Cash and Cash Equivalents: \$
- 2**: Current Total Net Accounts Receivable: \$
- 3**: Investments (convertible within 90 days) : \$
- 4**: Accounts Receivable - Related Parties - Unsecured: \$
- 5**: Current Liabilities: \$
- 6**: Total Assets: \$
- 7**: Total Intangible Assets (as defined by GAAP): \$
- 8**: Total Liabilities: \$
- 9**: CANCEL button
- 10**: SAVE button
- 11**: SAVE AND PROCEED button

Navigation links at the top include: AUDIT HOME, SEARCH, INSTITUTION HOME, REPORTS, and LOGOUT. The breadcrumb trail shows: Financial Statements Info Page > Balance Sheet.

1. Cash on hand, demand deposits in banks and other accounts characteristic of demand deposits that may be withdrawn without prior notice or substantial penalty. See SFAC NO.6 & FASB Technical Bulletin No. 81-4.
2. Net realizable value of accounts receivables. Equals gross accounts receivable less the allowance for doubtful accounts. See SFAC No. 6.
3. Marketable debt securities classified either as held-to-maturity, trading or available-for-sale, and included in current assets. See SFAC No. 6 & SFAS 115.
4. All amounts due from related parties (owners, shareholders, and affiliates) on account that are not collateralized or subject to a security agreement. See SFAC No. 6.
5. The sum of all current liabilities.
6. The sum of all assets.
7. The sum of all purchased intangibles including patents, franchises, copyrights, trademarks, brand names, covenants not to compete, accreditation costs, program development costs, and any advertising costs not resulting from direct response advertising. Plus net goodwill.
8. The sum of all liabilities.
9. Click the **CANCEL** button to make changes to all entries.



## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

### Merger / Change in Ownership Continued

10. Click the **SAVE** button to ensure all entries are successfully stored by the system on this page.
11. Click the **SAVE and PROCEED** button to go to the Completeness Checklist. This is the next stage in the submission process.

#### NOTE

With a Merger/Change in Ownership, schools are required to complete the Balance Sheet only. Remember, do not use commas or other punctuation and place a "0" in any fields with a null value

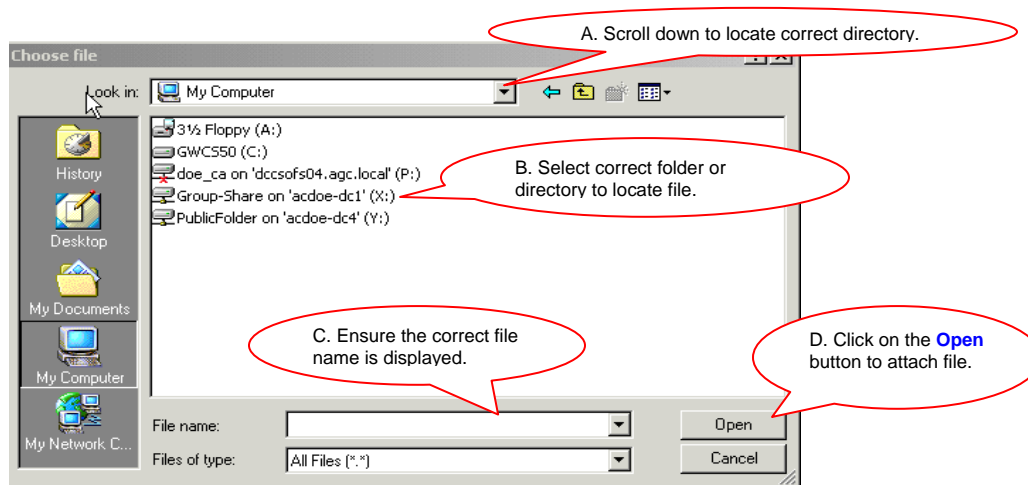
### Upload Attachments

If you successfully entered or saved the information inputted on the Create Merger/Change in Ownership Submission-Financial Statements page by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Create Merger/Change in Ownership Submission", and then click on the underlined text "Upload Attachments". The screen below should appear:

1. This should read the name of your institution and OPEID number. Confirm that this is correct.

## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

2. Read and follow instructions accordingly. If you do not have all of the required documents, please contact your School Participation team representative or the help desk to discuss this matter. Add any notes regarding these issues to financial statements screen as shown on the previous page.
3. Click on the **Browse** button to search for document(s) to be attached. Then follow instructions on the next page on searching for and attaching document(s).



4. Check all appropriate documents attached.
5. After the document has been selected and the file type identified by checking the box, click the **“ADD”** button to ensure that the document has been successfully attached to your compliance audit submission.
6. Click the **CANCEL** button to make changes to all entries.
7. Click the **SAVE** button to ensure all entries are successfully stored by the system on this page.
8. Click the **SAVE and PROCEED** button to save all entries and to take you to the Merger/Change in Ownership Submission page. This is the next stage in the submission process.

### NOTE

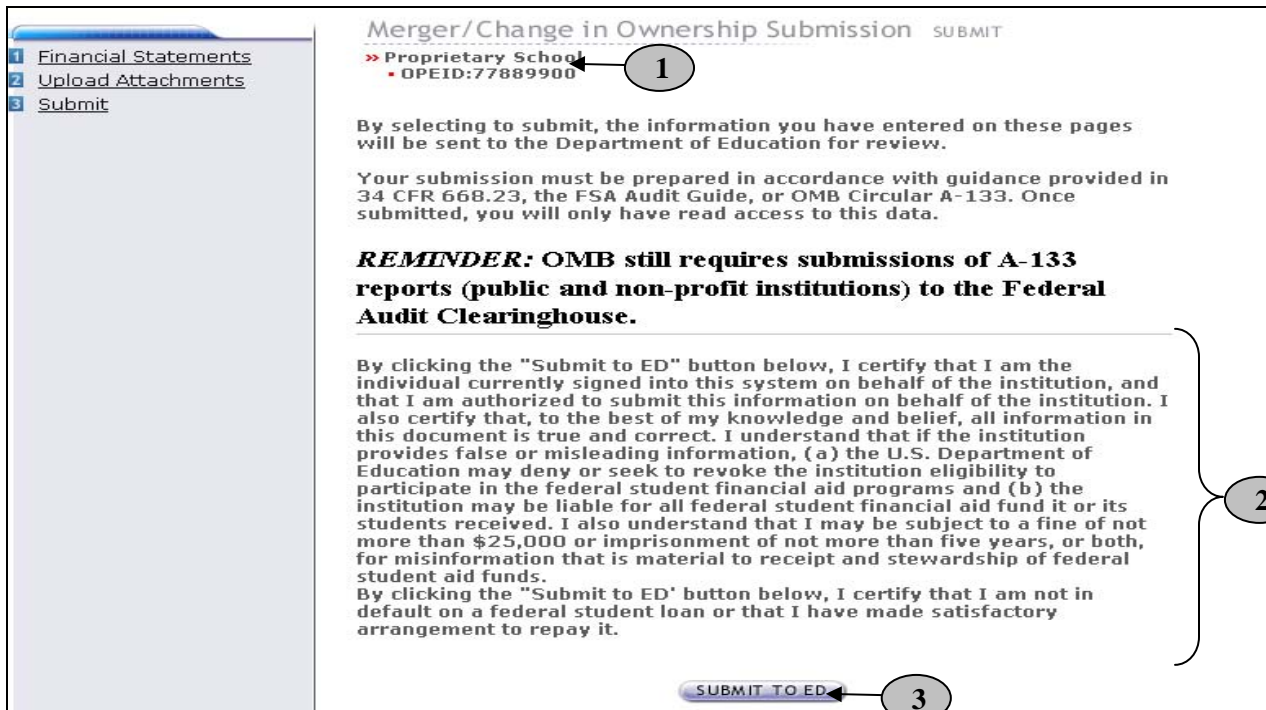
Please note that all files must be in a non-editable PDF format and no personal information such as Social Security Numbers should be contained in attachments.



## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

### Merger/Change in Ownership Submission-Submit

If you successfully entered, saved and attached an electronic copy of your complete audited financial statements by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Merger/Change in Ownership", and then click on the underlined text "Submit". The screen below should appear:



The screenshot shows a web interface for submitting a merger or change in ownership. On the left is a navigation menu with three items: '1 Financial Statements', '2 Upload Attachments', and '3 Submit'. The main content area is titled 'Merger/Change in Ownership Submission' with a 'SUBMIT' link. Below the title, there is a dropdown menu showing 'Proprietary School' and 'OPEID:77889900', with a callout '1' pointing to it. A paragraph explains that submitting sends information to the Department of Education for review. Another paragraph states that submissions must follow 34 CFR 668.23, the FSA Audit Guide, or OMB Circular A-133. A bolded reminder states: 'REMINDER: OMB still requires submissions of A-133 reports (public and non-profit institutions) to the Federal Audit Clearinghouse.' Below this is a large text block containing a certification statement: 'By clicking the "Submit to ED" button below, I certify that I am the individual currently signed into this system on behalf of the institution, and that I am authorized to submit this information on behalf of the institution. I also certify that, to the best of my knowledge and belief, all information in this document is true and correct. I understand that if the institution provides false or misleading information, (a) the U.S. Department of Education may deny or seek to revoke the institution eligibility to participate in the federal student financial aid programs and (b) the institution may be liable for all federal student financial aid fund it or its students received. I also understand that I may be subject to a fine of not more than \$25,000 or imprisonment of not more than five years, or both, for misinformation that is material to receipt and stewardship of federal student aid funds. By clicking the "Submit to ED" button below, I certify that I am not in default on a federal student loan or that I have made satisfactory arrangement to repay it.' A callout '2' is placed to the right of this text. At the bottom of the page is a 'SUBMIT TO ED' button, with a callout '3' pointing to it.

1. This should read the name of your institution and OPE ID number. Confirm that this is correct.
2. Read to understand and attest that you have met all requirements.
3. Click on the "SUBMIT TO ED" button to complete your submission process. This will then take you to your institution's homepage with a displayed confirmation of your audit submission. **If you do not have the "Submit To ED" button, please verify that submitter is selected as user role. See Manage Users in the eZ-Audit Step-by-Step guide by clicking on the Help button.**

**NOTE**

You will have "read" access only once submitted.



## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

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### New Institution/Reinstatement Submission

#### Financial Statement

To submit your institution's New Institution/Reinstatement Submission audit, complete the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Create New Institution Submission" (for institutions that have not previously participated in Title IV programs) or "Create Reinstatement Submission" (for institutions that have previously participated in Title IV programs), and then the screen below should appear with your institution's name:

## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

AUDIT HOME
HELP
MANAGE USERS
LOGOUT

**New Institution Submission** FINANCIAL STATEMENT INFORMATION

**>> Proprietary School** ← 1  
 • OPEID:77889900

All fields are required.

**1. Enter the Institution's Most Recent Fiscal Year End (mm/dd/yyyy):**

Fiscal Year End 1:  ← 2  
 Fiscal Year End 2:  ← 3

For Questions 2 through 6 Enter responses for Fiscal Year End:

**2. Indicate the Period Audited (mm/dd/yyyy):**

Begin Date:  ← 4  
 End Date:   
 Reason if Less than 1 Year:  ← 5

**3. Enter Auditor Information:**

Enter Auditors TIN:  ← 6

**4. Opinion Type**

– Select an Opinion Type –  ← 7

**5. Is a going concern explanatory paragraph included in either the auditor's opinion letter or in the notes to the financial statements?**

YES  NO  ← 8

**6. Enter Financial Statement Data** ← 9

**Balance Sheet** ← 10  
**Income Statement**

← 11

← 12    ← 13 ← 14



## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

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### Create New Institution/Reinstatement Submission – Financial Statement Continues:

**Financial Statements Information Page should be completed using the current completed fiscal year end financial statements data.**

1. This should read your institutions name and OPEID number. Confirm that this is correct.
2. Enter Fiscal Year End 1(MM/DD/YYYY).
3. Fiscal Year End 2 will auto populated to exactly one year from the entered Fiscal Year End 1 (MM/DD/YYYY)
4. Begin date is the beginning of the audit period. End date will be audit populated with Fiscal Year End 1, which is the end of the audit period.
5. Provide a reason if your audit period is less than a year.
6. Enter Audit Firm's TIN.
7. Please select appropriate opinion type from the drop down lists based on your auditor's opinion. This information is presented in the opinion paragraph of the Independent Auditor's Report. If the opinion paragraph states that the financial statements "present fairly, in all material respects", the type of opinion should be "Unqualified".
8. Please indicate "yes" or "no" if your institutions' submission contains a going concern explanatory paragraph included in either the independent auditor's report or if a going concern has been disclosed in the notes to the financial statements.
9. Under this section, please click on each of the types of statements and complete the fields requested.
10. Click on [Balance Sheet](#) – (see section on completing the Balance Sheet).
11. Click on [Income Statement](#) – (see section on completing the Income Statement).
12. Click the **CANCEL** button to make changes to all entries.
13. Click the **SAVE** button to ensure all entries are successfully stored by the system on this page.
14. Click the **SAVE and PROCEED** button to go to the Completeness Checklist. This is the next stage in the submission process.

### Balance Sheet

See "[Balance Sheet](#)" on the Financial Statements page under Annual Submissions for details in completing all data fields. Please complete using current completed fiscal year end financial statements data.

### Income Statement

See "[Income Statement](#)" on the Financial Statements page under Annual Submissions for details in completing all data fields. Please complete using current completed fiscal year end financial statements data.

#### NOTE

**The Balance Sheet, Income Statement and Cash Flow Statement must be completed.**



## **Step-by-Step Guide to Using eZ-Audit for For-Profit Schools**

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### **Completeness Checklist**

If you successfully entered or saved the information inputted on the Income Statement page by clicking on the **SAVE AND PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "New Institution Submission" or "Reinstatement Submission", and then click on the underlined text "Completeness Checklist". The screen below should appear:

## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

AUDIT HOME
HELP
MANAGE USERS
LOGOUT

**New Institution Submission CHECKLIST**

» **Proprietary School** ← 1  
 • OPEID:77889900

All fields are required. → 2

1. Are the following items, if applicable, included in the attachment of your New Institution Submission?

- Independent Auditors Report (This report must include auditor's signature)
- Balance Sheet
- Income Statement
- Change in Equity
- Cash Flows Statement
- Consolidated Statements
- Notes to Financial Statements
- Report on Compliance with Laws and Regulations
- Report on Internal Controls (This report must contain the Auditor's signature)
- Report on Financial Statements (This report must contain the Auditor's signature)

} 2a

2. Contact Information/Additional Notes

Please let us know who to contact with questions regarding this submission.

**Financial Statement Contact**

Name:  ← 3

Email:

Phone:

Enter any additional notes

4 →     5 →     6 →

1 Financial Statements

2 Completeness Checklist

3 Upload Attachments

4 Submit

STOP

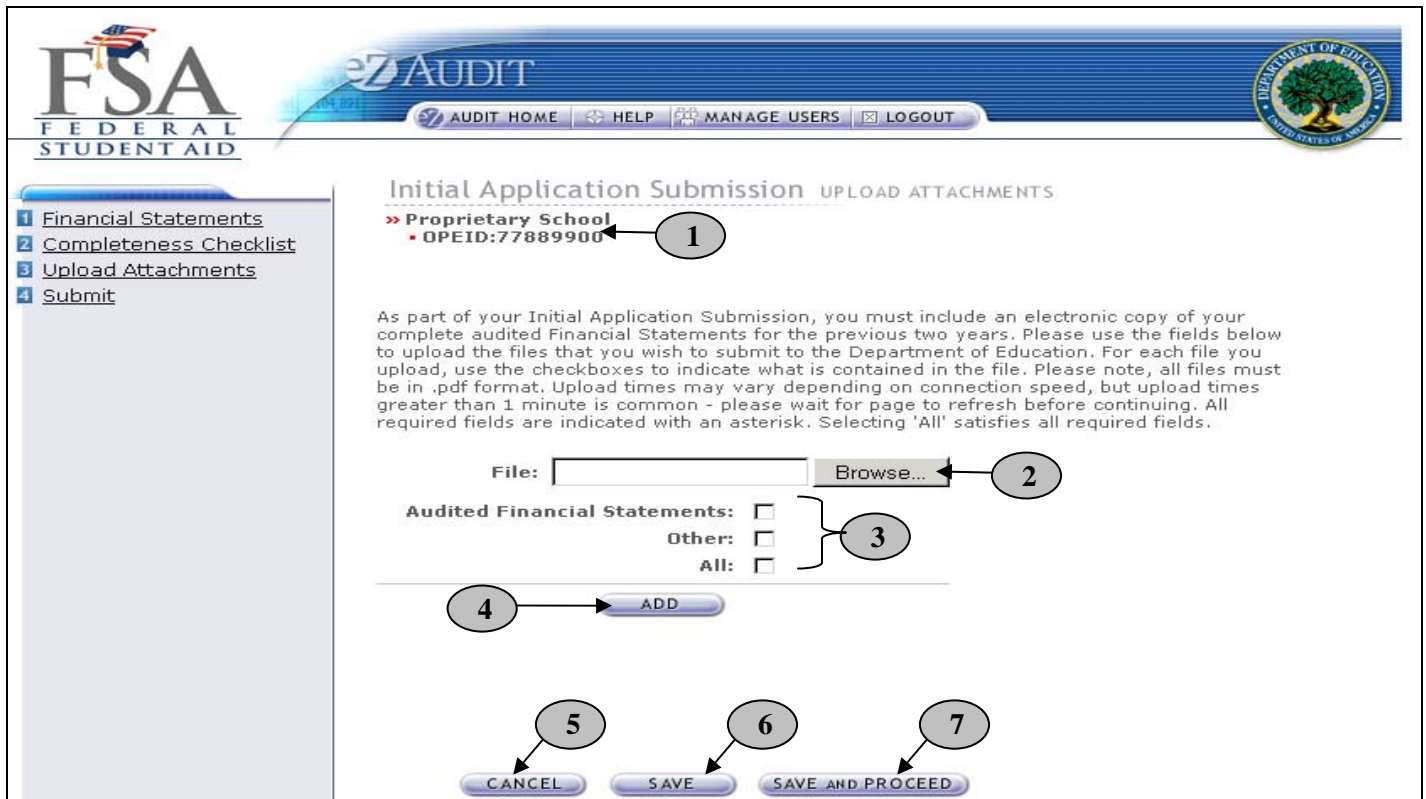
## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

### Completeness Checklist Continued

1. This should read your institution's name and OPEID number. Confirm that this is correct.
2. Ensure all applicable documents are included with your submission.
3. Enter Contact Information. Provide additional notes as necessary. Please feel free to attach any additional document(s). If you do attach these additional documents, please write a note in this field advising that you have attached additional information not required in this process.
4. Click the **CANCEL** button to erase all entries.
5. Click the **SAVE** button to save all entries currently on screen.
6. Click the **SAVE and PROCEED** button to save all entries and to take you to the **Upload Attachment** page.

### Upload Attachments

If you successfully entered or saved the information inputted on the Completeness Checklist page by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Create New Institution Submission" or "Reinstatement Submission" and then click on the underlined text "Upload Attachments". The screen below should appear:



The screenshot shows the 'Initial Application Submission' page. At the top left is the FSA logo. The navigation bar includes 'AUDIT HOME', 'HELP', 'MANAGE USERS', and 'LOGOUT'. A sidebar on the left lists: 1 Financial Statements, 2 Completeness Checklist, 3 Upload Attachments, and 4 Submit. The main content area is titled 'Initial Application Submission' and 'UPLOAD ATTACHMENTS'. It displays the institution name 'Proprietary School' and OPEID '77889900'. Below this is a text block explaining the submission requirements. A 'File:' field with a 'Browse...' button is present. Underneath are three checkboxes: 'Audited Financial Statements', 'Other', and 'All'. An 'ADD' button is located below the checkboxes. At the bottom of the form are three buttons: 'CANCEL', 'SAVE', and 'SAVE AND PROCEED'. Numbered callouts (1-7) point to the institution name/OPEID, the 'Browse...' button, the checkboxes, the 'ADD' button, the 'CANCEL' button, the 'SAVE' button, and the 'SAVE AND PROCEED' button respectively.

1. This should read the name of your institution and OPE ID number. Confirm that this is correct.

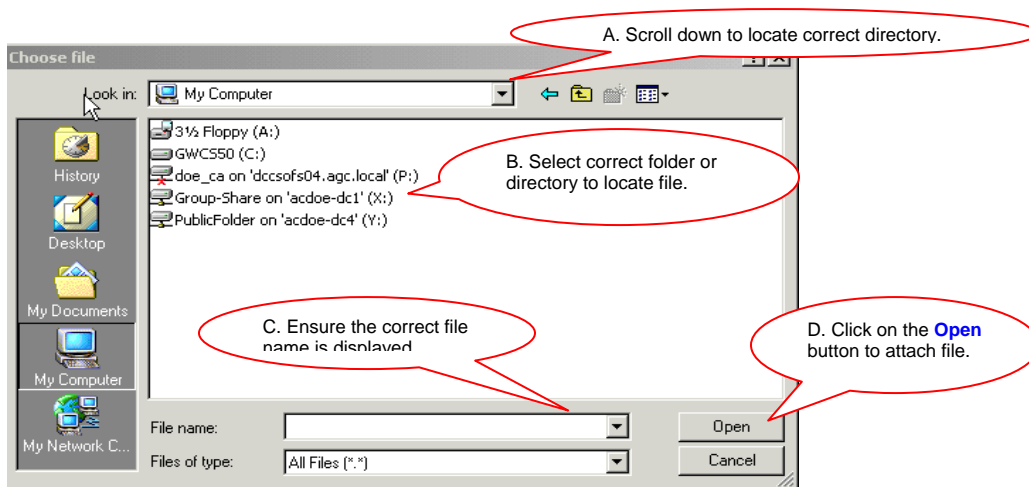


## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

- Click on the **Browse** button to search for document(s) to be attached. Then follow instructions on the next page on searching and attaching document(s).

### NOTE

Audited Financial statements for the previous two fiscal years should be submitted.



- Check all appropriate document(s) attached.
- After the document has been selected and the file type identified by checking the box, click the **“ADD”** button to ensure that the document has been successfully attached to your compliance audit submission.
- Click the **CANCEL** button to erase all entries.
- Click the **SAVE** button to save all entries currently on the screen.
- Click the **SAVE and PROCEED** button to take you to the New Institution Submission-submit page.

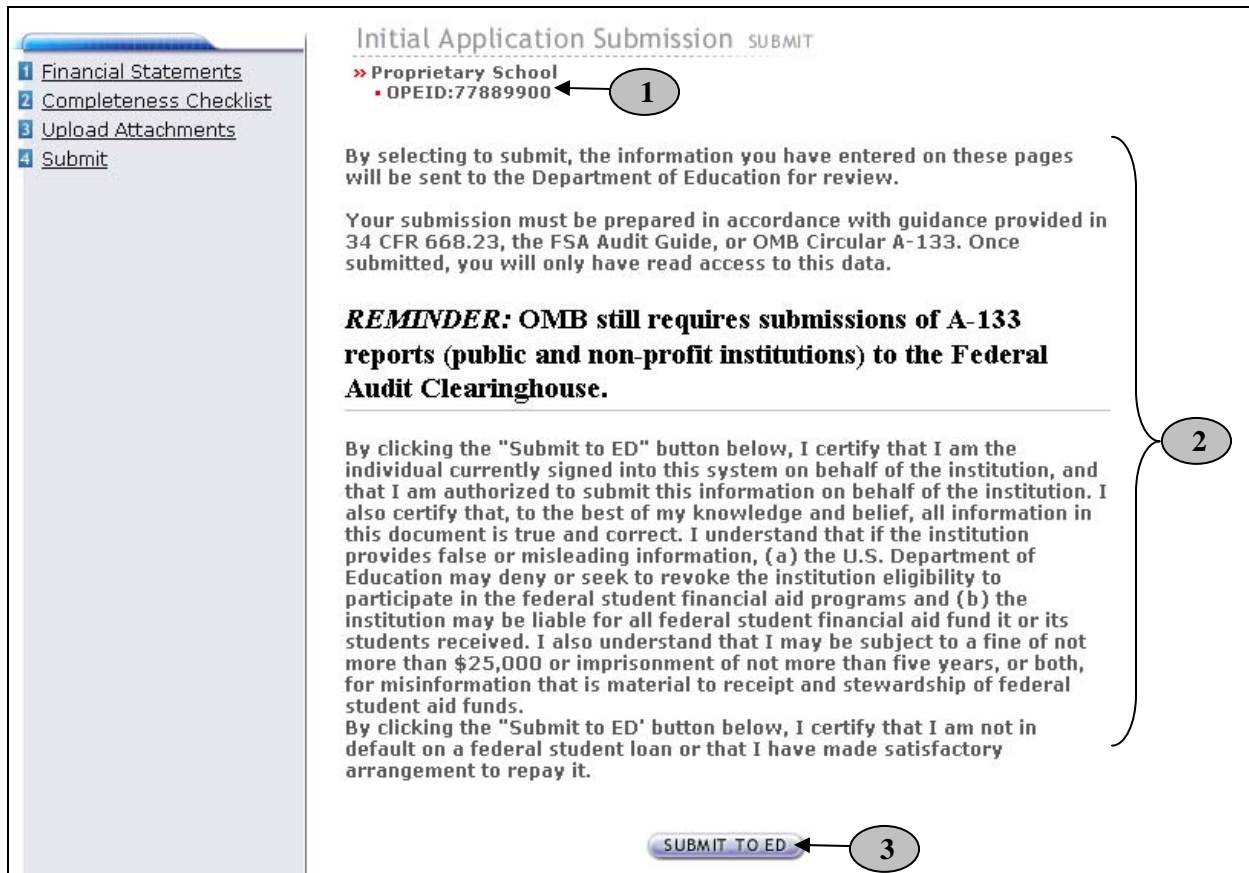
### NOTE

As part of your New School/Reinstatement submission, you must include an electronic copy of your two previously completed audited financial statements. Please note that all files must be in a non-editable PDF format and no personal information such as Social Security Numbers should be contained in attachments. Remember, you can attach additional information not required during this process. If you do attach additional information, please make a note in the “Notes” field on the Completeness Checklist page. Signature pages must be scanned.

## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

### New Institution/Reinstatement Submission-Submit

If you successfully entered, saved and attached an electronic copy of your submission by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institutions eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "New Institution Submission" or "Reinstatement Submission", and then click on the underlined text "Submit". The screen below should appear:



1. This should read the name of you institution and OPE ID number. Confirm that this is correct.
2. Please read to understand and attest that you have met all requirements.
3. Click on the "**SUBMIT TO ED**" button to complete your New Institution Submission process.

#### NOTE

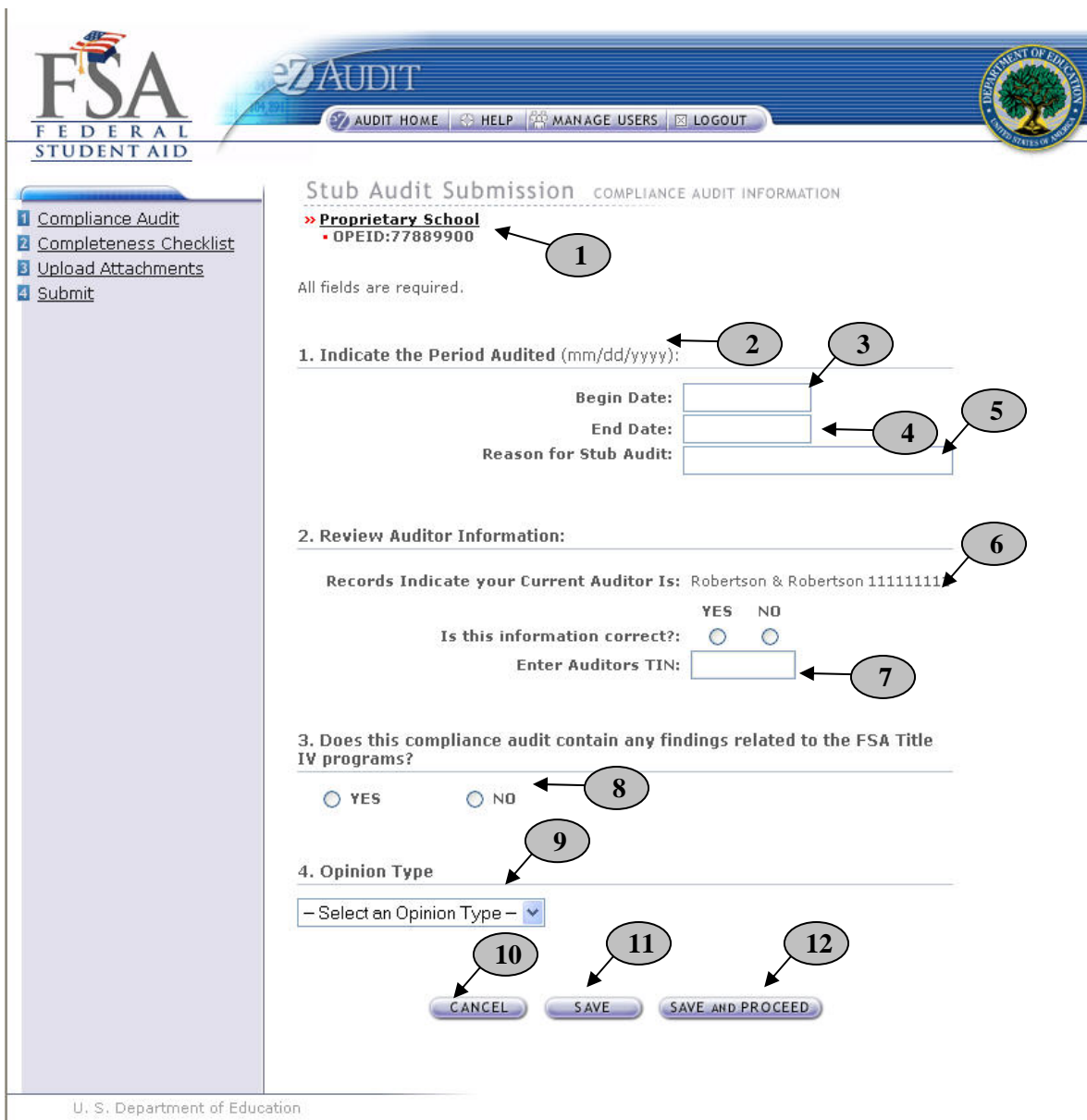
You will have "read" access only once submitted.

## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

### Stub Audit Submission

#### Compliance Audit

To complete your institution's Stub Audit Submission, complete the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Stub Audit Submission", and then the screen below should appear with your institution's name:



The screenshot shows the "Stub Audit Submission" page for a Proprietary School. The page includes a navigation menu on the left with options: 1 Compliance Audit, 2 Completeness Checklist, 3 Upload Attachments, and 4 Submit. The main content area is titled "Stub Audit Submission COMPLIANCE AUDIT INFORMATION" and displays the school's name "Proprietary School" and OPEID "77889900". A note states "All fields are required." The form consists of several sections:

- 1. Indicate the Period Audited (mm/dd/yyyy):** This section includes input fields for "Begin Date" (callout 2), "End Date" (callout 4), and "Reason for Stub Audit" (callout 5). Callout 3 points to the "1. Indicate the Period Audited" label.
- 2. Review Auditor Information:** This section shows "Records Indicate your Current Auditor Is: Robertson & Robertson 11111111" (callout 6). It includes radio buttons for "YES" and "NO" under the question "Is this information correct?" (callout 8) and an input field for "Enter Auditors TIN:" (callout 7).
- 3. Does this compliance audit contain any findings related to the FSA Title IV programs?** This section has radio buttons for "YES" and "NO" (callout 8).
- 4. Opinion Type** This section features a dropdown menu labeled "- Select an Opinion Type -" (callout 9).

At the bottom of the form are three buttons: "CANCEL" (callout 10), "SAVE" (callout 11), and "SAVE AND PROCEED" (callout 12).



## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

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1. This should read your institution's name and OPE ID number. Confirm that this is correct.
2. Please indicate period audited in specified format.
3. Begin date is the beginning of the audit period.
4. End date is the end of the audit period.
5. Provide a reason if your audit period is less than a year.
6. This is the auditor on file with the Department of Education. If the auditor's information is correct, no action is required. If incorrect, click **NO**.
7. Enter audit firm's TIN (Tax Identification Number). **DO NOT USE HYPHENS**.
8. Indicate whether your audit contains any findings.
9. Select appropriate opinion from the drop down list based on your auditor's opinion. This information is contained within the Report on Compliance with Specified Requirements Applicable to SFA Programs.
10. Click the **CANCEL** button to make changes to all entries.
11. Click the **SAVE** button to ensure all entries are successfully stored by the system for this page. **To complete Compliance Audit Information page for member school(s), click on the name of the school. Complete the Compliance Audit Information page following the steps above.**
12. Click the **SAVE and PROCEED** button to go to the FSA Annual Submission-Completeness Checklist page. This is the next stage in the submission process. **If you are a school group this will take you to the Checklist page for the school you have selected.**

## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

### Completeness Checklist

If you successfully entered or saved the information inputted on the Compliance Audit page by clicking on the **SAVE AND PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Stub Audit Submission", and then click on the underlined text "Completeness Checklist". The screen below should appear:

**FSA FEDERAL STUDENT AID** | **eZ-AUDIT** | [AUDIT HOME](#) | [HELP](#) | [MANAGE USERS](#) | [LOGOUT](#)

**Stub Audit Submission CHECKLIST**

**>> Proprietary School**  
 • OPEID: 77889900 ← **1**

All fields are required. ← **2**

**1. Are the following items, if applicable, included in the attachment of your Stub Audit Submission?**

- Servicer Information Sheet
- Auditor Information Sheet
- Summary Schedule A
- Summary Schedule B
- Summary Schedule C
- Corrective Action Plan
- Schedule of Findings & Questioned Costs
- Schedule addressing prior year findings
- Explanation of All Current Year Audit Findings

Does the Independent Auditor's Report make reference to the examination of required management assertions?:

- Institutional Eligibility & Participation
- Reporting
- Student Eligibility
- Disbursements
- Refunds/Return of Title IV
- GAPS & Cash Management
- Perkins Loan
- Administrative Capability

**2. Contact Information/Additional Notes**

Please let us know who to contact with questions regarding this submission.

**Compliance Audit Contact** ← **3**

Name:

Email:

Phone:

Enter any additional notes

**4** →    ← **5** ← **6**

U. S. Department of Education

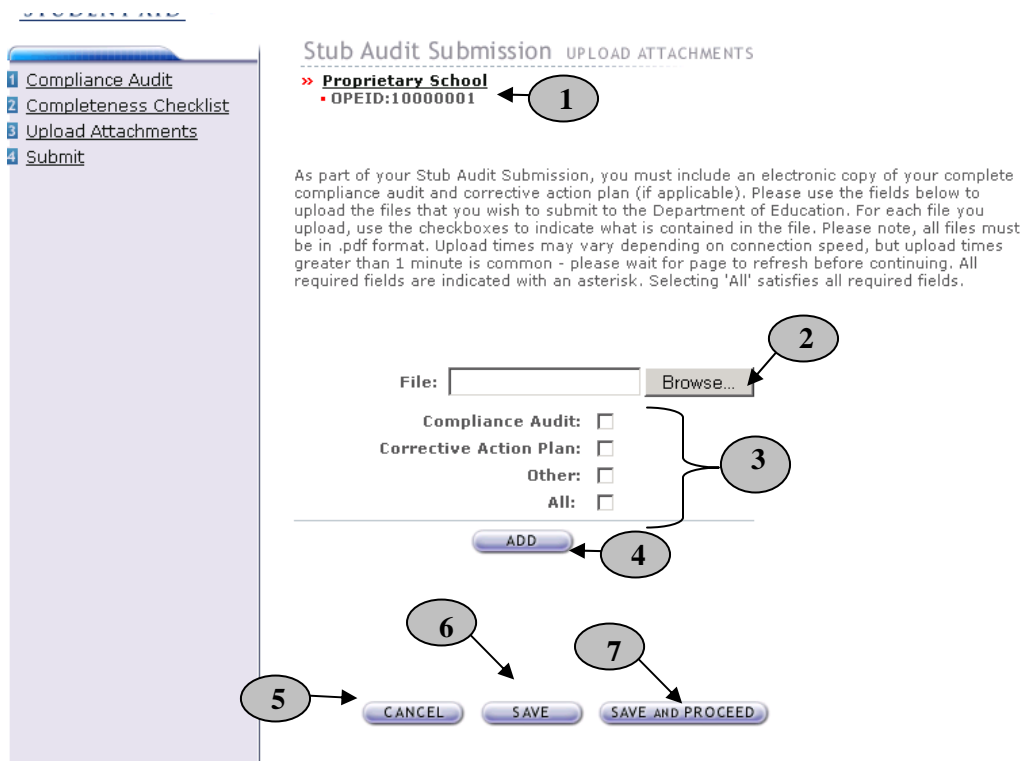
1. This should read your institution's name and OPEID number. Confirm that this is correct.

## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

2. Ensure all applicable documents are included with your submission
3. Enter contact information. Provide additional notes as necessary. Please feel free to attach any additional document(s). If you do attach these additional documents, please write a note in this field advising that you have attached additional information not required in this process.
4. Click the **CANCEL** button to erase all entries.
5. Click the **SAVE** button to save all entries currently on screen.
6. Click the **SAVE and PROCEED** button to take you to the Upload Attachment page.

### Upload Attachments

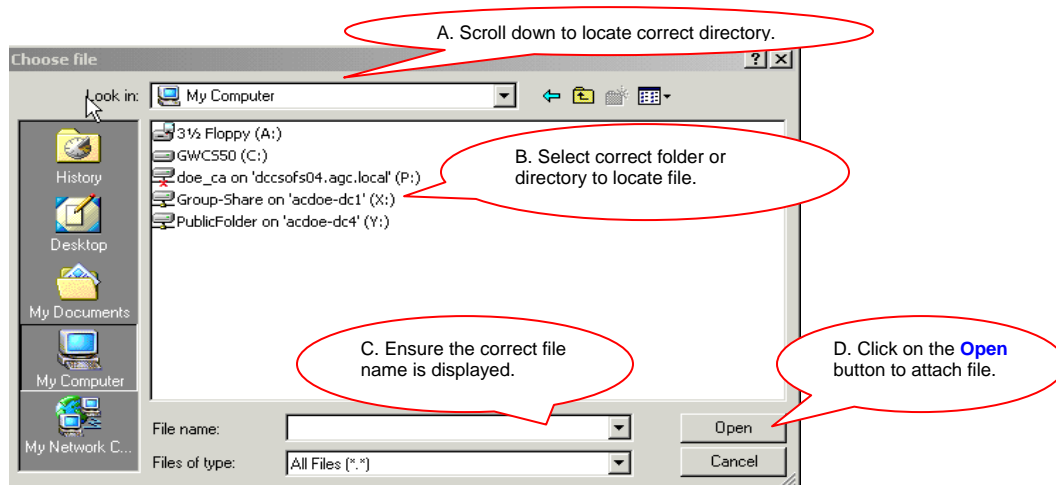
If you successfully entered or saved the information inputted on the Completeness Checklist page by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Stub Audit Submission", and then click on the underlined text "Upload Attachments". The screen below should appear:



The screenshot shows the "Stub Audit Submission" page with the "UPLOAD ATTACHMENTS" section. On the left is a navigation menu with four items: "1 Compliance Audit", "2 Completeness Checklist", "3 Upload Attachments", and "4 Submit". The main content area has a header "Stub Audit Submission" and "UPLOAD ATTACHMENTS". Below this, it says "» Proprietary School" and "• OPEID:10000001" with a callout "1" pointing to the OPEID. A paragraph of instructions follows: "As part of your Stub Audit Submission, you must include an electronic copy of your complete compliance audit and corrective action plan (if applicable). Please use the fields below to upload the files that you wish to submit to the Department of Education. For each file you upload, use the checkboxes to indicate what is contained in the file. Please note, all files must be in .pdf format. Upload times may vary depending on connection speed, but upload times greater than 1 minute is common - please wait for page to refresh before continuing. All required fields are indicated with an asterisk. Selecting 'All' satisfies all required fields." Below the text is a form with a "File:" field and a "Browse..." button (callout "2"). Underneath are four checkboxes: "Compliance Audit:" (callout "3"), "Corrective Action Plan:", "Other:", and "All:". Below the checkboxes is an "ADD" button (callout "4"). At the bottom of the page are three buttons: "CANCEL" (callout "5"), "SAVE" (callout "6"), and "SAVE AND PROCEED" (callout "7").

1. This should read the name of your institution and OPEID number. Confirm that this is correct.
2. Click on the **Browse** button to search for document(s) to be attached. Then follow instructions on the next page on searching and attaching document(s).

## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools



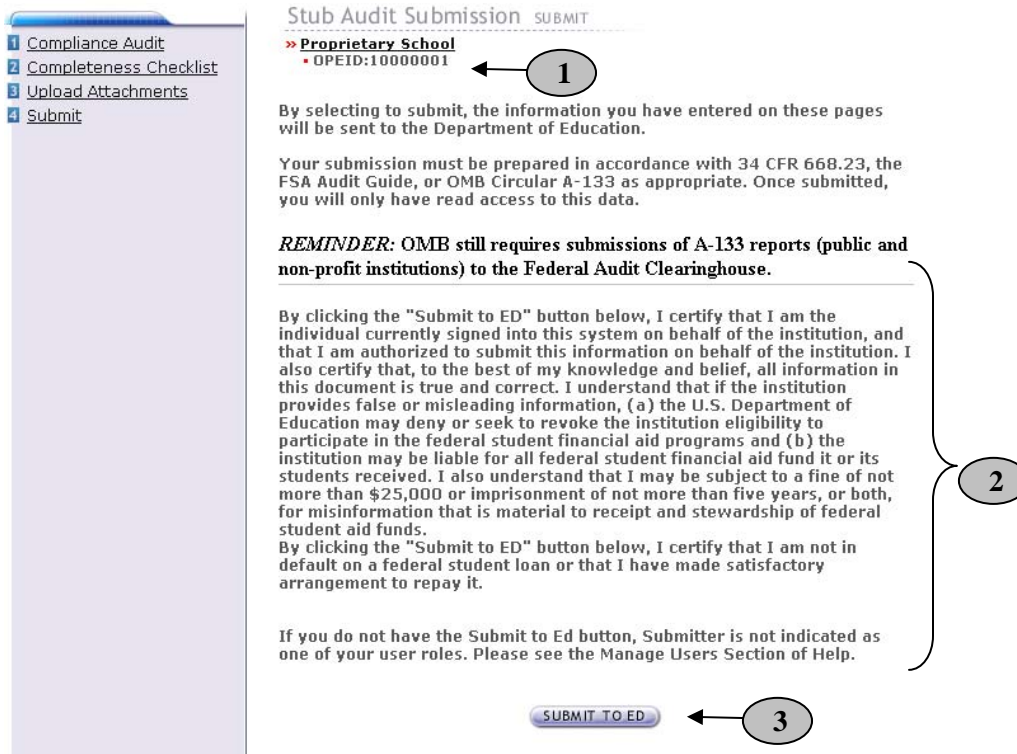
3. Check all appropriate document(s) attached.
4. After the document has been selected identify the file type by checking the box, click the **“ADD”** button to ensure that the document has been successfully attached to your compliance audit submission.
5. Click the **CANCEL** button to erase all entries.
6. Click the **SAVE** button to save the uploaded document currently on the screen. Repeat steps 2-6 as necessary
7. Click the **SAVE and PROCEED** button to take you to the Stub Audit Submission-submit page.



## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

### Stub Audit Submission-Submit

If you successfully entered, saved and attached an electronic copy of your submission by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Stub Audit Submission", and then click on the underlined text "Submit". The screen below should appear:



The screenshot shows the "Stub Audit Submission SUBMIT" page. On the left is a navigation menu with "Submit" selected. The main content area includes:

- Header: "Stub Audit Submission SUBMIT"
- Proprietary School information: "» Proprietary School" and "• OPEID:10000001" with callout 1 pointing to the OPEID.
- Instructions: "By selecting to submit, the information you have entered on these pages will be sent to the Department of Education."
- Disclaimer: "Your submission must be prepared in accordance with 34 CFR 668.23, the FSA Audit Guide, or OMB Circular A-133 as appropriate. Once submitted, you will only have read access to this data."
- Reminder: "**REMINDER:** OMB still requires submissions of A-133 reports (public and non-profit institutions) to the Federal Audit Clearinghouse."
- Certification text: "By clicking the 'Submit to ED' button below, I certify that I am the individual currently signed into this system on behalf of the institution, and that I am authorized to submit this information on behalf of the institution. I also certify that, to the best of my knowledge and belief, all information in this document is true and correct. I understand that if the institution provides false or misleading information, (a) the U.S. Department of Education may deny or seek to revoke the institution eligibility to participate in the federal student financial aid programs and (b) the institution may be liable for all federal student financial aid fund it or its students received. I also understand that I may be subject to a fine of not more than \$25,000 or imprisonment of not more than five years, or both, for misinformation that is material to receipt and stewardship of federal student aid funds." Callout 2 points to this text.
- Second certification text: "By clicking the 'Submit to ED' button below, I certify that I am not in default on a federal student loan or that I have made satisfactory arrangement to repay it."
- Footer note: "If you do not have the Submit to Ed button, Submitter is not indicated as one of your user roles. Please see the Manage Users Section of Help."
- Button: "SUBMIT TO ED" with callout 3 pointing to it.

1. This should read the name of your institution and OPEID number. Confirm that this is correct.
2. Please read to understand and attest that you have met all requirements.
3. Click on the "**SUBMIT TO ED**" button to complete your Stub Audit Submission process. If you do not have access to the "Submit To ED" button, submitter is not selected as a user role.

**NOTE**

You will have read access only once submitted.

## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

### Closeout Audit Submission

#### Compliance Audit

This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submission". Click on the underlined text "Closeout Audit Submission", and then click on the underlined text "Compliance Audit Info". The screen below should appear:

The screenshot shows the 'Closeout Audit Submission' form with the following elements and callouts:

- 1**: Points to the school selection dropdown, currently showing 'Proprietary School' and 'OPEID:77889900'.
- 2**: Points to the '1. Indicate the Period Audited (mm/dd/yyyy):' label.
- 3**: Points to the 'Begin Date:' input field.
- 4**: Points to the 'End Date:' input field.
- 5**: Points to the 'Reason if Less than 1 Year:' input field.
- 6**: Points to the 'Records Indicate your Current Auditor Is:' text, which shows 'Robertson & Robertson 111111111'.
- 7**: Points to the 'Is this information correct?:' radio buttons (YES/NO).
- 8**: Points to the '3. Does this compliance audit contain any findings related to the FSA Title IV programs?' radio buttons (YES/NO).
- 9**: Points to the '4. Opinion Type' dropdown menu, currently showing '- Select an Opinion Type -'.
- 10**: Points to the 'CANCEL' button.
- 11**: Points to the 'SAVE' button.
- 12**: Points to the 'SAVE AND PROCEED' button.
- STOP**: A red box with an arrow pointing to the 'Submit' button in the left-hand navigation menu.

Additional text on the form includes: 'All fields are required.' and 'U. S. Department of Education' at the bottom.



## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

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1. This should read your institution's name and OPE ID number. Confirm that this is correct.
2. Please indicate period audited in specified format.
3. Begin date is the beginning of the audit period.
4. End date is the end of the audit period.
5. Provide a reason if your audit period is less than a year.
6. This is the auditor on file with the Department of Education. If the auditor's information is correct, no action is required. If incorrect, click **NO**.
7. Enter audit firm's TIN (Tax Identification Number). **DO NOT USE HYPHENS**.
8. Indicate whether your audit contains any findings.
9. Select appropriate opinion from the drop down list based on your auditor's opinion. This information is contained within the Report on Compliance with Specified Requirements Applicable to SFA Programs.
10. Click the **CANCEL** button to make changes to all entries.
11. Click the **SAVE** button to ensure all entries are successfully stored by the system for this page. **To complete Compliance Audit Information page for member school(s), click on the name of the school. Complete the Compliance Audit Information page following the steps above.**
12. Click the **SAVE and PROCEED** button to go to the FSA Annual Submission-Completeness Checklist page. This is the next stage in the submission process. **If you are a school group this will take you to the Checklist page for the school you have selected.**



## **Step-by-Step Guide to Using eZ-Audit for For-Profit Schools**

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### **Completeness Checklist**

If you successfully entered or saved the information inputted on the Compliance Audit Information page by clicking on the **SAVE AND PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Closeout Audit Submission", and then click on the underlined text "Completeness Checklist". The screen below should appear:

## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

**FSA FEDERAL STUDENT AID** | **eZ AUDIT** | [AUDIT HOME](#) | [HELP](#) | [MANAGE USERS](#) | [LOGOUT](#)

**Closeout Audit Submission CHECKLIST**

- 1 Compliance Audit
- 2 Completeness Checklist
- 3 Upload Attachments
- 4 Submit

» **Proprietary School** ← 1  
 • OPEID: 77889900

All fields are required. 2

1. Are the following items, if applicable, included in the attachment of your Closeout Audit Submission?

- Servicer Information Sheet
- Auditor Information Sheet
- Summary Schedule A
- Summary Schedule B
- Summary Schedule C
- Corrective Action Plan
- Schedule of Findings & Questioned Costs
- Schedule addressing prior year findings
- Explanation of All Current Year Audit Findings

Does the Independent Auditor's Report make reference to the examination of required management assertions?: 2a

- Institutional Eligibility & Participation
- Reporting
- Student Eligibility
- Disbursements
- Refunds/Return of Title IV
- GAPS & Cash Management
- Perkins Loan
- Administrative Capability
- Closeout

2. Contact Information/Additional Notes  
 Please let us know who to contact with questions regarding this submission.

3 **Compliance Audit Contact**

Name:

Email:

Phone:

Enter any additional notes: 4

5 **SAVE** 6 **SAVE AND PROCEED**

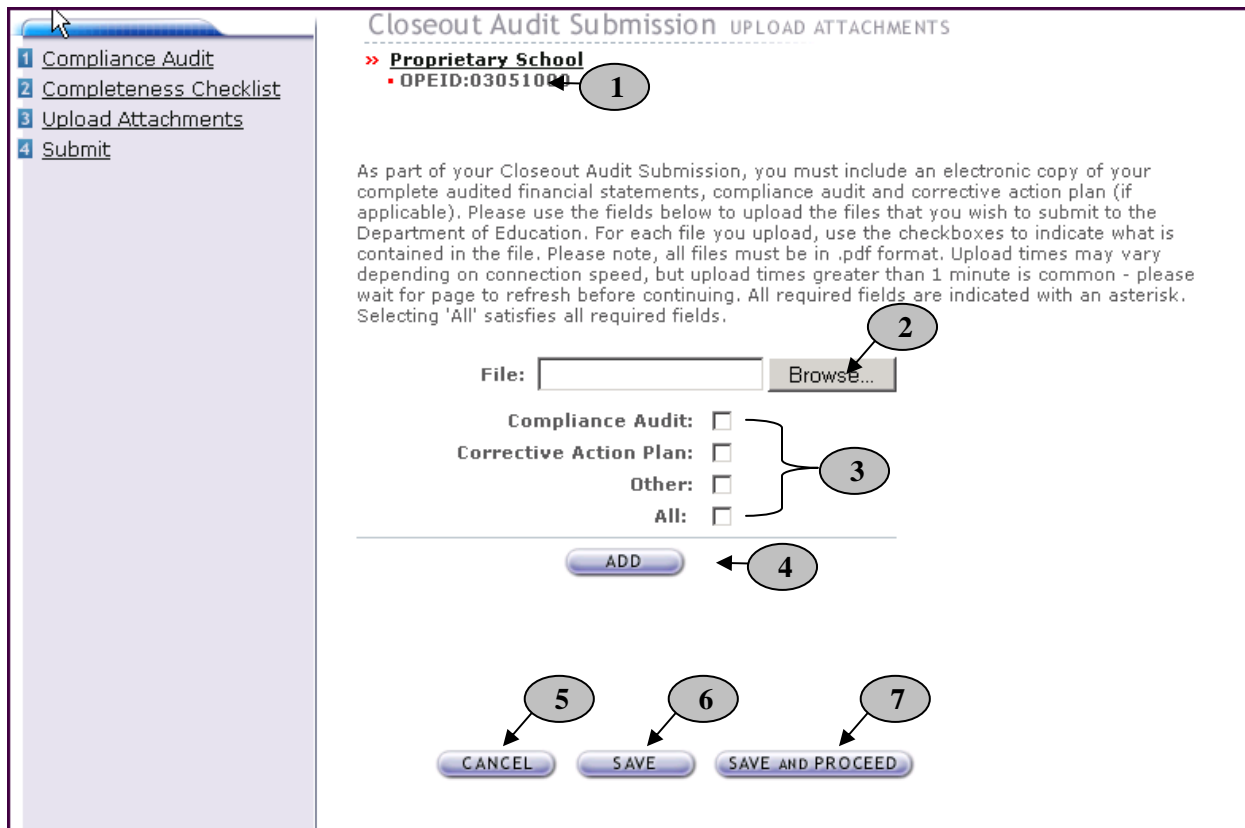
U. S. Department of Education

## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

1. This should read your institution's name and OPEID number. Confirm that this is correct.
2. Ensure all applicable documents are included with your submission
3. Enter contact information. Provide additional notes as necessary. Please feel free to attach any additional document(s). If you do attach these additional documents, please write a note in this field advising that you have attached additional information not required in this process.
4. Click the **CANCEL** button to erase all entries.
5. Click the **SAVE** button to save all entries currently on screen.
6. Click the **SAVE and PROCEED** button to take you to the Upload Attachment page

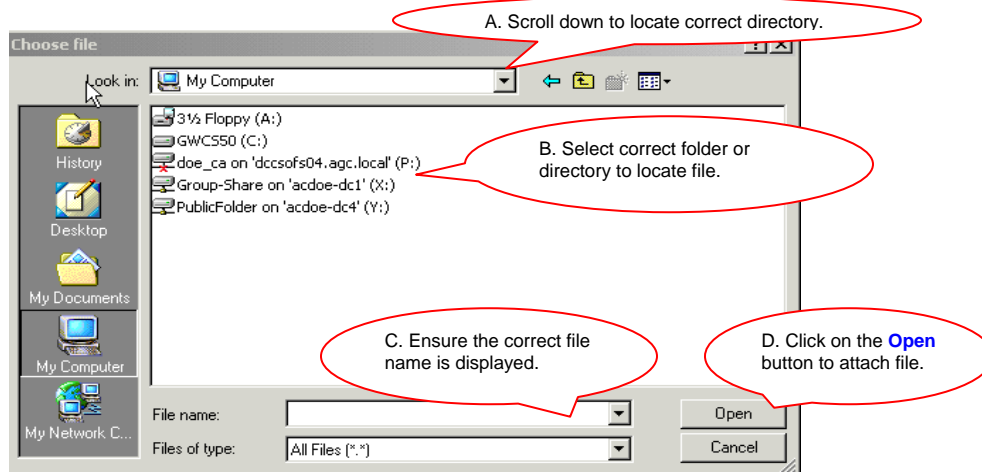
### Upload Attachments

If you successfully entered or saved the information inputted on the Completeness Checklist page by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Closed Audit Submission", and then click on the underlined text "Upload Attachments". The screen below should appear:



1. This should read the name of your institution and OPEID number. Confirm that this is correct.
2. Click on the **Browse** button to search for document(s) to be attached. Then follow instructions on the next page on searching and attaching document(s).

## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools



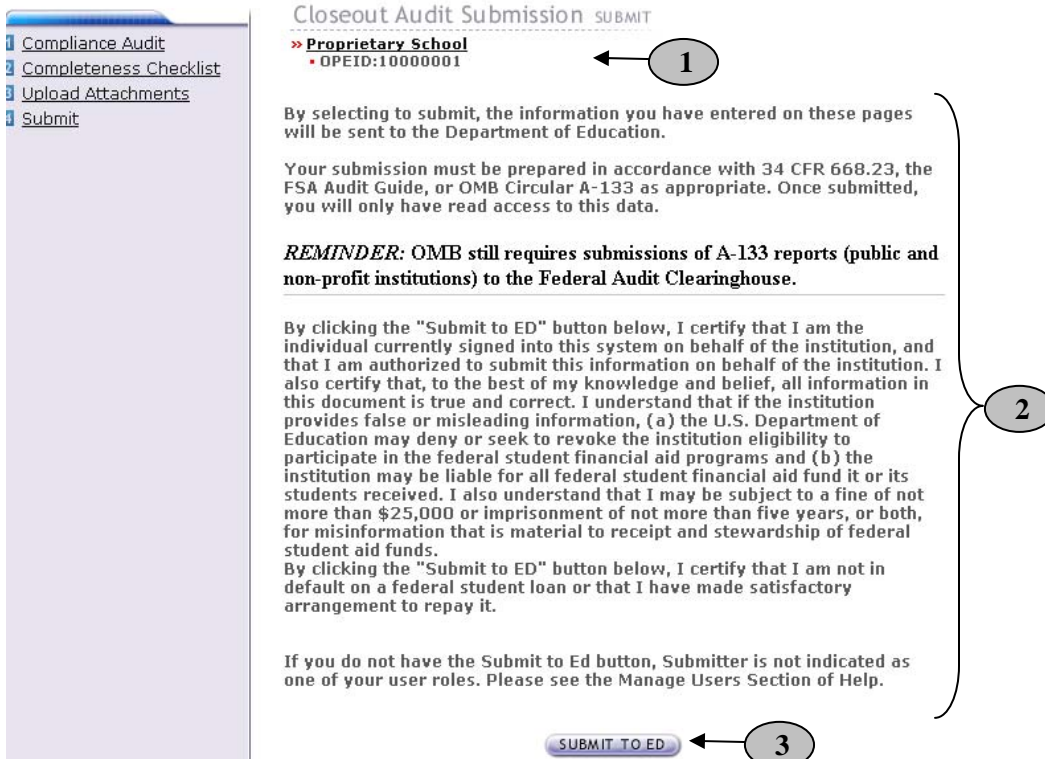
3. Check all appropriate document(s) attached.
4. After the document has been selected and the file type identified by checking the box, click the **"ADD"** button to ensure that the document has been successfully attached to your compliance audit submission.
5. Click the **CANCEL** button to erase all entries.
6. Click the **SAVE** button to save all entries currently on the screen.
7. Click the **SAVE and PROCEED** button to take you to the Closeout Audit Submission-submit page.



## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

### Closeout Audit Submission-Submit

If you successfully entered, saved and attached an electronic copy of your submission by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Closeout Audit Submission", and then click on the underlined text "Submit". The screen below should appear:



The screenshot shows a web interface for submitting a closeout audit. On the left is a navigation menu with links: Compliance Audit, Completeness Checklist, Upload Attachments, and Submit. The main content area is titled 'Closeout Audit Submission SUBMIT' and shows the institution name 'Proprietary School' and OPEID '10000001'. Below this is a confirmation message: 'By selecting to submit, the information you have entered on these pages will be sent to the Department of Education.' This is followed by instructions on submission requirements and a 'REMINDER' about A-133 reports. A large block of text contains a certification statement: 'By clicking the "Submit to ED" button below, I certify that I am the individual currently signed into this system on behalf of the institution, and that I am authorized to submit this information on behalf of the institution. I also certify that, to the best of my knowledge and belief, all information in this document is true and correct. I understand that if the institution provides false or misleading information, (a) the U.S. Department of Education may deny or seek to revoke the institution eligibility to participate in the federal student financial aid programs and (b) the institution may be liable for all federal student financial aid funds it or its students received. I also understand that I may be subject to a fine of not more than \$25,000 or imprisonment of not more than five years, or both, for misinformation that is material to receipt and stewardship of federal student aid funds. By clicking the "Submit to ED" button below, I certify that I am not in default on a federal student loan or that I have made satisfactory arrangement to repay it.' At the bottom, there is a 'SUBMIT TO ED' button. Three numbered callouts are present: 1 points to the institution name and OPEID; 2 points to the certification text; 3 points to the 'SUBMIT TO ED' button.

1. This should read the name of your institution and OPE ID number. Confirm that this is correct.
2. Read to understand and attest that you have met all requirements.
3. Click on the **SUBMIT TO ED** button to complete your FSA Annual Submission process. This will then take you to your institution's homepage with a displayed confirmation of your audit submission.

**NOTE**

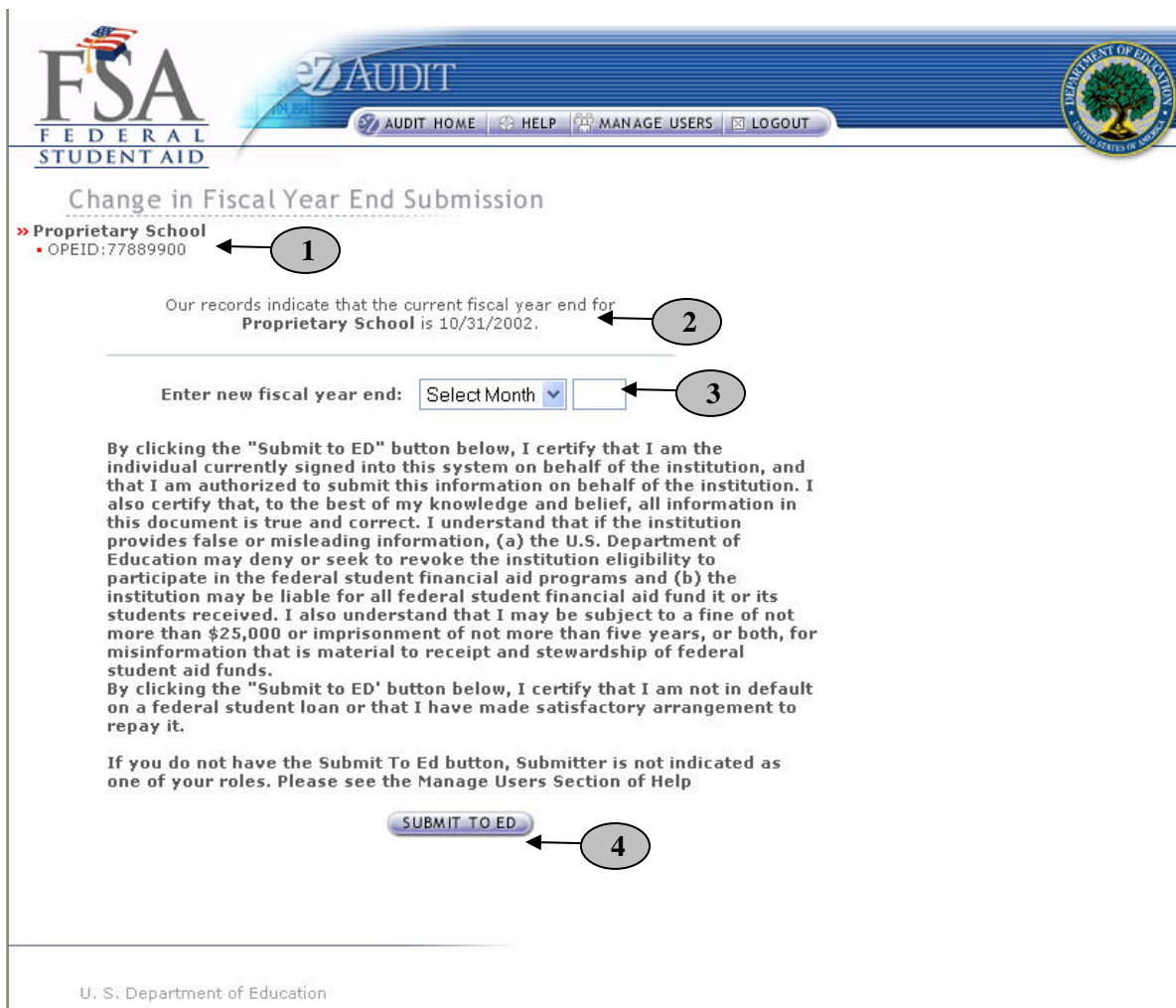
You will have "read" access only once submitted.

## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

### Change in FY End

#### Change in FY END Submission

This page can be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Change Fiscal Year End Date", and then click on the underlined text "Change in FY End". The screen below should appear:



The screenshot shows the eZ-Audit interface for a Proprietary School. At the top left is the FSA logo. The navigation bar includes 'AUDIT HOME', 'HELP', 'MANAGE USERS', and 'LOGOUT'. The page title is 'Change in Fiscal Year End Submission'. Below the title, the school name 'Proprietary School' and OPEID '77889900' are listed, with a callout '1' pointing to the OPEID. A message states: 'Our records indicate that the current fiscal year end for Proprietary School is 10/31/2002.', with a callout '2' pointing to the date. Below this is a form to 'Enter new fiscal year end:' with a dropdown menu set to 'Select Month' and an empty date field, with a callout '3' pointing to the date field. A large block of text contains a certification statement. At the bottom, a 'SUBMIT TO ED' button is highlighted with a callout '4'.

1. This should read the name of your institution and OPE ID number. Confirm that this is correct.
2. This represents information on file with ED concerning current fiscal year.
3. Click on the drop down list to change month as desired.
4. Click on the "SUBMIT TO ED" button to ensure that date change is captured by the eZ-Audit system.



## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

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**NOTE**

When notifying ED of a change in fiscal year end, please submit change 90 days prior to your current fiscal year end date. Contact your School Participation Team Representative for information regarding additional submission requirements. Please note that this submission will not successfully change the link available for your annual submission unless there has been an actual change in fiscal year end. If the incorrect submission link is available and there has been no change in FYE, please contact the help desk.

## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

### Waiver

#### Create Waiver Request

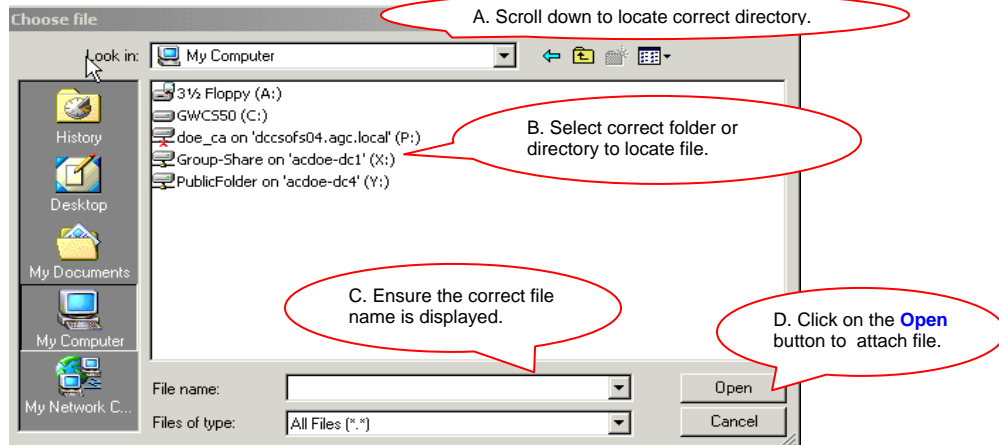
This page can be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Other Submissions", and then click on the underlined text "Create Waiver/Exemption Request". The screen below should appear:

The screenshot shows the 'Create Waiver Exemption Request' page. At the top left is the FSA Federal Student Aid logo. The page title is 'Create Waiver Exemption Request'. Below the title, there is a link for 'Proprietary School' with an arrow pointing to it labeled '1'. Below this link is the OPEID number '77889900'. A paragraph of instructions follows, stating that files must be in .pdf format and that selecting 'Cancel' will return the user to the home page. Below the instructions is a 'File\*' input field with a 'Browse...' button, with an arrow pointing to the 'Browse...' button labeled '2'. Below the input field is an 'ADD' button, with an arrow pointing to it labeled '3'. Below the 'ADD' button is a dropdown menu for 'Waiver/Exemption Requested for FYE\*' with the text '- Select FYE -' and an arrow pointing to it labeled '4'. A large block of text contains a certification statement: 'By clicking the "Submit to ED" button below, I certify that I am the individual currently signed into this system on behalf of the institution, and that I am authorized to submit this information on behalf of the institution. I also certify that, to the best of my knowledge and belief, all information in this document is true and correct. I understand that if the institution provides false or misleading information, (a) the U.S. Department of Education may deny or seek to revoke the institution eligibility to participate in the federal student financial aid programs and (b) the institution may be liable for all federal student financial aid fund it or its students received. I also understand that I may be subject to a fine of not more than \$25,000 or imprisonment of not more than five years, or both, for misinformation that is material to receipt and stewardship of federal student aid funds. By clicking the "Submit to ED" button below, I certify that I am not in default on a federal student loan or that I have made satisfactory arrangement to repay it.' Below this text is another paragraph: 'If you do not have the Submit To Ed button, Submitter is not indicated as one of your roles. Please see the Manage Users Section of Help'. At the bottom of the page are two buttons: 'CANCEL' and 'SUBMIT TO ED'. Arrows point to these buttons with labels '5' and '6' respectively.

1. This should read the name of your institution and OPEID number. Confirm that this is correct.


## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

- Click on the **Browse** button to search for document(s) to be attached. The screen below should appear.



- After the document(s) has been attached and the file type identified by checking the box, click the **"ADD"** button to ensure that the document(s) has been successfully attached. The screen will then change to the screen on the next page. Please note that documents being added to this request should be on letterhead and signed.

## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools



**Create Waiver Exemption Request**

» **Non-Profit School** ← 1  
 • OPEID:44556600

Please use the fields below to upload your Waiver/Exemption Request into the system. Please note, all files must be in .pdf format. Once all file(s) have been uploaded, select "Submit". Selecting "Cancel" will return you to your home page without saving or submitting your information.

File\*:  Browse... ← 2

ADD ← 3

Waiver/Exemption Requested for FYE\*: - Select FYE - ← 4

ATTACHED FILE(S)	
sample.pdf	Request document <span>DELETE</span>

By clicking the "Submit to ED" button below, I certify that I am the individual currently signed into this system on behalf of the institution, and that I am authorized to submit this information on behalf of the institution. I also certify that, to the best of my knowledge and belief, all information in this document is true and correct. I understand that if the institution provides false or misleading information, (a) the U.S. Department of Education may deny or seek to revoke the institution eligibility to participate in the federal student financial aid programs and (b) the institution may be liable for all federal student financial aid fund it or its students received. I also understand that I may be subject to a fine of not more than \$25,000 or imprisonment of not more than five years, or both, for misinformation that is material to receipt and stewardship of federal student aid funds. By clicking the "Submit to ED" button below, I certify that I am not in default on a federal student loan or that I have made satisfactory arrangement to repay it.

If you do not have the Submit To Ed button, Submitter is not indicated as one of your roles. Please see the Manage Users Section of Help

CANCEL ← 5      SUBMIT TO ED ← 6

4. Select the Fiscal Year End date from the drop down menu for which you are requesting a waiver.
5. Click the **CANCEL** button to erase all entries.
6. Click the **"SUBMIT TO ED"** button to submit your Waiver Request. This will then take you to your institution's homepage with a displayed confirmation of your transaction.

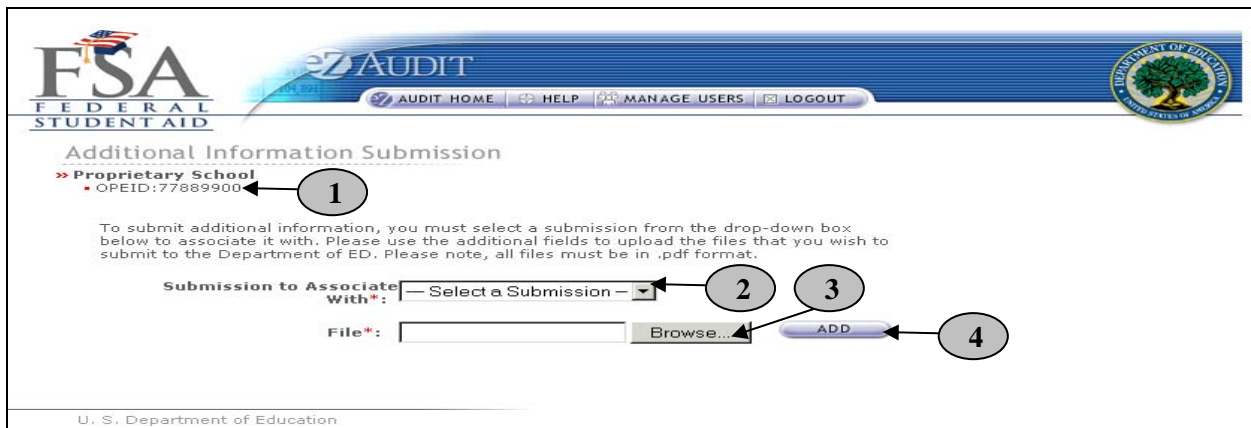


## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

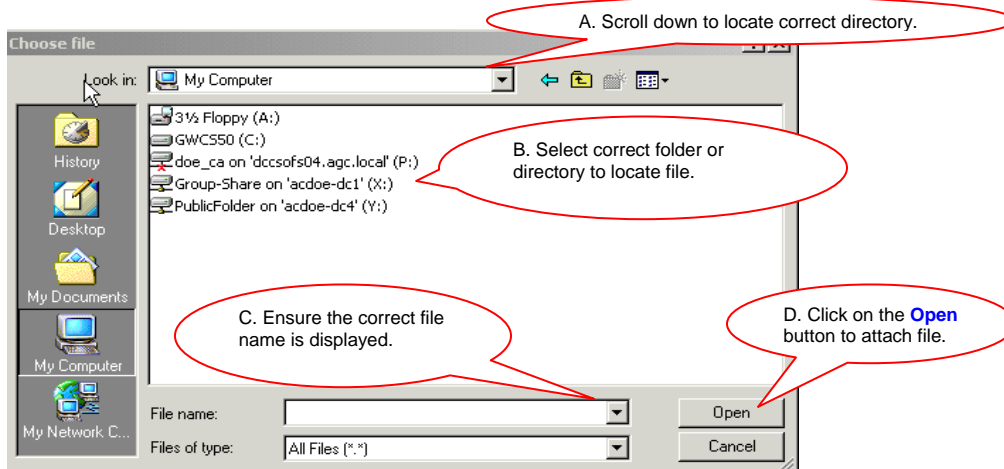
### Additional Information

#### Additional Information Submission

This page can be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Other Submissions", and then click on the underlined text "Submit Additional Information". The screen below should appear:



1. This should read the name of your institution and OPE ID number. Confirm that this is correct.
2. Select a submission type.
3. Click on the **Browse** button to search for document(s) to be attached. The screen below should appear:



4. After the document(s) has been attached and the file type identified by checking the box, click the "**ADD**" button to ensure that the document(s) has been successfully attached to your compliance audit submission.

#### NOTE

To submit additional information the submission must still be under FSA review.





## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

### Resubmission

If your submission has been deemed incomplete you will be required to Resubmit. An email will be sent to the person(s) as listed on the Checklists page in Contacts informing them that the submission has been deemed incomplete. A copy will also be sent to the Institution's President and Financial Aid Administrator.

Resubmissions should be submitted 15 calendar days from receipt of email/letter.

To resubmit you must **first view your incomplete letter posted to the Notifications section of your Institution Home Page**. To begin your resubmission, follow steps below.

1. Login to eZ-Audit. This will take you to your Institution's Home Page. The screen below should appear. Verify the name on your institution and OPEID.

The screenshot shows the eZ-Audit Home Page. At the top left is the FSA Federal Student Aid logo. In the center is the eZ-AUDIT logo with navigation links: AUDIT HOME, HELP, and LOGOUT. On the right is the Department of Education logo. The main content area is titled "Home Page" and displays "Proprietary School" with OPEID:10000001. Below this is a "NOTIFICATIONS" section with a message: "Your Fiscal Year End 11/30/2003 Annual Submission is due on 5/31/2004. Your FYE 11/30/2002 Annual Submission submitted on 05/23/2004 09:28:35 is incomplete. Click here to view the Incomplete Letter. The Incomplete Letter must be viewed before Resubmission". A "VIEW HISTORICAL SUBMISSIONS" link is at the bottom. Two callout boxes are present: one labeled "1" pointing to the school name and OPEID, and another labeled "2" pointing to the "Click here to view the Incomplete Letter" link.

2. Click link to **view Incomplete Letter**. Incomplete letter will provide information regarding the reason(s) your submission was deemed incomplete. **Letter will open in separate window.**



## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

File Edit View Favorites Tools Help  
Back Search Favorites Media Links SnagIt

UNITED STATES DEPARTMENT OF EDUCATION  
Federal Student Aid - Schools Channel  
Case Management and Oversight  
Data Management and Analysis  
eZ-Audit

05/23/2004 09:32:40  
OPE ID: 10000001

Dr Proprietary  
Proprietary School  
1234 Proprietary Lane  
Proprietary, DC, 12345

Dear Dr Proprietary:

We have received your Annual submission submitted on 05/23/2004 09:28:35 for the fiscal year ended 11/30/2002. We have determined that your submission is incomplete for the following reason(s):

Financial Statement

- Audited Financial Statements is not viewable.

Compliance Audit

- - Compliance Audit is not viewable.

Please make the necessary revisions to your Annual submission and resubmit within 15 calendar days via eZ-Audit at [www.ezaudit.ed.gov](http://www.ezaudit.ed.gov). If you have any questions, please contact the eZ-Audit Help Desk at 877-263-0780.

### 3. Return to your home page.

FSA FEDERAL STUDENT AID eZ-AUDIT  
AUDIT HOME HELP LOGOUT

4

CREATE ANNUAL SUBMISSIONS

- **Resubmit FYE 10/31/2002 Annual Submission**

OTHER SUBMISSIONS

- Create Merger/Change in Ownership Submission
- Change Fiscal Year End Date
- Create Waiver Exemption Request Submission
- Create New Institution Submission
- Create Closeout Audit Submission
- Create Reinstatement Submission
- Create Stub Audit Submission
- Submit Additional Information

VIEW HISTORICAL SUBMISSIONS

Home Page  
» Kalix Trade School OPEID:02096300

NOTIFICATIONS

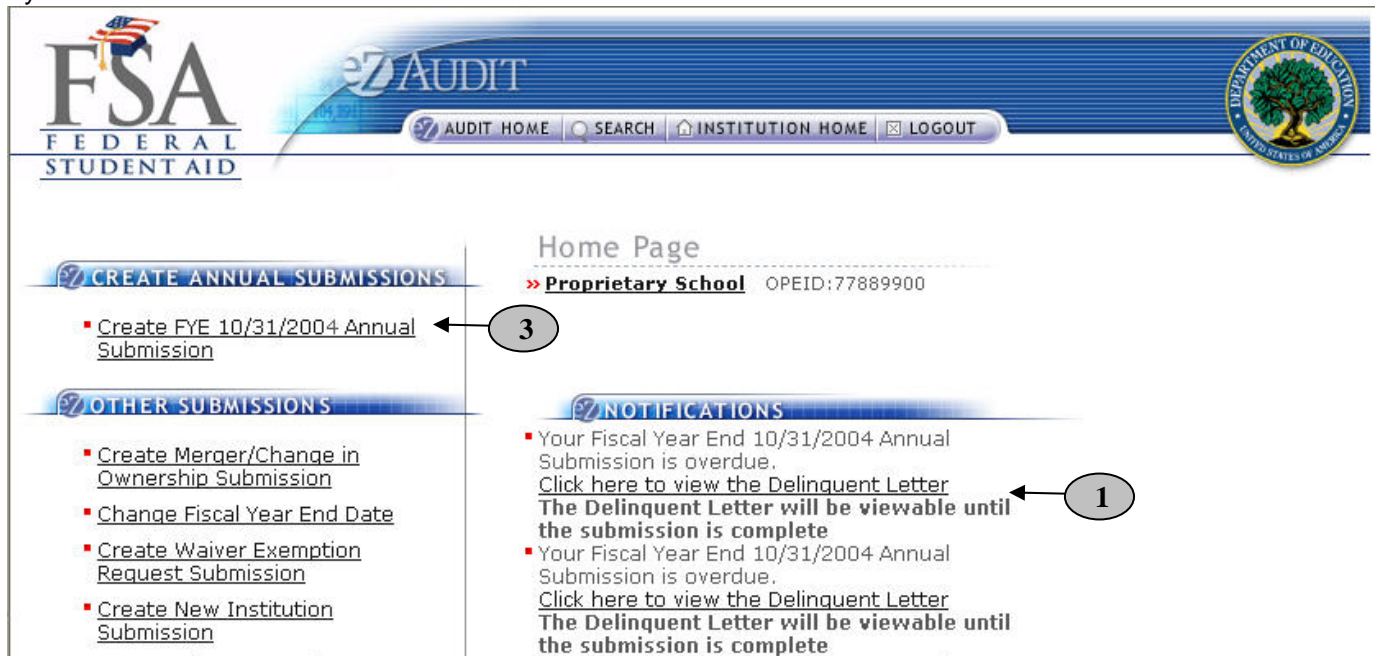
- Your Fiscal Year End 10/31/2002 Annual Submission is overdue.
- Your Fiscal Year End 10/31/2003 Annual Submission is overdue.
- Your FYE 10/31/2002 Annual Submission submitted on 05/23/2004 08:54:54 is incomplete. [Click here to view the Incomplete Letter](#). The Incomplete Letter must be viewed before Resubmission

4. Click the **Resubmit** link from left navigation area.
5. Correct submission as directed in Incomplete Letter. Portions of submission deemed complete will be read-only.

## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

### Delinquent Letter

If your submission is not received by its due date, a Delinquent Email will be sent to the Institution's President, CFO, and Institution's Financial Aid Administrator. The email will indicate that a Delinquent Letter has been posted to the Notifications section of your Institution's Home Page. Once the Delinquent Email is received, you will be directed to logon onto eZ-Audit to view the Delinquent Letter. The Delinquent Letter will disappear once you have submitted the submission.



The screenshot shows the eZ-Audit web interface. At the top left is the FSA FEDERAL STUDENT AID logo. In the center is the eZ-AUDIT logo. To the right of the eZ-AUDIT logo is a navigation bar with links for AUDIT HOME, SEARCH, INSTITUTION HOME, and LOGOUT. On the far right is the Department of Education logo. Below the navigation bar, the page is titled "Home Page" and shows the institution type as "Proprietary School" with OPEID:77889900. On the left side, there are two main sections: "CREATE ANNUAL SUBMISSIONS" and "OTHER SUBMISSIONS". Under "CREATE ANNUAL SUBMISSIONS", there is a link "Create FYE 10/31/2004 Annual Submission" with a circled number 3 and an arrow pointing to it. Under "OTHER SUBMISSIONS", there are four links: "Create Merger/Change in Ownership Submission", "Change Fiscal Year End Date", "Create Waiver Exemption Request Submission", and "Create New Institution Submission". On the right side, there is a "NOTIFICATIONS" section. It contains two notifications, both stating "Your Fiscal Year End 10/31/2004 Annual Submission is overdue. Click here to view the Delinquent Letter. The Delinquent Letter will be viewable until the submission is complete". The first notification has a circled number 1 and an arrow pointing to the link.

1. Click link to **view Delinquent Letter**. Delinquent letter will provide information regarding which annual submission is over due. Letter will open in separate window.



## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

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UNITED STATES DEPARTMENT OF EDUCATION  
Federal Student Aid - School Channel  
School Eligibility Channel  
eZ-Audit

**Date: 10/31/2004**  
**OPE ID: 77889900**  
**TIN: 000000070**

Dr Proprietary  
Proprietary School  
1234 Proprietary Lane  
Proprietary, DC, 12345

Dear President:

Pursuant to 34 CFR 668.23 of the Student Assistance General Provisions regulations, an institution participating in any Title IV, HEA program must submit annually to the Secretary, its compliance audit and audited financial statements no later than six months after the last day of the institution's fiscal year.

**Your institution's materially complete and acceptable audit and/or financial statements for the fiscal year ended 10/31/2004 have not been received by the submission deadline date of 10/31/2004.**

If you have submitted compliance audit and financial statements which were deemed unacceptable and returned to the institution, the submission deadline continues to apply until acceptable audit reports are resubmitted to the Department. Please resubmit the audit/financial statements for the fiscal year ended 10/31/2004 within 10 days of the receipt of this letter via eZ-Audit at [www.ezaudit.ed.gov](http://www.ezaudit.ed.gov).

If we do not receive the required submission within 10 days of your receipt of this letter, your institution may be subject to assessment of liabilities for all unaudited funds for the audit period and other appropriate action noted under 34 CFR 668, Subpart G. If you have already submitted your compliance audit and financial statements for the fiscal year ending 10/31/2004, please contact the eZ-Audit Help Desk at 1-877-263-0780.

Thank you in advance for your cooperation.

Sincerely

Ti Baker  
eZ-Audit Operations Manager  
Integrated Partner Management Division

2. Close or minimize the browser to return to your home page.
3. Click on the **Create Annual Submission** link to submit your annual submission.



## **Step-by-Step Guide to Using eZ-Audit for For-Profit Schools**

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### **Reminder Email**

A Reminder email will be sent 60 and/or 30 days prior the submission due date. The Reminder Email will be sent to the Institution's President, CFO, Financial Aid Administrator and eZ-Audit Institution Administrator to remind them that the Compliance Audit and/or Financial Statement due date is approaching.



## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

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### Appendix

#### Rules of Behavior

## eZ-Audit System Rules of Behavior

### Statement of Acceptance of User Responsibility

**For Official, Approved Use Only** – the eZ-Audit system is funded by the Government to support various programmatic efforts needed to accomplish the Department of Education/FSA mission. As such, these resources are to be used only for official Government business.

**Violations** – It is critical that all users adhere to accepted user principles regarding appropriate use (see principles below).

**Accepted User Principles** - Users' access to computing resources indicates a level of trust bestowed upon them by their management and ultimately by the Department of Education/FSA. Users are responsible for their actions and must be aware of and acknowledge their responsibilities.

### **At a minimum *all users* are responsible for these principles:**

- Ensuring that the eZ-Audit system is used only for official Government business.
- Ensuring that the eZ-Audit system is used in compliance with Title IV program participation agreements and other applicable regulatory requirements to ensure program integrity.
- Protecting the information users are processing from access by, or disclosure to, unauthorized personnel.
- Immediately reporting all security incidents and potential threats and vulnerabilities involving computing resources to eZ-Audit staff with a description of the event.
- Protecting authenticators, such as passwords.
- Reporting any compromise or suspected compromise of a password to eZ-Audit staff with a description of the event.
- Accessing only systems, networks, data, control information, and software for which they are authorized.

I certify that I have read and understand the rules as stated above, and that I agree to comply with the government's requirements for the protection of any information covered by the privacy Act.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

### Balance Sheet Mapping and References for eZ-Audit

#	Item	Description	Mapped Reference	Accounting Reference	Regulatory Reference
1	Cash and Cash Equivalents	Cash on hand, demand deposits in banks and other accounts characteristic of demand deposits that may be withdrawn without prior notice or substantial penalty.	Balance Sheet	SFAC No.6 & FASB Technical Bulletin NO. 81-4	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
2	Accounts Receivable - Students	All amounts due from students on account.	Balance Sheet	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
3	Accounts Receivable - Employee	All amounts due from employee borrowings from the institution or employee advances.	Balance Sheet	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
4	Accounts Receivable, - Related Parties; secured	All amounts due from related parties [owners, shareholders and affiliates] on account that are collateralized or subject to a security agreement.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
5	Accounts Receivable, - Related Parties: unsecured	All amounts due from related parties [owners, shareholders and affiliates] on account that are not collateralized or subject to a security agreement.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
6	Accounts Receivables, - other	All amounts on account not included in line items 2 thru 5 above.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
7	Allowance for Doubtful Accounts	The amount of the allowance recorded to recognize the value of uncollectible accounts.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171





## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

#	Item	Description	Mapped Reference	Accounting Reference	Regulatory Reference
					34 CFR 668.172
8	Net Accounts Receivable	Net realizable value of accounts receivables. Equals gross accounts receivable less the allowance for doubtful accounts [line items 2 thru 6 minus 7].	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
9	Prepaid Expenses	Expenses that result from a cash outlay in a prior period; and, has not yet been consumed.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
10	Inventories	The cost of goods purchased for resale in the normal course of business.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
11	Notes Receivable - Related Parties; secured	All amounts due from related parties [owners, shareholders and affiliates] on account in the form of promissory notes that are collateralized or subject to a security agreement.	Balance Sheet and Notes	SFAC No. 6 & SFAS 57	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
12	Notes Receivable, - Related Parties; unsecured	All amounts due from related parties [owners, shareholders and affiliates] on account in the form of promissory notes that are not collateralized or subject to a security agreement.	Balance Sheet and Notes	SFAC No. 6 & SFAS 57	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
13	Notes Receivable - other	All amounts on account in the form of promissory notes not included in line items 11 and 12 above.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
14	Investments	Marketable debt and equity	Balance	SFAC	34 CFR



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#	Item	Description	Mapped Reference	Accounting Reference	Regulatory Reference
	- current	securities classified either as held-to-maturity, trading or available-for-sale; and, included in current assets.	Sheet and Notes	No. 6 & SFAS 115	668.23 34 CFR 668.171 34 CFR 668.172
15	Deferred Advertising	Deferred [capitalized] advertising costs resulting from direct response advertising, only.	Balance Sheet and Notes	SOP 93-7	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
16	Deferred Income Taxes; current	Deferred income tax benefits that will reverse during the next fiscal year.	Balance Sheet and Notes	SFAS 109	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
17	Other Current Assets	All current assets not included in line items 1 thru 16 above.	Balance Sheet and Notes	SFAC No.6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
18	<i>Current Assets</i>	Sum of all current assets [line items 1 thru 17] above.	Balance Sheet and Notes	Calculate	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
19	Property, Plant and Equipment, including capitalized leases	Property, Plant and Equipment used in operations [placed in service]; not to include construction in progress.	Balance Sheet and Notes	SFAC No. 6 & SFAS 121	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
20	Accumulated Depreciation	Cumulative total of all depreciation expense incurred on property, plant and equipment including capital leases used in operations.	Balance Sheet and Notes	SFAC No. 6 & APB No 1	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
21	<i>Net Property,</i>	Property, Plant and	Balance	Calculate	34 CFR

## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

#	Item	Description	Mapped Reference	Accounting Reference	Regulatory Reference
	<i>Plant and Equipment, including capitalized leases</i>	Equipment including capitalized leases net of accumulated depreciation.	Sheet and Notes	d	668.23 34 CFR 668.171 34 CFR 668.172
22	Intangible Assets, net of accumulated amortization [excluding goodwill]	All purchased intangibles including patents, franchises, copyrights, trademarks, brand names, covenants not to compete, accreditation costs, program development costs; and, any advertising costs not resulting from direct response advertising	Balance Sheet and Notes	APB 17 & SFAS 142	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
23	Goodwill, net of accumulated amortization	The excess of costs over the market [fair] value of specific assets acquired in a business combination.	Balance Sheet and Notes	APB 17 & SFAS 142	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
24	Investments	Debt and equity securities, facilities, land and other assets held for long-term purposes.	Balance Sheet and Notes	SFAC No. 6 & SFAS 115	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
25	Notes Receivable - Related Parties; secured	All amounts due from related parties [owners, shareholders and affiliates] on account in the form of promissory notes that are collateralized or subject to a security agreement classified as non-current.	Balance Sheet and Notes	SFAC No. 6 & SFAS 57	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
26	Notes Receivable - Related Parties; unsecured	All amounts due from related parties [owners, shareholders and affiliates] on account in the form of promissory notes that are not collateralized or subject to a security agreement classified as non-current.	Balance Sheet and Notes	SFAC No. 6 & SFAS 57	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
27	Notes	All amounts on account in the	Balance	SFAC	34 CFR



## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

#	Item	Description	Mapped Reference	Accounting Reference	Regulatory Reference
	Receivable - other	form of promissory notes not included in line items 25 and 26 above classified as non-current.	Sheet and Notes	No. 6	668.23 34 CFR 668.171 34 CFR 668.172
28	Deferred Income Taxes; non-current	Deferred income tax benefits that will reverse during the next fiscal year.	Balance Sheet and Notes	SFAS 109	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
29	Other Non-current Assets	All non-current assets not included in line items 19 thru 28 above.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
30	<i>Total Assets</i>	Sum of all assets [line items 1 thru 29] above.	Balance Sheet and Notes	Calculate d	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
31	Accounts Payable	All amounts owed to suppliers or providers of services from normal operations.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
32	Refunds Payable	All amounts owed to students and/or financial partners subject to Title IV programs.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
33	Student Deposits and advances	All amounts owed to students from deposits and advance payments.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
34	Accrued	Current liabilities that result	Balance	SFAC	34 CFR



## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

#	Item	Description	Mapped Reference	Accounting Reference	Regulatory Reference
	Expenses	from the consumption of an asset or service during the fiscal year prior to payment.	Sheet and Notes	No. 6	668.23 34 CFR 668.171 34 CFR 668.172
35	Current Portion of Long-term Debt	Portion of debt used for long-term purposes maturing during the next fiscal year.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
36	Deferred Tuition	Receipts on tuition not recognized as revenue due to Department policy requiring pro rata recognition.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
37	Deferred Income Taxes; current	Deferred tax liabilities reversing during the next fiscal year.	Balance Sheet and Notes	SFAS 109	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
38	Lines of Credit	Amounts owed due to lines of credit with banks.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
39	Current Portion of Capital Lease Obligations	Portion of the net present value of minimum lease payments maturing during the next fiscal year.	Balance Sheet and Notes	SFAS 13/98	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
40	Other Current Liabilities	All current liabilities not included in line items 31 thru 39 above.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
41	<i>Current Liabilities</i>	Sum of all current liabilities [line	Balance	Calculate	34 CFR



## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

#	Item	Description	Mapped Reference	Accounting Reference	Regulatory Reference
		items 31 thru 40 above.	Sheet and Notes	d	668.23 34 CFR 668.171 34 CFR 668.172
42	Long-term Debt, net of current portion	All formal debt instruments and any other debt instruments used for long-term purposes.	Balance Sheet and Notes	SFAS 47	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
43	Deferred Income Taxes; non-current	Deferred tax liabilities not reversing during the next fiscal year.	Balance Sheet and Notes	SFAS 109	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
44	Capital Lease Obligations	Net present value of minimum lease payments not maturing during the next fiscal year.	Balance Sheet and Notes	SFAS 13/98	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
45	Deferred Compensation	All amounts owed for pensions, retirements and other deferred elements of compensation	Balance Sheet and Notes	SFAS 106, 112 and 132	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
46	Post Employment & Post Retirement Benefits	All amounts owed on plans that pay employees or their beneficiaries for post reemployment or post retirement benefits other than pensions; must be shown on face of the balance sheet.	Balance Sheet and Notes	SFAS 106, 112 and 132	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
47	Other Non-current Liabilities	All non-current liabilities not included in line items 42 thru 46 above.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172



## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

#	Item	Description	Mapped Reference	Accounting Reference	Regulatory Reference
48	Total Liabilities	Sum of all liabilities [line items 41 thru 47] above.	Balance Sheet and Notes	Calculated	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
49	Contributed Capital	All capital contributed or donated by owners, shareholders and donors.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
50	Retained Earnings	Undistributed earnings and profits maintained for internal purposes.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
51	Common Stock	Par value of all classes of common stock, authorized and outstanding.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
52	Preferred Stock	Par value of all classes of preferred stock, authorized and outstanding.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
53	Paid-in capital, Excess of Par	Capital that results from the sale of stock [common or preferred] in excess of par.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
54	Unrealized Gains and (Losses)	Unrealized gains or (losses) from investments in avail-for-sale securities.	Balance Sheet and Notes	SFAS 130	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172





## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

#	Item	Description	Mapped Reference	Accounting Reference	Regulatory Reference
55	Comprehensive Income [Loss]	Change in equity from transactions and events not resulting from investments by or distribution to owners.	Balance Sheet and Notes	SFAS 130	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
56	Treasury Stock	Value [cost or par] of stock purchase and held after initial issuance	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
57	<i>Owner's Equity</i>	Sum of all owners' equity accounts [line items 49 thru 56] above.	Balance Sheet and Notes	Calculate d	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
58	<i>Total Liabilities and Owner's Equity</i>	Sum of Total Liabilities and Total Owner's Equity [line item 48 plus line item 57 above].	Balance Sheet and Notes	Calculate d	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172



## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

### Income Statement Mapping and References for eZ-Audit

#	Item	Description	Mapped Reference	Accounting Reference	Regulatory Reference
1	Operating Income	Income derived from activities that constitute the major focus of the institution [e.g. tuition, fees, etc. net of contra revenue items including internal scholarships].	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
2	Tuition and Fees	Tuition and fees revenues included in operating income received from students duly enrolled in the institution per ED income recognition policy.	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
3	Other	All operating revenues other than tuition and fees included in operating income received from students duly enrolled in the institution [e.g. rental, store and services revenues, etc.]	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
4	<i>Total Operating Income</i>	Total of all operating income elements shown above [line items 2 thru 3].	Income Statement	Calculated	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
5	Non-operating Income	Income derived from activities that do not constitute the major focus of the institution [e.g. gains on sale of investments, interest income and other].	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
6	Gains on Sale of Investments	Gains on the sale of assets classified as investments in the accounts of the institution.	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
7	Interest Income	Interest income derived from debt securities or bank accounts, etc. held by the	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR



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#	Item	Description	Mapped Reference	Accounting Reference	Regulatory Reference
		institution.			668.171 34 CFR 668.172
8	Other	All non-operating revenues other than gains on sale of investments and interest income included in non-operating income received from activities not constituting the major activities of the institution [e.g. space rental, etc.].	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
9	<i>Total Non-operating Income</i>	Total of all non-operating income elements shown above [line items 6 thru 8].	Income Statement	Calculated	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
10	Total Income	Sum total of operating and non-operating income elements [line items 4 plus line item 9 above].	Income Statement	Calculated	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
11	Cost of Goods Sold	Costs of all goods sold from inventory during the fiscal year [books, items of clothing, accessories, etc.].	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
12	Salaries Expense	Wage and Salary expenses and other expenses of payroll for operating personnel.	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
13	Rent expense	Expenses for the rental of facilities and/or equipment used in operations. Those subject to operating lease [rentals].	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172



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#	Item	Description	Mapped Reference	Accounting Reference	Regulatory Reference
14	Insurance Expense	Expenses incurred to insure facilities and personnel involved in operations.	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
15	Administrative Expenses	Expenses incurred by the institution related to administration activities [e.g. wages, salaries, rent, insurance, etc].	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
16	Depreciation and Amortization Expenses	Expenses for the systematic expiration of tangible assets [depreciation] and intangible assets [amortization] used in operations.	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
17	Interest Expense	Expenses on outstanding debt securities of the institution.	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
18	Debt Expense	Expenses recognized to account for the uncollectibility of amounts due on account.	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
19	Marketing	Expenses of sales and other marketing activities conducted by the institution.	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
20	Recruiting	Expenses from recruitment activities conducted by the institution.	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172



## Step-by-Step Guide to Using eZ-Audit for For-Profit Schools

#	Item	Description	Mapped Reference	Accounting Reference	Regulatory Reference
21	Other Expenses	All expenses not include in line items 11 thru 20 above [e.g. losses on sale of investments, other assets, etc.].	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
22	Expenses	Total of all expenses shown above [line items 11 thru 21 above].	Income Statement	Calculated	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
23	Net Income [Loss] Before Taxes	Total Income [line item 10] minus Total Expenses [line item 22].	Income Statement	Calculated	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
24	Provision for income Taxes	Income tax expense or benefit for the current fiscal year.	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
25	Net Income [Loss] After Taxes	Net Income after income tax expense of benefit for the current fiscal year.	Income Statement	Calculated	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
26	Extraordinary Gain [Loss], net of income taxes	Gains [Losses], which are infrequent and unusual in nature [e.g. early extinguishment of debt].	Income Statement	APB No. 9/26/30 & SFAS 4/64/76	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
27	Gain [Loss] from Discontinued Operations, net of taxes	Gains [Losses] from the discontinuance of a segment of the business.	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172



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#	Item	Description	Mapped Reference	Accounting Reference	Regulatory Reference
28	Gain [Loss] from a Change in Accounting Principle, net of taxes	Income [Loss] due to change from one GAAP compliant accounting method or practice to another.	Income Statement	APB Nos. 9/20/30 & FASB Interpret Nos. 1 and 20 & FASB Bulletin No. 79-17	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
29	<i>Net Income (Loss)</i>	Net amount of income [loss] after all regular and irregular elements of income [line items 25 thru 28 above].	Income Statement	Calculated	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
30	Retained Earnings, Beginning of the year	Undistributed earnings and profits maintained by the institution for internal purposes at beginning of the fiscal year.	Income Statement	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
31	Gain [Loss] from Correction of an Error, net of taxes	Income or loss resultant from an error in application or calculation related to an accounting practice during the prior fiscal year [prior period adjustment].	Income Statement	SFAS No. 16	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
32	<i>Distribution to Shareholders</i>	Payments from fund or corporate cash flow. May include dividends from earnings, capital gains from sale of portfolio holdings and return of capital. Fund distributions can be made by check or by investing in additional shares. Funds are required to distribute capital gains (if any) to	Income Statement		34 CFR 668.23 34 CFR 668.171 34 CFR 668.172.



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#	Item	Description	Mapped Reference	Accounting Reference	Regulatory Reference
		shareholders at least once per year. Some corporations offer Dividend Reinvestment Plans (D.R.P.).			
33	<i>Retained Earnings, end of year</i>	Undistributed earnings and profits maintained by the institution for internal purposes at end of the fiscal year.	Income Statement	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172