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Step-by-Step Guide to Using eZ-Audit for GA Servicer

Table of Contents

eZ-Audit Overview

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 entity 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 entity submits its compliance audit data and summary financial data, as applicable via a web form (follow this manual for complete instructions).
2. Your entity also attaches an electronic copy of audit report in a non- editable pdf format (using Adobe Acrobat).
3. The eZ-Audit system automatically forwards flagged financials and/or deficient audits to FSA for resolution.
4. FSA communicates 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 any time.
- eZ-Audit Help Desk assistance is available at fsaezaudit@ed.gov or by calling 1-877-263-0780, Monday – Friday, 9 a.m. – 5 p.m. ET.

Who at my entity will use eZ-Audit?

- *eZ-Audit Institution/Entity Administrator, selected by your entity, is responsible for:*
  - Registering your entity with eZ-Audit
  - Providing/managing access to data entry and submission approval personnel, as identified by your entity
  - Maintaining security information regarding entity's users as required
- *eZ-Audit Data Entry Users, selected by your entity, 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 entity, 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?

Step-by-Step Guide to Using eZ-Audit for GA Servicer

You may choose to ask your auditor to serve in all roles listed above. It your auditor is not selected as a Data Entry/Submitter 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 the pdf files containing your financial statements and compliance audits will be included as attachments to your eZ-Audit submission – all signature pages in the financial statements and compliance audits, as well as the entity's corrective action plan, must be scanned.

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 – Internet Explorer 11.0 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 entity access to all ed.gov sites
- Conduct a lookup on ezaudit.ed.gov which will allow your entity 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.

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, 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 Entity 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. 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.

WARNING:

You are accessing a U.S. Federal Government computer system intended to be solely accessed by individual users expressly authorized to access the system by the U.S. Department of Education. Usage may be monitored, recorded, and/or subject to audit. For security purposes and in order to ensure that the system remains available to all expressly authorized users, the U.S. Department of Education monitors the system to identify unauthorized users. Anyone using this system expressly consents to such monitoring and recording. Unauthorized use of this information system is prohibited and subject to criminal and civil penalties. Except as expressly authorized by the U.S. Department of Education, unauthorized attempts to access, obtain, upload, modify, change, and/or delete information on this system are strictly prohibited and are subject to criminal prosecution under 18 U.S.C § 1030, and other applicable statutes, which may result in fines and imprisonment. For purposes of this system, unauthorized access includes, but is not limited to:

Any access by an employee or agent of a commercial entity, or other third party, who is not the individual user, for purposes of commercial advantage or private financial gain (regardless of whether the commercial entity or third party is providing a service to an authorized user of the system); and

Any access in furtherance of any criminal or tortious act in violation of the Constitution or laws of the United States or any State.

If system monitoring reveals information indicating possible criminal activity, such evidence may be provided to law enforcement personnel.

Accept & Continue

U. S. Department of E

Rules of Behavior

The following Rules of Behavior will be displayed when you click on the link

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 for 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.

Step-by-Step Guide to Using eZ-Audit for GA Servicer

Step-by-Step Guide to Using eZ-Audit for GA Servicer

1. Rules of Behavior to view the detail rules
2. Accept & Continue
3. webmaster@fsa.ed.gov

| NOTE | All eZ-Audit users are required to carefully read the *eZ-Audit Rules of Behavior* document that can be accessed via the web at *https://ezaudit.ed.gov*. |

Questions/Concerns

- eZ-Audit will continue to post updates and critical information to the eZ-Audit website and the Knowledge Center at https://fsapartners.ed.gov.
- Contact the eZ-Audit help desk at *fsaezaudit@ed.gov* or by calling 1-877-263-0780.

eZ-Audit Registration

All entities must submit a registration request letter to the Department of Education to gain access to eZ-Audit. Please see the Registration Instructions on eZ-Audit Welcome Page.

How will I receive my registration confirmation and eZ-Audit Entity Administrator user ID and password?
Your registration confirmation, user ID and temporary password will be sent to the email address provided in the registration request letter submitted to FSA.

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 simply type in the URL, www.ezaudit.ed.gov in your internet browser, and when the eZ- Audit login screen appears, enter the user name and temporary password you received through email from eZ- Audit.

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.

What if I need to change my Institution/Entity Administrator?
To change your Institution/Entity Administrator a new registration letter, following registration instructions, must be submitted. The new Entity Administrator will receive a username and password once processed, usually within 72 hours of receipt.

Step-by-Step Guide to Using eZ-Audit for GA Servicer

Login

After typing in the URL https://ezaudit.ed.gov in your Internet browser, the "Welcome to eZ-Audit" screen below should appear:

Step-by-Step Guide to Using eZ-Audit for GA Servicer

1. Enter the username provided to you by email during the registration process.
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 entity'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. Your username and password are case sensitive. If you are locked out after 3 unsuccessful attempts at login you must wait 30 minutes then try again.

**If you have an existing user 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 where 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?
- 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.

Step-by-Step Guide to Using eZ-Audit for GA Servicer

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:

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

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Step-by-Step Guide to Using eZ-Audit for GA Servicer

1. Click the **SAVE** button to ensure all changes are successfully captured by the system. Please note by selecting the save button you are also accepting the Rules of Behavior.
2. Click the **RESET** button to cancel entries and begin again.

Step-by-Step Guide to Using eZ-Audit for GA Servicer

Forgot Password

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

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

Step-by-Step Guide to Using eZ-Audit for GA Servicer

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

Step-by-Step Guide to Using eZ-Audit for GA Servicer

Challenge Questions

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

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.

Logout

If you clicked on the **LOGIN** button, this will bring you to your Entity's homepage. The screen below should appear with your entity's name: For Login information click Login.

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 thesystem.

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. If you have not saved your work when the session expires, data will be lost. |

Step-by-Step Guide to Using eZ-Audit for GA Servicer

My Profile

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

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, etc. |

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Step-by-Step Guide to Using eZ-Audit for GA Servicer

If you clicked on the underlined text "Update My User profile" on your Entity's homepage, the screen below should appear:

FSA FEDERAL STUDENT AID | eZ AUDIT

AUDIT HOME | HELP | MANAGE USERS | LOGOUT

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 Adress and Re-Type Email Address fields. If no change is made to the email address, the email address password will not change.

First Name: Institution

Last Name: User1

Email Address: user1@nonpro.edu

Re-Type Email Address:

Office Phone: 202-123-4567   Ext.

Fax:

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.

Password must be 12 to 40 characters in length and must contain each of the following types of characters:
– English uppercase letters (A-Z).
– English lowercase letters (a-z).
– Westernized Arabic numerals (0-9).
– Non-alphanumeric special characters such as !,@,#,$,%,^,* and ..
Password cannot contain a space(s).
The password must be different from your previous twenty-four passwords.
Important: Do not use your user ID, name, or this system name.

Old Password:

New Password:

Re-type New Password:

Step-by-Step Guide to Using eZ-Audit for GA Servicer

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 dropdown 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 GA Servicer

Change Password

To change your password, repeat the **My Profile** step. This will take you 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.

Password must be 12 to 40 characters in length and must contain each of the following types of characters:
– English uppercase letters (A-Z).
– English lowercase letters (a-z).
– Westernized Arabic numerals (0-9).
– Non-alphanumeric special characters such as !,@,#,$,%,^,* and _.
Password cannot contain a space(s).
The password must be different from your previous twenty-four passwords.
Important: Do not use your user ID, name, or this system name.

Old Password: _____ (1)

New Password: _____ (2)

Re-type New Password: _____ (3)

CHALLENGE QUESTIONS
Choose from the following drop down menu.

In which month was your mother born? ▼ _____

What is your favorite color? ▼ _____

(4) SAVE   RESET (5)

1. Type your old or temporary password.
2. Type 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 12-40 characters in length and must contain each of the following: Uppercase, lowercase letters, numeric values and special Characters (such as! @, #, $, &, *, ^) 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 eZ-Audit Help desk at fsaezaudit@ed.gov or by calling 1-877-263-0780.

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 GA Servicer

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:

Manage Users

Types of Users and Responsibilities

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

Entity Administrator Homepage

To log into the eZ-Audit system as your Entity'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 Entity and OPEID number**. Confirm that this is correct.

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Step-by-Step Guide to Using eZ-Audit for GA Servicer

Creating/Deleting Data Entry/Submitter Users

If you clicked on the "**Manage Users**" button, the screen below should appear:

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.

Step-by-Step Guide to Using eZ-Audit for GA Servicer
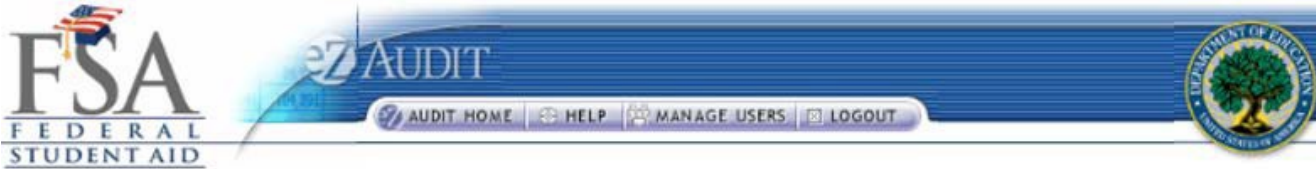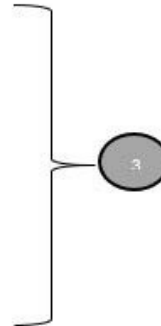
3. Complete all required fields providing the name and contact information for the "New User".
4. Do not forget to specify the New User's role(s) (see "**Manage Users**" for role definition).
5. Remember to click on the "**ADD USER"** button to save all entries. **NOTE**: If you are adding "submitter" or "data entry" as a user role and the user is currently logged in, they must logout and login again for the roles to take effect.

| NOTE | One person can have all three-user roles. When the Institution/Entity Administrator adds a new user, the user will receive an email with their username and an email with a temporary password. |

Step-by-Step Guide to Using eZ-Audit for GA Servicer

Entity Profile Page/Status

Entity Profile

Entity's should confirm that the information is correct.
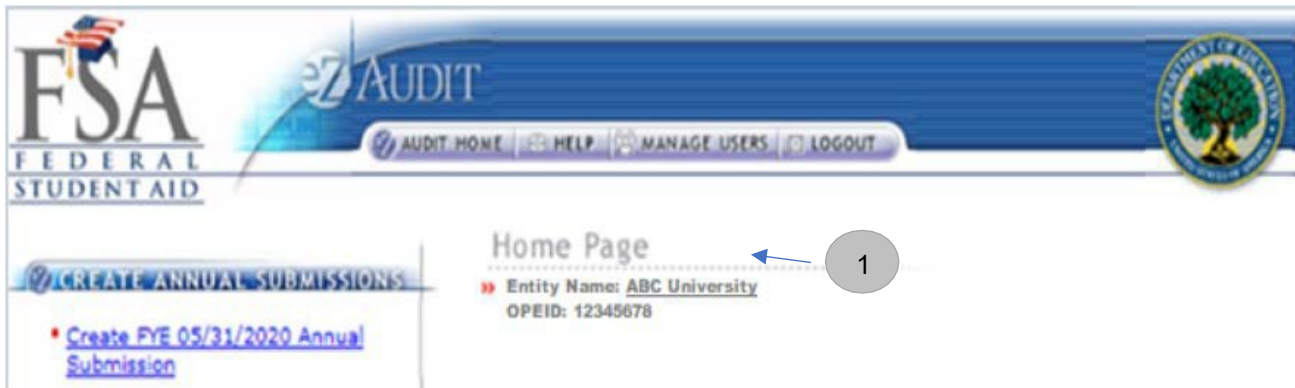
1. To view the Entity Profile, click on the **Entity Name:**

NOTE	The Entity Profile can be viewed from Home page and any submission page when clicked on Entity Name.

See below the sample of what an Entity's profile page should look like.

Step-by-Step Guide to Using eZ-Audit for GA Servicer

Institution Profile

» ABC University   OPEID: 12345678

The information on this page is read-only.

Entity Name:	ABC University
Type of Entity:	GA Servicer
Address:	P O BOX 1860
Address:	
City:	GADSDEN
State:	AL
Zip/Postal Code:	359990000
Phone Number:	2055438220
Fax Number:	
TIN:	630012520
DUNS Number:	
Fiscal Year End:	04/30/2019
President:	
President Email:	
Financial Aid Admin:	
FAA Email:	
Primary Accreditation Org.:	
Other Accreditation Org.:	

> **NOTE**
>
> The following fields President, President Email, Financial Aid Admin, FAA Email, Primary Accreditation Org, Other Accreditation Org are listed in error and will remain blank until removed from the page. Please contact eZ-Audit Help Desk Assistance at *fsaezaudit@ed.gov* or by calling 1-877-263-0780, Monday – Friday, 9 a.m. – 5 p.m. ET.

Step-by-Step Guide to Using eZ-Audit for GA Servicer

Historical Submissions

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

NOTE	A Change in FYE submission listed was created by FSA to ensure the appropriate FYE Annual Link was provided upon login.

View Historical Submissions

» **ABC University**   OPEID: 12345678

	Fiscal Year End	Submission Type	Submission Date	Institution Type
»	N/A	Change in Fiscal Year End	05/08/2020	Lender
»	04/30/2019	Annual	05/21/2020	Lender

Annual Submissions

Compliance Audit Information

To complete your Entity's annual submission, complete the **LOGIN** step. This will take you to your Entity'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 "Create FYE Annual Submission", and the screen in the next page should appear
with your Entity's name:

| NOTE | If you are login in for the first time you will not see the see the Create FYE XX/XX/XXXX Annual Submission, you need to complete the Change Fiscal Year End Date request first. Once it is approved you will see the link for the Annual Submission. |

Step-by-Step Guide to Using eZ-Audit for GA Servicer

1. Confirm the information displayed is correct.
2. Begin date is the beginning of the audit period.
3. End date is the end of the audit period.
4. This is the auditor on file with the Department of Education.
5. If the auditor's information is correct, no action is required. If incorrect or this is a new auditor, please select **NO**, and update with current information.
6. Please fill up all the mandatory fields. When Country is "United States" then TIN and State are required fields.
7. Does this Compliance audit contain any findings related to the Federal Family Education Loan Program (FEELP)?
8. **IMPORTANT WARNING**: Click the **CANCEL** button to erase/delete all entries since the last time you saved your work.
9. Click the SAVE button to ensure all entries are successfully stored by the system for this page.
10. Click the SAVE and PROCEED button to go to the Annual Submission-GA Annual Submission **Completeness Checklist page.** This is the next stage in the submission process**.**

Step-by-Step Guide to Using eZ-Audit for GA Servicer

Annual Submission 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 entity'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 "Create FYE xx/xx/xxxx Annual Submission", and then click on the underlined text "Completeness Checklist". The screen below should appear:

GA Annual Submission CHECKLIST

□ Compliance Audit
□ Completeness Checklist
□ Upload Attachments
□ Submit

* Entity Name: ABC University
* OPEID: 12345678

All fields are required.

1. 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
- Uploaded document(s) must be in English

- Do not include *Personally Identifiable Information (PII)*

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

President/CEO Contact
Name*:
Email*:
Phone*:

Firm and CPA Contact
Firm Name*:
Auditor Name*:
Email*:
Phone*:

Enter any additional notes

CANCEL   SAVE   SAVE AND PROCEED

Step-by-Step Guide to Using eZ-Audit for GA Servicer

1. Confirm that the information displayed is correct.
2. Ensure all applicable documents are included with your audit report submission
3. Provide contact information (name, email, phone) President/CEO Contact and Firm & CPA Contact (FIRM Name, Auditor Name, Email, Phone) 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.

6. Click the **SAVE and PROCEED** button to save all entries and to take you to the **Upload Attachment** page**.**

Annual Submission 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 entity'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 "Create FYE xx/xx/xxxx Annual Submission", and then click on the underlined text "Upload Attachments". The screen below should appear:

1. Confirm the information displayed is correct.
2. Click on the **Choose File** button to search for document(s) to be attached. Then follow instructions on the next page on searching and attaching document(s).

3. Check all appropriate documents attached are in English and do not contain any Personally Identified Information (PII). To view what is included in PII please hover the mouse over the word PII.

   (Please note: When uploading another document, please deselect the previous upload type and then reselect the document type.)

4. After the document has been attached 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. **IMPORTANT WARNING**: Click the **CANCEL** button to erase all entries.

6. Click the **SAVE** button to save all entries currently on screen.

7. Click the **SAVE and PROCEED** button to take you to the Lender-Annual-Submission-submit page.

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 entity'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 "Create FYE xx/xx/xxxx Annual Submission", and then click on the underlined text "Submit". The screen below should appear:

1. Confirm the information displayed 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 Annual Submission process. This will then take you to your entity's homepage with a displayed confirmation of your submission. If you do not have the **SUBMIT TO ED** button please verify that "submitter" is selected as a user role. See Manage Users for details.
4. The following confirmation of receipt will be displayed on your home page.

Your Submission has been received by the Department of Education. You will be contacted if additional information is needed after the submission has passed the edit/completeness check.

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

Step-by-Step Guide to Using eZ-Audit for GA Servicer

Change in Fiscal Year End

Change in FY END Submission

This page can be reached by repeating the **LOGIN** step. This will take you to your Entity'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 Fiscal Year End". The screen below should appear:

1. Confirm the information displayed is correct.
2. This represents information on file with ED concerning current fiscal year.
3. Click on the dropdown 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. If you do not have the "**SUBMIT TO ED**" button please verify that "submitter" is selected as a user role. See Manage Users for details

Closeout Audit Submission

Closeout Audit Compliance Audit Information

To complete your Entity's Closeout Audit submission, complete the **LOGIN** steps this will take you to your entity's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submission". Click on the link Create Closeout Audit Submission", and then click on the underlined text "Compliance Audit". The screen in the next page should appear:

1. Confirm the information displayed is correct.

2. Begin date is the beginning of the audit period.
3. End date is the end of the audit period.
4. This is the auditor on file with the Department of Education.
5. If the auditor's information is correct, no action is required. If incorrect or this is a new auditor, please select NO, and update with current information.
6. Please fill up all the mandatory fields. When Country is "United States" then TIN and State are required field.
7. Does this Compliance audit report contain any findings related to the Federal Family Education Loan Program (FEELP)?
8. **IMPORTANT WARNING**: Click the **CANCEL** button to erase/delete all entries sine the last time you saved your work.
9. Click the **SAVE** button to ensure all entries are successfully stored by the system for this page.
10. Click the **SAVE and PROCEED** button to go to the **Closeout Audit Checklist page.**

Step-by-Step Guide to Using eZ-Audit for GA Servicer

Closeout Audit Submission 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 Entity'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:

Compliance Audit
Completeness Checklist
Upload Attachments
Submit

» Entity Name: ABC University
• OPEID: 12345678   1

All fields are required.

1. Please ensure the following are included in your submission, if applicable:

- Schedule of Expenditures of Federal Awards
- Corrective Action Plan
- Schedule of Findings & Questioned Costs
- Summary schedule of prior year audit findings
- Independent Auditor's Report on Compliance with Requirements applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular A-133
- Uploaded document(s) must be in English

- Do not include *Personally Identifiable Information (PII)*

2

2. Contact Information/Additional Notes

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

President/CEO Contact

Name•:
Email•:
Phone•:

Firm and CPA Contact

Firm Name•:
Auditor Name•:
Email•:
Phone•:

3

Enter any additional notes

5

CANCEL   SAVE   SAVE AND PROCEED

4   6

Step-by-Step Guide to Using eZ-Audit for GA Servicer

1. Confirm the information displayed is correct.

2. Ensure all applicable documents are included with your audit report submission.

3. Provide contact information (name, email, phone) President/CEO Contact and Firm & CPA Contact (FIRM Name, Auditor Name, Email, Phone) 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 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.

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Step-by-Step Guide to Using eZ-Audit for GA Servicer

Closeout Audit Submission 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 Entity'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 "Upload Attachments". The screen in the next page should appear:

1. Confirm the information displayed iscorrect.
2. Click on the **Choose File** button to search for document(s) to be attached. Then follow instructions on the next page on searching and attaching document.

3. Check all appropriate documents attached are in English and do not contain any Personally Identified Information (PII). To view what is included in PII please hover the mouse over the word PII.

    (Please note: When uploading another document, please deselect the previous upload type and then reselect the document type.)

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 submission.

5. **IMPORTANT WARNING**: Click the **CANCEL** button to erase/delete all entries since the last time you saved your work.

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 Lender-Closeout Audit Submission-submit page.

> **NOTE**   As part of your stub audit submission, you must include an electronic copy of your complete audited compliance audit. Please note that all files must be in a non-editable .pdf format and NO personal information should be contained in attachments such as Social Security Numbers.

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Step-by-Step Guide to Using eZ-Audit for GA Servicer

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 entity'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:

1. Confirm the information displayed 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 Closeout Audit Submission process. If you do not have the **"SUBMIT TO ED"** button please verify that "submitter" is selected as a user role. See Manage Users for details.

4. The following confirmation of receipt will be displayed on your home page.

> **Your Submission has been received by the Department of Education. You will be contacted if additional information is needed after the submission has passed the edit/completeness check.**

NOTE   You will have read access only once submitted.

Step-by-Step Guide to Using eZ-Audit For GA Servicer

Stub Audit Submission

Stub Audit Submission Compliance Audit Information

To complete your Entity's Stub Audit submission, complete the **LOGIN** steps this will take you to your Entity's eZ-Audit homepage. On the upper left-hand side of the page, you will see a section "Other Submission". Click on the link Create Stub Audit Submission", and then click on the underlined text "Compliance Audit". The screen in the next page should appear:

Step-by-Step Guide to Using eZ-Audit For GA Servicer

1. Confirm the information displayed 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 this is a new auditor, please select NO, and update with current information.
7. Please fill up all the mandatory fields. When Country is "United States" then TIN and State are required field.
8. Does this Compliance audit contain any findings related to the Federal Family Education Loan Program (FEELP)?
9. **IMPORTANT WARNING**: Click the **CANCEL** button to erase/delete all entries sine the last time you saved your work.
10. Click the **SAVE** button to ensure all entries are successfully stored by the system for this page.
11. Click the **SAVE and PROCEED** button to go to the **GA Servicer Stub Audit Checklist page.**

Step-by-Step Guide to Using eZ-Audit For GA Servicer

Stub Audit Submissions 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 Entity'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:

Compliance Audit
Completeness Checklist
Upload Attachments
Submit

ABC University
OPEID: 12345678

All fields are required.

1. 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
- Uploaded document(s) must be in English

- Do not include *Personally Identifiable Information (PII)*

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

President/CEO Contact
Name:
Email:
Phone:

Firm and CPA Contact
Firm Name:
Auditor Name:
Email:
Phone:

Enter any additional notes

CANCEL   SAVE   SAVE AND PROCEED

Step-by-Step Guide to Using eZ-Audit For GA Servicer

1. Confirm the information displayed is correct.

2. Ensure all applicable documents are included with your audit report submission. Check all appropriate documents attached are in English and do not contain any Personally Identified Information (PII). To view what is included in PII please hover the mouse over the work PII.

3. Provide contact information (name, email, phone) President/CEO Contact and Firm & CPA Contact (FIRM Name, Auditor Name, Email, Phone) 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 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.

Stub Audit Submissions 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 entity'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 in the next page should appear:

1. Confirm the information displayed iscorrect.
2. Click on the **Choose File** button to search for document(s) to be attached. Then follow instructions on the next page on searching and attaching document.

3. Check all appropriate documents attached are in English and do not contain any Personally Identified Information (PII). To view what is included in PII please hover the mouse over the work PII.

   (Please note: When uploading another document, please deselect the previous upload type and then reselect the document type.)

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 submission.

5. **IMPORTANT WARNING**: Click the **CANCEL** button to erase/delete all entries since the last time you saved your work.

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 Lender-Stub Audit Submission-submit page.

NOTE	As part of your stub audit submission, you must include an electronic copy of your complete audited compliance audit. Please note that all files must be in a non-editable .pdf format and NO personal information should be contained in attachments such as Social Security Numbers.

Step-by-Step Guide to Using eZ-Audit for GA Servicer

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 entity'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:

1. Confirm the information displayed 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 the **"SUBMIT TO ED"** button please verify that "submitter" is selected as a user role. See Manage Users for details.

4. The following confirmation of receipt will be displayed on your home page.

Your Submission has been received by the Department of Education. You will be contacted if additional information is needed after the submission has passed the edit/completeness check.

> **NOTE** You will have read access only once submitted.
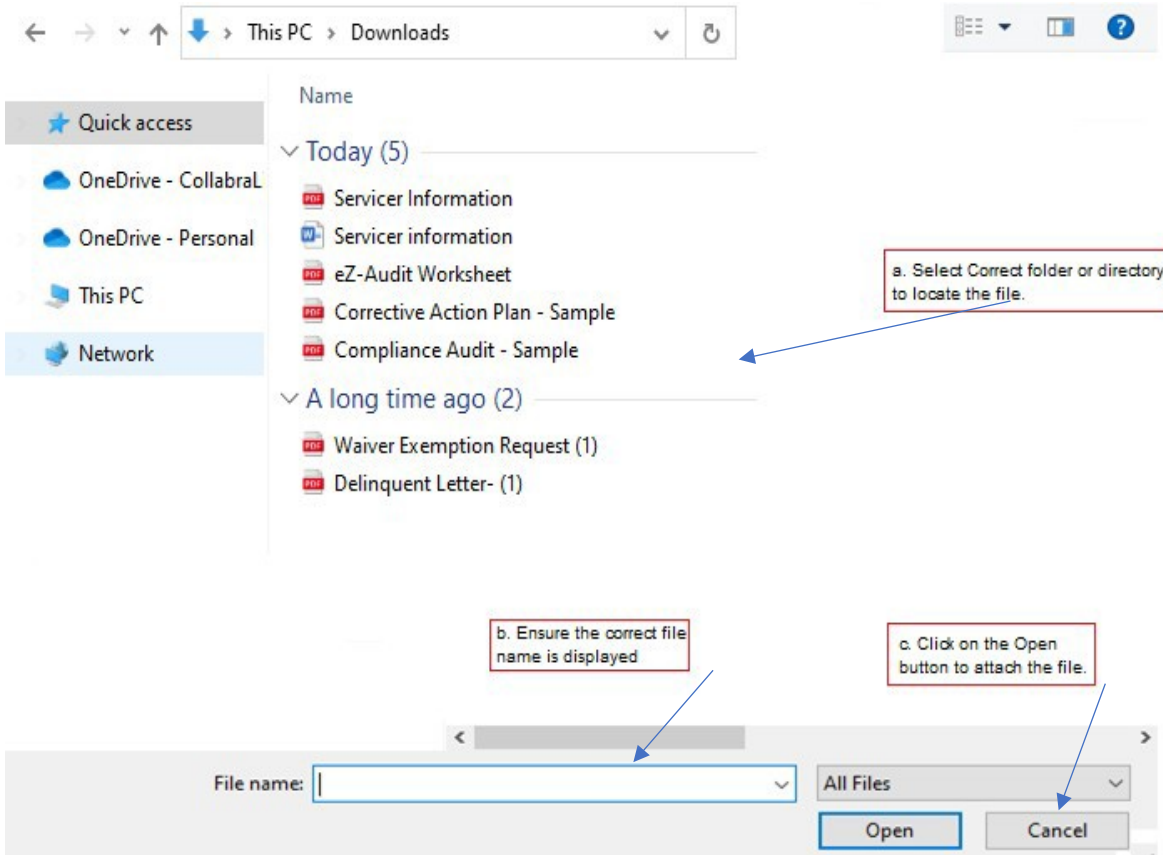
Exemption Request

Create Exemption Request

This page can be reached by repeating the **LOGIN** step. This will take you to your entity'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 Exemption Request". The screen in the next page should appear:

Step-by-Step Guide to Using eZ-Audit for GA Servicer

1. Confirm the information displayed is correct.
2. Click on the **Choose File** button to search for document to be attached. The screen below shouldappear:

3. After the document has been attached and the file type identified by checking the box, click the "**ADD**" button to ensure that the document has been successfully attached to your submission. The screen will then change to the screen in the next page:

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Step-by-Step Guide to Using eZ-Audit for GA Servicer

Create Exemption Request

» **ABC University**
* OPEID: 12345678

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 up[load]... select "Submit". Selecting "Cancel" will return you to your home page without saving [or submit]ting your information.

File*: [Choose File] No file chosen

[ADD]

Waiver/Exemption Requested for FYE*: [-- Select FYE -- ▼]

ATTACHED FILE(S)

sample.pdf   Request document   DELETE

By clicking the "Submit to ED" button below, I certify that I am the individual currently signed into this system on behalf of the entity, and that I am authorized to submit this information on behalf of the entity. 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 entity provides false or misleading information, the U.S. Department of Education may terminate the entity's eligibility to contract with any institution to administer any aspect of an institution's participation in any Title IV, HEA program. I also understand that I may be subject to a fine or 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 below, the Submitter is not indicated as one of your roles. Please see the Manage Users Section of Help

[CANCEL]   [SUBMIT TO ED]

4. Select the Fiscal Year End date from the drop-down for which you are requesting an exemption.
5. Click the **CANCEL** button to erase all entries.
6. Click the "**SUBMIT TO ED**" button to submit your Waiver Exemption Request. If you do not have the **"SUBMIT TO ED"** button please verify that "submitter" is selected as a user role. See Manage Users for details. This will then take you to your entity's homepage with a displayed confirmation of your transaction

Additional Information

Additional Information Submission

This page can be reached by repeating the **LOGIN** step. This will take you to your Entity'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. Confirm the information displayed is correct.
2. **Select submission to associate the additional information with. If the submission was not submitted via eZ-Audit it will not be listed. If the review is completed you cannot submit additional information. Please check your Entity Homepage Notification section the status of your submission.**
3. Click on the **Choose File** button to search for document to be attached. The screen below should appear:
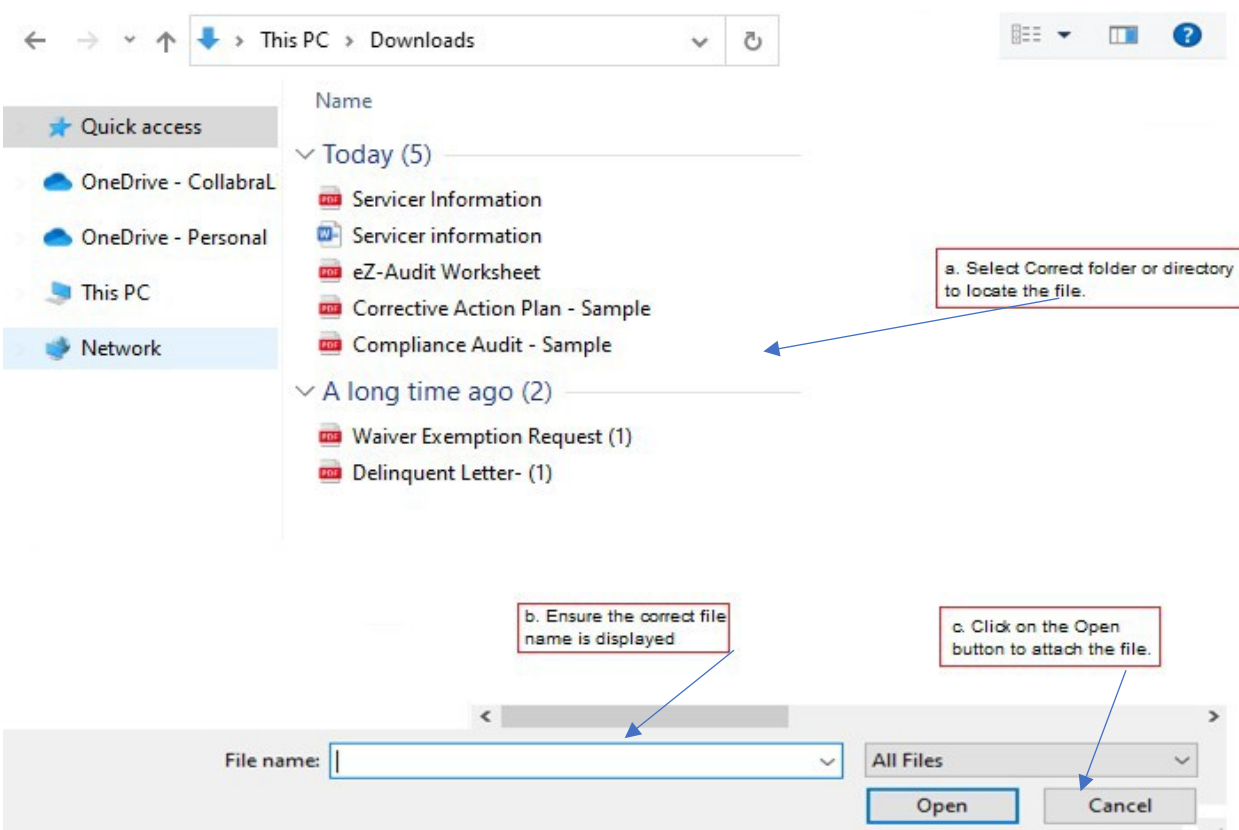
1. After the document has been attached and the file type identified by checking the box, click the "**ADD"** button to ensure that the document has been successfully attached to your compliance audit submission.

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

Letters/ Notifications

Notifications

At any time, you will be able to view your Entity'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 Entity's eZ-Audit homepage and the screen below should appear:

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

NOTE   Users should periodically check the Entity Home Page for an up to date status of their Submission

Resubmission/ Incomplete Letter

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.

Resubmissions should be submitted 7 calendar days from receipt of email.

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

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

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**.

UNITED STATES DEPARTMENT OF EDUCATION
Federal Student Aid
Program Compliance

06/01/2020 12:19:11
OPE ID: 12345678

ABC University
Egyetem ul
Piliscsaba, ,

Dear ,

The Department of Education (Department) received your Annual Submission for the fiscal year ended 06/30/2019 on 06/01/2020 12:08:56. The Department determined that 'Xxxxxxxxxxxxxx University's submission is incomplete or in error for the following reason(s):

Compliance Audit

- - Compliance Audit is not viewable.

- - Corrective Action Plan is not viewable.

Please resubmit the compliance audit and/or financial statements within 7 calendar days via eZ-Audit at http://www.ezaudit.ed.gov/. Xxxxxxxxxxxxxx University is advised that until an acceptable compliance audit is received, the institution is not in compliance with the audit submission requirements set forth at 34 C.F.R. § 668.23. If the Department does not receive an acceptable compliance audit, Xxxxxxxxxxxxxx University will be liable for all unaudited funds for the audit period. In addition, failure to submit an acceptable compliance audit may result in the Department initiating adverse action against the institution, including terminating or revoking the institution's program participation agreement, or, if the institution has an application pending for renewal of its certification, denial of that application. Further, failure to timely submit an acceptable compliance audit may cause the Department to determine that the institution is in violation of past performance provisions set forth at 34 C.F.R. § 668.174(a)(3), resulting in, among other things, provisional certification, the posting of a letter of credit (not applicable to public institutions), and placement on a heightened cash monitoring payment method.

If you have any questions regarding the compliance issue(s) addressed in this letter or the resubmission of your Annual, please contact the eZ-Audit Help Desk at (877) 263-0780 between the hours of 9am and 5pm EST. When prompted, choose option 2 for incomplete letter.

Your immediate attention to this matter is greatly appreciated.

Sincerely,

U.S. Department of Education
Federal Student Aid
Program Compliance

1. Return to your home page by clicking back to the eZ- Audit Web site.

Step-by-Step Guide to Using eZ-Audit for GA Servicer

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

Delinquent Letter

If your submission is not received by its due date, a system generated Delinquent Email will be sent. The email will indicate that a Delinquent Letter has been posted to the Notifications section of your Entity's Home Page. Once the Delinquent Email is received, you will be directed to logon onto eZ-Audit to view the Delinquent Letter.

1. Click link to **view Delinquent Letter**. Delinquent letter will provide information regarding whichannual submission is overdue. Letter will open in separate window.

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.

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.

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 eZ-Audit Entity Administrator to remind them that the Compliance Audit due date is approaching.