FEDERAL AUDIT CLEARINGHOUSE CERTIFICATION INSTRUCTIONS

Effective October 2, 2023, the Federal Audit Clearinghouse (FAC) launched a new website where all audit report certifications will take place moving forward. Please follow the instructions outlined below to complete certification of your audit report.

> *PLEASE NOTE: There are **SEVEN** steps that **MUST** be completed in order for your report to be certified. Not completing any step in its entirety will result in your report not being properly certified and/or submitted to FAC for processing.*

1) Login to your FAC account. Any reports for which you are the auditee certifying official will be listed under the 'Audits in Progress' section.

Audits in progress

The audits listed below are in progress, and you are still able to edit them before submission. Select an audit by clicking on its Status to make changes and continue the submission process.

Status ↕	Entity name ↕	Report ID ↕	Auditee UEI ↕	Fiscal period end date ↕
Ready for Certification (Unlock)	[entity] County Board of Education	2022-06-GSAFAC-0000000 ###	A1BCDEFG2HI3	2022-06-30
Auditor Certified (Unlock)	City of [entity]	2022-06-GSAFAC-0000000###	A1BCDEFG2HI3	2022-06-30
Auditor Certified (Unlock)	[state agency] Annual Financial Report	2022-06-GSAFAC-0000000###	A1BCDEFG2HI3	2022-06-30
Auditor Certified (Unlock)	[college/university] Report	2022-06-GSAFAC-0000000###	A1BCDEFG2HI3	2022-06-30

A status will be displayed next to your audit report. Your report status will update automatically as it progresses through the FAC process. You will see one of the following:

- **In Progress** – We are still working on getting your report set up in the system. No action is required from you while the report is in this phase.

- **Ready for Certification** – The audit report has been successfully entered into the system and is ready for the certification process to begin. Auditor certification will be completed first. No action is required from you while the report is in this phase.

- **Auditor Certified** – Auditor certification has been completed and it is now ready for auditee certification.

2) To begin the auditee certification process for your report, click on the 'Auditor Certified' status link (highlighted below).

Status ↕	Entity name ↕	Report ID ↕	Auditee UEI ↕	Fiscal period end date ↕
Auditor Certification (Unlock)	[entity] Audit Report	2022-06-GSAFAC-0000000###	A1BCDEF2HI3	2022-06-30

3) The status link will direct you to the home page for your audit report. Click on the 'Auditee Certification' link (highlighted below).

PLEASE NOTE: *You can only certify your report **AFTER** it has been auditor certified. Please ensure the 'Auditor Certification' link on this page is green before proceeding. If it is not, that means the Auditor Certification step has not been completed yet and you will not be able to proceed with completing the required auditee steps.*

Submission Checklist: [entity] Audit Report

👤+ **Manage report access**

Key information
- Download and review the SF-SAC and audit report PDF using the buttons below.
- To make changes to your submission, including re-uploading corrected documents, select "Unlock". You will have to re-validate the submission for certification after making any changes.
- If changes are made after either party certifies the submission, they will have have to re-review and re-certify before submitting the audit to the FAC.
- **The FAC doesn't send email notifications.** You may want to notify certifying officials the submission is ready for their review.

⬇ **SF-SAC preview**   ⬇ **PDF preview**   **Unlock**

✅ **Auditor Certification (Complete)**
Your certifying auditor must attest and sign the single audit package before submission. In order to unlock this step, you must complete and upload all required workbooks from the previous steps, as well as the single audit report PDF.

Auditee Certification
Your certifying auditee must attest and sign the single audit package before submission. In order to unlock this step, you must complete and upload all required workbooks from the previous steps, as well as the single audit report PDF.

4) Please proceed with completing the steps required to attest and sign the single audit package for your Entity.

5) Once you have completed the auditee checklist and have certified your audit report, when you return to the home page of your audit report, **BOTH** certification steps should now be green and have 'Complete' next to them. If your link did not turn green, please select the Auditee Certification link again and ensure you completed every item on the checklist.

± SF-SAC preview   **± PDF preview**

✓ **Auditor Certification (Complete)**
Your certifying auditor must attest and sign the single audit package before submission. In order to unlock this step, you must complete and upload all required workbooks from the previous steps, as well as the single audit report PDF.

✓ **Auditee Certification (Complete)**
Your certifying auditee must attest and sign the single audit package before submission. In order to unlock this step, you must complete and upload all required workbooks from the previous steps, as well as the single audit report PDF.

6) Now that the entire certification process has been completed, the audit report is ready to be submitted.

   PLEASE NOTE: *This step is **NOT** automated. You **MUST** click the 'Submit to the FAC for processing' link in order to submit your report. As the certifying official, you are the only person who can complete this step.*

   Submit to the FAC for processing ← This text will only become a link **AFTER** certification by both parties have been completed
   This is the last step and must be completed by the <u>certifying auditee</u>. **Once the audit has been submitted, it cannot be undone.**

7) If you have successfully certified your report AND submitted to FAC for processing, when you return to the FAC main page (where 'Audits in Progress' was displayed), your report will now be listed under the 'Completed Audits' section with 'Submitted' or 'Accepted' in the Status column.

   • Do not be alarmed if the status does not reflect 'Accepted' immediately. It can take up to 24 hours for the system to process report submissions. Once completed, the system will automatically update the report status to 'Accepted'. If your report status remains at 'Submitted' for longer than 24 hours, reach out to the FAC HelpDesk for further assistance.

Completed audits

The audits listed below are with the FAC for processing and can't be edited.

   • "Accepted" audits are complete and don't require further action by the auditee or auditor.
   • "Submitted" audits are being processed for dissemination. If an audit's status remains at "Submitted" for more than 24 hours, please <u>submit a helpdesk ticket</u>.

Status ↕	Entity name ↕	Report ID ↕	Auditee <u>UEI</u> ↕	Fiscal period end date ↕
Accepted	[entity] Audit Report	2022-06-GSAFAC-0000000 ###	A1BCDEFG2HI3	2022-06-30