



Client Alert:

Since last year, a significant change has occurred in the way audits are filed with the Federal Audit Clearinghouse (www.FAC.gov). Beyond the website having a new look and feel, the process has been modified and now requires additional steps for the auditee, especially for accessing the system and for finalizing report submission.

We prepared instructions for our clients to help them navigate the new system. See the following documents:

- FAC Account Registration Instructions.pdf
- FAC Audit Report Certification Instructions.pdf

In addition to the instructions, there are several important changes to the process we think you should be focused upon.

System Access:

The Federal Audit Clearinghouse is using www.Login.gov to allow you to sign in to your account safely and securely. To access the system, you will need to create an account if you do not have one already. **If you need to create an account, please do so as soon as possible because you could experience a delay in receiving your credentials.**

Additionally, Login.gov requires two-factor authentication. Individuals will need to supply a phone number to receive a code by text or call or create a personal key to be used when logging in to the system.

Report Submission:

Please note that there are two significant changes related to report submission:

- **You must monitor the progress of your audit through the system manually.** Unlike past years, FAC.gov (the Federal Audit Clearinghouse) is currently not sending communications on the submission process.
- **You must submit your audit.** Unlike past years, your auditor can not submit your audit after it has been certified by all parties. To finalize the audit submission process, each auditee must take the additional step of submitting your audit after you certify your audit. If this step is not completed, your audit is not officially submitted, and the Federal Audit Clearinghouse will not count your audit as received.

A New System = Additional Risk:

The *Federal Audit Clearinghouse* is a new system, and it is going through its first cycle with a high volume of submissions. This introduces risk into the process. To mitigate this risk, we recommend that our clients:

- create their accounts now and test them to ensure they can access the system,
- be alert to emails from their auditors and promptly act on those emails when they arrive; and,
- monitor their accounts to know where their audit is in the submission process.