# Electronic Audit Reporting System (EARS)
## Housing Authority Job Aid

# <u>LOGGING ON TO THE WEBSITE</u>

1. **At the Main Menu – Select "Logon".**
   *If your audit firm is not yet registered with the website, please skip to Pg. 4 and follow the "Registering an Audit Firm" and then "Register an Auditor" instructions.*



Audit Reporting Login page displays

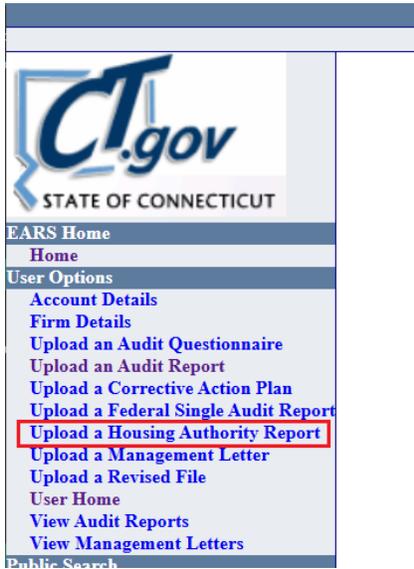2. **Enter log in infirmation (Email Address and Password) – Select "Logon"**



The User Home page displays

*Note:* If you forgot your password, click on "Forgot your password". You will need the firm password for this.

# UPLOADING A HOUSING AUTHORITY REPORT

1. **Click on "Upload a Housing Authority Report" on the left side of the page**



The Upload a Housing Authority Report page displays

2. **Complete the form, choose the PDF File, and click "Submit"**



Housing Authority Report Added Successfully will display after the report is submitted

# UPLOADING A REVISED FILE

1. **Click on "Upload a Revised File" on the left side of the page**
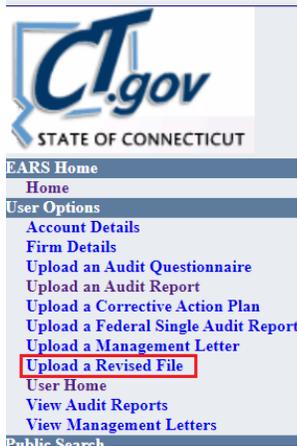


The Upload a Revised File page displays

2. **Complete the form (selecting "Housing Authority Report" in File Type drop down), enter the reason for the revised upload, choose the PDF File, and click "Submit"**



Your revision has been received will display after the report is submitted

# REGISTERING AN AUDIT FIRM

The firm should identify an individual from the firm who will register the firm in the system and who shall be responsible for distributing the firm password to other members of the firm as needed.

o **From the EARS home screen, Click "Firm Registration"**

o **Verify your current CPA Firm Status, Click "Next"**

o **Select your audit firm from the drop down list**
(If the audit firm is not in the drop down menu, then email OPM.MFSFORMS@CT.GOV with the name of your Audit Firm and the Firm FEIN).

o **Enter FEIN Number, Click "Next"**

o In 10-15 minutes you should get a firm password emailed to you. The Firm password cannot be changed, it is computer generated


# REGISTERING AN AUDITOR

o **From the EARS home screen, Click "Auditor Registration"**

o **Select your Firm from the drop down menu**
(If the audit firm is not in the drop down menu, then email OPM.MFSFORMS@CT.GOV with the name of your Audit Firm and the Firm FEIN).

o **Enter the Firm password**
(This comes from the email sent to the person who registered the audit firm)

o **Click "Next"**

o **Fill out the form with your user information** (pick your individual password etc...)

o **Click "Submit"**

Each member of the firm who wishes to upload reports must go through the auditor registration process

**Password Recovery**

If you lose your user password there is a built in "I lost my password" module in the system you can use to retrieve it. If you lose your firm password, contact us at OPM.MFSFORMS@CT.GOV.