

Electronic Audit Reporting System (EARS) Housing Authority Job Aid



LOGGING ON TO THE WEBSITE

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.

Office of Policy and Management - Electronic Audit Reporting System (EARS)
Home

Public Reports

Audit Reports	Search for audit reports on EARS
Management Letters	Search for management letters on EARS
Corrective Action Plans	Search for corrective action plans on EARS

Reporting Instructions

You must be part of an audit firm in order to upload reports conducted by the firm. Before Uploading a Report you must do the following:

1. Create a CPA Firm Account
2. Register as a user

If a firm account and password has been obtained and you have already registered as a user, you can proceed directly by clicking on the Logon option below to upload your firm's reports and manage your firm's information.

Auditor Options

Firm Registration	Registration form for audit firms to receive a firm password
Auditor Registration	Auditor registration form
Logon	Logon to EARS

Audit Reporting Login page displays

2. Enter log in information (Email Address and Password) – Select “Logon”

Audit Reporting Login

Email Address*

Password*

Logon

[Forgot your password?](#)

The User Home page displays

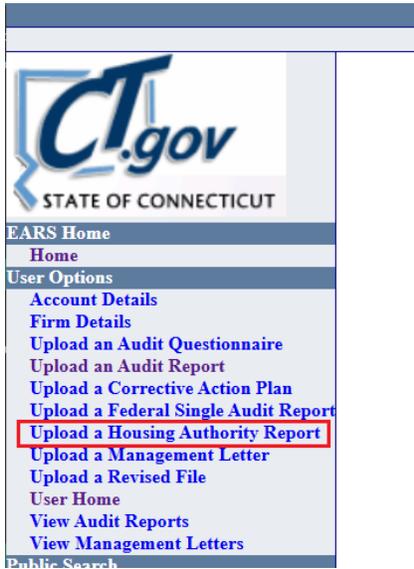
**Note: If you forgot your password, click on “Forgot your password”. You will need the firm password for this.*

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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"

A screenshot of the "Upload a Housing Authority Report" form. The form is titled "Upload a Housing Authority Report" and "Housing Authority Reports". It contains the following fields and controls: a message stating "You are only allowed to upload one PDF file in regards to the housing authority reports. Separate files for each are not allowed..", a "Fiscal Year" dropdown menu with the text "Please Select A Year...", an "Entity" dropdown menu with the text "Please Select An Entity..." and an "Add Entity" button, a "Housing Authority Report PDF" section with a "Choose File" button and the text "No file chosen", and a "Submit" button (highlighted with a red box).

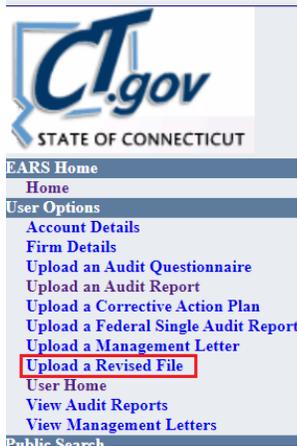
Housing Authority Report Added Successfully will display after the report is submitted

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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"

A screenshot of the "Report To Be Revised" form. The form has a title bar "Report To Be Revised" and a subtitle "Select a File type, then choose the entity and fiscal year to upload a revision." Below this, there are three sections: "File Type" with a dropdown menu, "Entity" and "Fiscal Year" with dropdown menus, and "Reason for Revision - Only viewable by OPM Staff" with a large text area. At the bottom, there is a "Revised File" section with a "Choose File" button and a "Submit" button (highlighted with a red box).

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

Your revision has been received.

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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.

- **From the EARS home screen, Click “Firm Registration”**
- **Verify your current CPA Firm Status, Click “Next”**
- **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).
- **Enter FEIN Number, Click “Next”**
- 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

- **From the EARS home screen, Click “Auditor Registration”**
- **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).
- **Enter the Firm password**
(This comes from the email sent to the person who registered the audit firm)
- **Click “Next”**
- **Fill out the form with your user information** (pick your individual password etc...)
- **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.