

Steps to Creating an eZ-Audit Submission

The steps listed below are provided as a quick reference to assist you in completing your eZ-Audit submission. If you follow the steps it should result in a successful eZ-Audit submission. Please refer to the Step-by-Step Guide to Using eZ-Audit for more detailed instructions.

Step 1. Review your Institution Home Page and Institution Profile to confirm that your institution's name, OPE ID number and demographic information are correct.

Step 2. Click on the type of submission you wish to create:

- **Create FYE Annual Submission** – for ***participating institutions*** submitting the annual financial statements and compliance audit. The link will list the fiscal year end (FYE) that is due.
- **Create Merger/Change in Ownership Submission** - for ***participating institutions*** that have undergone a merger, change in ownership or change in structure. Please note that an Application for Approval to Participate in Federal Student Aid Programs should be filed at the time of your eZ-Audit submission.
- **Change Fiscal Year End Date** - for ***participating institutions*** that have changed their fiscal year end date. This submission should be made 90 days prior to the current fiscal year end.
- **Create Stub Audit Submission** - for ***participating institutions*** that changed its fiscal year end and needs to submit a compliance audit covering the periods between the previous fiscal year end and the current fiscal year end.
- **Create Exemption/Waiver Request Submission** - for ***participating institutions*** that meet the following criteria: You will need to upload a letter requesting the exemption or waiver.

Waiver - can be requested by proprietary institutions that meet the criteria specified in 34 CFR 668.27. A letter requesting the waiver will have to be uploaded in eZ-Audit.

Exemption – can be requested by not-for-profit or public institutions that received less than \$500,000 in Federal funds as specified in OMB Circular A-133. A letter requesting the exemption will have to be uploaded in eZ-Audit.

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- **Create Initial Application Submission** - for ***new institutions*** seeking initial participation in the FSA, Title IV programs and have been issued an OPE ID number. Please note that an Application for Approval to Participate in Federal Student Aid Programs should be filed at the time of your submission.
- **Create Reinstatement Submission** – for ***institutions that previously participated*** in the FSA, Title IV programs and are seeking reinstatement. Please note that an Application for Approval to Participate in Federal Student Aid Programs should be filed at the time of your submission.
- **Create Closeout Audit Submission** - for ***institutions has closed or lost eligibility*** and is required to submit a closeout compliance audit, click on.
- **Submit Additional Information** – for ***all institutions*** submitting additional information regarding your current submission under review.
- **Letter of Public Status** – for ***public institutions*** requested to submit a Letter of Public Status through notification on the eZ-Audit Home Page (this is a one-time request). The letter confirms that the institution is a Public Institution. Please refer to 34 CFR 668.171 (c) and the Federal Student Aid Handbook (Institutional and Program Eligibility - Chapter 4 - Financial Responsibility) for more information.

Step 3. Complete the Financial Statements and/or Compliance Audit Information pages. You will be required to complete these sections based on the type of submission you are creating. Detailed instructions (Step-by-Step Guide to Using ez-Audit) are provided on the eZ-Audit website by clicking **Help** from the top menu bar.

Step 4. Complete checklist. eZ-Audit provides an online completeness checklist to ensure that the Department receives all the information needed to process your submission. See our eZ-Audit Update – Common Submission Errors for the most prevalent problems causing incomplete submissions.

Step 5. Upload attachments. As part of your submission there should be two Adobe Acrobat non-editable PDF files, one for your financial statements and one for the compliance audit, including the school's corrective action plan if applicable. An A-133 report can be uploaded as one PDF. Social Security Numbers **should not** be contained in any attachments (PDF). See our eZ-Audit

Update – Common Submission Errors for the most prevalent problems with uploading submissions.

Step 6. Submit to ED. By selecting to submit, the attachments and information completed online will be sent to the Department of Education for review. See our eZ-Audit Update – Common Submission Errors for the most prevalent problems with submitter designations.

Step 7. Resubmissions (if necessary). If a resubmission of the PDF files is required for any reason, you should first delete the existing PDF file in eZ-Audit and then upload the corrected PDF file.

If you have any questions, please contact the eZ-Audit Help Desk via email at fsaezaudit@ed.gov or by calling 1-877-263-0780. Also, continue to consult the eZ-Audit website and IFAP for the most current status of the eZ-Audit system.