

This document provides instructions for schools to register for eZ-Audit. These instructions explain how to gain access to the eZ-Audit system through the creation of an eZ-Audit Institution Administrator for your school. In order to access eZ-Audit, you must follow the registration process outlined below.

EZ-Audit Registration Process

1. Prepare a letter on school or state letterhead (for statewide A-133 reports) that contains the following information:
2.
 - a. First and Last Name of appropriate person in authority (e.g. President/CEO/Chancellor)
 - b. Signature of person named in a. above
 - c. First and Last Name of eZ-Audit Institution Administrator – the person designated by the school to have responsibility for managing your school's access to the eZ-Audit website. This person will receive your school's user name and password necessary for access, and will be responsible for granting access to additional eZ-Audit users. Typically, the eZ-Audit Administrator would be the school's controller or business officer, but can be any person designated by the school
 - d. Signature of designated eZ-Audit Institution Administrator
 - e. E-mail address of eZ-Audit Institution Administrator
 - f. Phone number and extension (if necessary) of eZ-Audit Institution Administrator
 - g. Fax Number of eZ-Audit Institution Administrator
 - h. OPEID.
 - i. School Listing – **for statewide audits and schools that submit financial statements covering more than one school only**, a listing of all schools (identified by name and OPEID) covered by the statewide audit or consolidated financial statements. Only one of schools covered in the statewide audit/financial statements will be designated as the "submitting school (OPE ID)".
 - j. Fiscal Year End Date
 - k. Tax Identification Number (TIN) – **for schools that have changed ownership only**
3. Send the letter to the following address:

United States Department of Education
Federal Student Aid
Attention: Ti Baker
830 First Street, Northeast
Room 74G2
Washington, DC 20202

eZ-Audit Registration Instructions

4. Within 48 hours of receipt of the registration request, two registration confirmations will be e-mailed to the school's designated eZ-Audit Institution Administrator. The first will contain the eZ-Audit username and instructions for accessing the eZ-Audit website. The second will contain the eZ-Audit temporary password.
5. Once the eZ-Audit Institution Administrator receives the username and temporary password, they should immediately log onto eZ-Audit by typing in the URL, www.ezaudit.ed.gov in their Internet browser. The eZ-Audit Institution Administrator should change the temporary password and print a copy of the eZ-Audit Rules of Behavior for each designated user. A signed copy of the Rules of Behavior must be kept on file for each user. Please download a copy of the eZ-Audit Rules of Behavior from IFAP at www.ifap.ed.gov.

If you have any questions about the eZ-Audit registration process, please contact eZ-Audit 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 eZ-Audit system.