

BEGINNING NOVEMBER 15, 2013 ALL USERS MUST CREATE A NEW ACCOUNT FOR THE NEW INTERNET DATA ENTRY SYSTEM!

Creating a New Account*

NOTE: IF ANOTHER USER ADDS YOUR E-MAIL TO A REPORT BEFORE YOU REGISTER YOU WILL NOT NEED TO CREATE AN ACCOUNT. AN E-MAIL WILL BE SENT INSTRUCTING YOU TO CREATE AN ACCOUNT PASSWORD.

1. Click the **Creating an Account** link which is located under the Account Login box



The screenshot shows the Federal Audit Clearinghouse Internet Data Entry System website. The header features the logo and the text "Internet Data Entry System". Below the header, there is a navigation menu with links for "Instructions", "Checklist", "FAQs", "Reference", "Federal Agency Contacts", and "FAC Homepage". To the right, there is an "Important Notice" section with a red exclamation mark icon, followed by a paragraph of text. Below the notice is an "Account Login" box with fields for "User E-mail" and "User Password", and buttons for "Sign In" and "Reset Password". At the bottom, there is a "Create an Account" link with a "Quick Reference Guide" link, and a bullet point stating that all users must create an account to log into the new website after Nov 20, 2013.

The **Internet Data Entry System (IDES)** is the place to submit the single audit reporting package, including form SF-SAC, to the Federal Audit Clearinghouse (FAC). Single audit submission is required under the Single Audit Act of 1984 (amended in 1996) and OMB Circular A-133.

Use the links below for more information about the single audit process.

-  [Instructions 2008-2009 | 2010-2012](#)
View instructions on how to use IDES
-  [Checklist 2008-2009 | 2010-2012](#)
View Form SF-SAC Worksheet & Single Audit Component Checklist
-  [FAQs](#)
View Frequently Asked Questions (FAQs)
-  [Reference](#)
View Single Audit reference information
-  [Federal Agency Contacts](#)
View Federal Agency Single Audit and Program Contacts
-  [FAC Homepage](#)
Go to the FAC Homepage

Important Notice:

The 2013 Form SF-SAC Data Collection is scheduled for release **January 7, 2014**. See the November 19, 2013 [Federal Register Notice](#). The Office of Management and Budget granted an extension until **February 28, 2014** for all 2013 forms due on or before **February 28, 2014**. The extension is automatic and there is no approval required. Auditees with findings are encouraged to submit as soon as the 2013 Form becomes available on **January 7, 2014**. The 2013 [form](#) and [instructions](#) are available for preview.

Account Login

User E-mail:

User Password:

[Reset Password](#)

[Create an Account](#) ([Quick Reference Guide](#))

- All users must create an account to log into new website after Nov 20, 2013.

2. On the Account Registration page, enter your:

First and Last Name

E-mail address

Confirm your E-mail address

Account Registration

New Account Information

Please enter your name and e-mail address below. A message will sent to the e-mail address you entered.

Name (First and Last):

(This is not used on submissions. This is used for e-mail communications only.)

E-mail Address:

Confirm E-mail Address:

3. Click the **Register** button to continue or cancel to return to the IDES main page.

4. Check the e-mail account you entered in Step 2 for the confirmation e-mail from GOVS.FAC.IDES@CENSUS.GOV.

5. Click the link from this e-mail. It will take you to the password creation page.

6. Create your unique password based on the password requirements on the left hand side of the page.

Change My Password

Password Requirements:

- Password must have at least twelve (12) non-blank characters
- Password cannot be re-used multiple times
- Password must contain characters from each of the following four categories:
 - Upper-case characters (A-Z)
 - Lower-case characters (a-z)
 - Numbers (0-9)
 - Special Characters (!, @, #, \$, %, ^, &, *)

Account Information

E-mail Address:
govs.fac@census.gov

New Password:

Confirm New Password:

7. Click the "Save Password" button at the bottom of the page.

Note: The new system does not require shared passwords.

8. Once you create your password, you will be taken to your **Account Home** page. From here, you can **START** a report, **RESUME** reports that have been started, **REVISE** submissions previously submitted, and **VIEW** submissions previously submitted.

If you registered with the same e-mail address used in fiscal years 2008-2012, those reports will be available in your *Account Home*.

Account Home

-  Instructions [2008-2009](#) | [2010-2012](#)
-  Checklist [2008-2009](#) | [2010-2012](#)
-  FAQs
-  Reference
-  Federal Agency Contacts

<input type="button" value="Start"/>	<p><u>Start</u> a new single audit submission.</p> <ul style="list-style-type: none">• Each Report ID corresponds to one single audit.• Start a new report for each fiscal period.
<input type="button" value="Resume"/>	<p><u>Resume</u> work on a single audit that was started but not submitted to the Federal Audit Clearinghouse.</p> <ul style="list-style-type: none">• Enter and exit the single audit report at any time and as many times as is necessary to complete the submission.
<input type="button" value="Revise"/>	<p><u>Revise</u> information on a previously submitted single audit.</p> <ul style="list-style-type: none">• Change information on a previously submitted form SF-SAC or upload a revised reporting package.
<input type="button" value="View"/>	<p><u>View</u> information on a previously submitted single audit.</p> <ul style="list-style-type: none">• Archive copies of previously submitted form SF-SACs or reporting packages.

If you need assistance, please contact the Federal Audit Clearinghouse (FAC) via [e-mail](#) or call 1-800-253-0696.