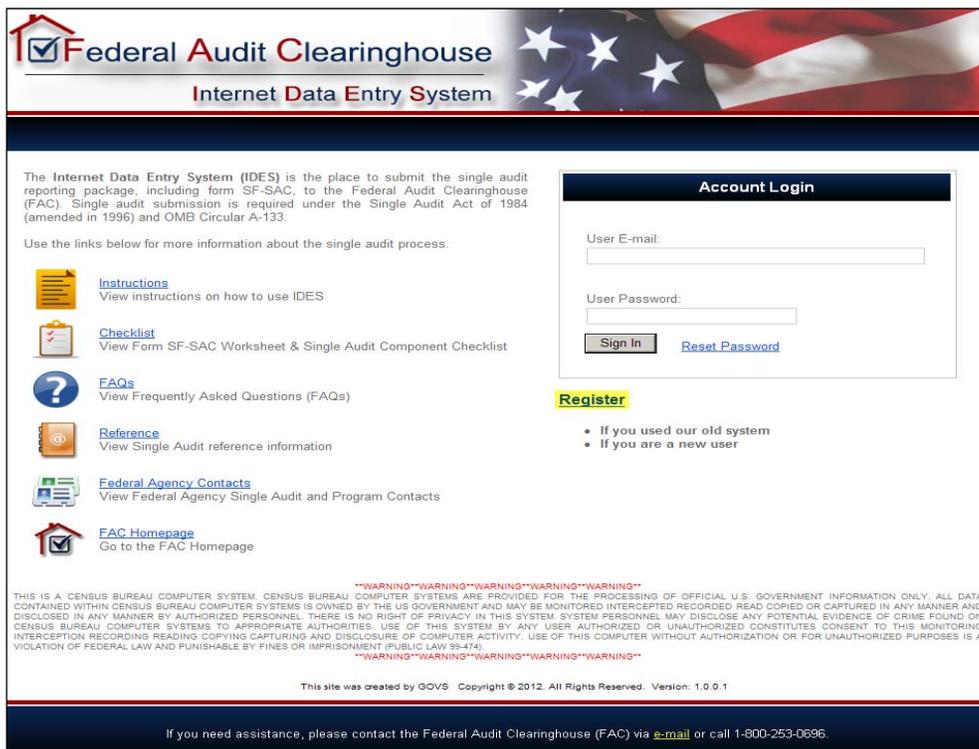


BEGINNING NOVEMBER 14, 2013 ALL USERS MUST REGISTER FOR THE NEW INTERNET DATA ENTRY SYSTEM!

Registering a New Account

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



The screenshot shows the homepage of the Federal Audit Clearinghouse Internet Data Entry System. The header features the logo and the text "Federal Audit Clearinghouse Internet Data Entry System". Below the header, there is a section for "Account Login" with fields for "User E-mail:" and "User Password:", and buttons for "Sign In" and "Reset Password". A yellow "Register" button is located below the login fields. To the left of the login box, there are several links with icons: "Instructions" (document icon), "Checklist" (checklist icon), "FAQs" (question mark icon), "Reference" (at symbol icon), "Federal Agency Contacts" (list icon), and "FAC Homepage" (house icon). Below the links, there is a warning message: "**WARNING**" repeated five times, followed by a paragraph of legal disclaimer text. At the bottom of the page, there is a footer with the text "This site was created by GOVS Copyright © 2012. All Rights Reserved. Version: 1.0.0.1" and "If you need assistance, please contact the Federal Audit Clearinghouse (FAC) via [e-mail](#) or call 1-800-253-0696."

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

Account Information

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

New Password:

Confirm New Password:

Password Requirements:

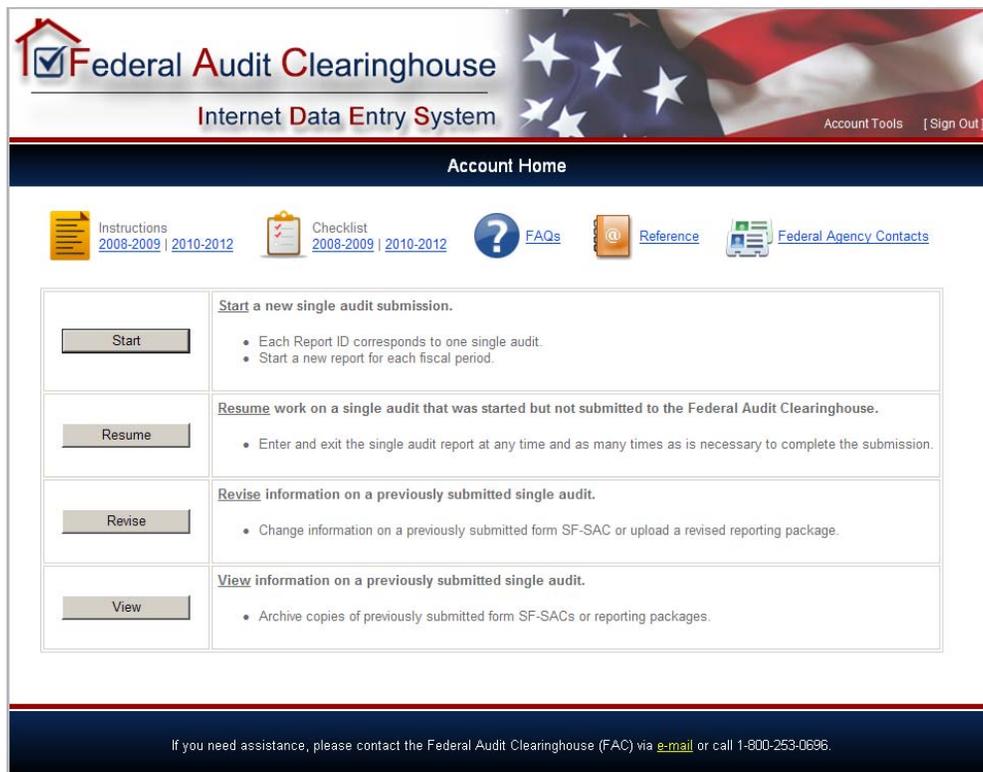
- Password must have at least twelve (12) non-blank characters
- Password cannot be re-used multiple times
- Password must contain characters from each of the following four categories:
 - Upper-case characters (A-Z)
 - Lower-case characters (a-z)
 - Numbers (0-9)
 - Special Characters (!, @, #, \$,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

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*.



The screenshot shows the 'Account Home' page of the Federal Audit Clearinghouse Internet Data Entry System. The page features a header with the logo and navigation links for 'Account Tools' and 'Sign Out'. Below the header is a navigation bar with icons and links for 'Instructions' (2008-2009, 2010-2012), 'Checklist' (2008-2009, 2010-2012), 'FAQs', 'Reference', and 'Federal Agency Contacts'. The main content area is a table with four rows, each representing a function: 'Start', 'Resume', 'Revise', and 'View'. Each row has a button on the left and a description of the function on the right. The 'Start' button is highlighted. At the bottom of the page, there is a footer with contact information for the Federal Audit Clearinghouse (FAC).

Function	Description
Start	Start a new single audit submission. <ul style="list-style-type: none">Each Report ID corresponds to one single audit.Start a new report for each fiscal period.
Resume	Resume work on a single audit that was started but not submitted to the Federal Audit Clearinghouse. <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.
Revise	Revise information on a previously submitted single audit. <ul style="list-style-type: none">Change information on a previously submitted form SF-SAC or upload a revised reporting package.
View	View information on a previously submitted single audit. <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.