From:	Shaw, Alisha (SAO)
To:	"saustin@clarkston-wa.com"
Subject:	Federal Clearinghouse Submission - Due March 31, 2022
Date:	Thursday, March 24, 2022 6:32:00 PM
Attachments:	image001.png

Hello,

You should have received an email from the Federal Audit Clearinghouse <govs.fac.ides@census.gov>. If not, please check your junk mail or trash folder. Once you receive notification, it is ready for the auditee's certification and submission to the Clearinghouse. Access to your report is only available if your account in the Internet Data Entry System at the Clearinghouse is set up using the email address I used to send this email. If your organization has changed email addresses since your last Clearinghouse filing, you will need to set up a new user account. Please log into the IDES site to complete the following:

- Click the continue/certify button and select your agency.
- On the left hand side under Audit Report (PDF), you have the option to view/print your audit report. It is recommended you review the report for accuracy before completing the certification steps.
- Complete STEP 3a Auditee Certification
- Complete STEP 4 Submit to FAC for Processing

Once back on the home page, it will indicate the auditee certification is complete. You will receive emails of the progress of the submission along the way including a final email that the submission has been completed. You should retain this final email for your records.

Please let me know if you have any questions.

Thank you,

Alisha Shaw
Program Manager, Office of the Washington State Auditor
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