eZ-Audit has been in operation since April 1, 2003. Since that time, we have discovered several common errors can delay the processing of your eZ-Audit submissions. Please make sure that your eZ-Audit submissions meet all of the following criteria:

> ### *You must use Adobe Acrobat to create your PDF document*

If your PDF is created as a HTML page, it will not be viewable to FSA and your eZ-Audit submission will be considered incomplete. We provide helpful instructions for creating a PDF on our Web Site at www.ezaudit.ed.gov under "Creating a PDF."

> ### *You must prepare the Reports within the PDF document on the appropriate letterhead and the Reports must be signed*

The following Reports within the PDF document must be prepared on the auditor's Letterhead and must contain the auditor's signature (all signatures contained in the PDF must be "scanned" and cannot be created with fonts using a word processing application) or the eZ-Audit submission will be considered incomplete:

- Independent Auditors Report on Financial Statements

- Report on Compliance and Internal Controls Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards

- Report on Internal Control Over Compliance

- Report on Compliance with Specified Requirements Applicable to the FSA Programs

The school's **Corrective Action Plan** must also be prepared on the school's Letterhead with the President's signature.

> ### *You must be sure that you select the correct submission type when using eZ-Audit*

eZ-Audit contains a number of different submission types. Using the wrong submission type can result in the delays in the acceptance of your submission. The definition of the various types of submissions and when they should be used can be found under **Steps to Creating an eZ-Audit Submission** at www.ezaudit.ed.gov

> ### *You must click on "Submit to ED" when you complete inputting all of your ezAudit information*

As the final step in transmitting your submission, you must click the **"Submit to ED"** button to release your submission. (Please be sure that when your Institution Administrator is setting up your users for eZ-Audit, one of the users is selected for the "submitter" role.) You should review your eZ-Audit Home Page to make sure you have received notification from ED that your submission was received. Your eZ-Audit home page will be updated as your submission proceeds through ED's review process.

PLEASE NOTE: If the PDF upload takes too long

eZ-Audit can accept any size document and some large files can take a long time to upload. If you believe you are encountering a technical problem with long uploads that appear to be hanging your computer, please contact the eZ-Audit Help Desk.

If you have any questions regarding any of the problems identified above, or any other eZ-Audit questions, please contact the eZ-Audit Help Desk at 1-877-263-0780 or via email at fsaezaudit@ed.gov.