



March 14, 2017

The Uniform Accounting Network (UAN) has begun the process of replacing 1,951 computers across the state of Ohio. We are planning for a June 2017 delivery of your new computer. Your current Dell computer will continue to be fully covered by the warranty in place until the delivery of the new computer is complete. In addition, your current Dell computer will be donated to your entity. A future communication by email will be sent to you with the applicable details of the donation.

The first actions for you in this process are to complete the following two steps **by 12:00 P.M. on Tuesday, March 28, 2017**:

- **Step 1** – Verify/Update delivery information.
- **Step 2** – Select the computer for your entity.

Please Note: A very small number of entities have not submitted their 2016 Annual Financial Report (AFR). Any entity that has not submitted their 2016 AFR **will be able to select** a new computer, but delivery will be delayed until the AFR is submitted. UAN Support is in the process of contacting each entity that has not submitted their 2016 AFR.

Step 1 – Verify/Update Delivery Information

Your new Dell equipment will be sent to the shipping address on file with UAN.

- No deliveries will be made to PO boxes. (Shipments of this size cannot be delivered to a PO Box using package delivery companies.)
- Your entity is responsible for any additional shipping cost and/or loss of equipment due to an incorrect shipping address.

If You Need to Change Your Shipping Address

If the above shipping address contains a PO Box or is incorrect, log onto the 'Profile Login' web page to update your current shipping address.

Log onto the profile web page by connecting to the internet, opening your web browser, and then opening the UANLink web page at <http://uanlink.auditor.state.oh.us/>

- Click on the 'Profile Login' button in the upper right hand corner.

- Enter your user name and password. NOTE: A letter similar to this e-mail is being sent to each entity that contains your user name and password to the Profile Login. It should arrive about March 17, 2017.
- Click on the 'Update Entity Profile Information' option and then scroll down to verify or update the shipping address.
- Please be sure to click on the 'Save' button at the bottom of the page to save your changes.

Step 2 – Select the Computer for Your Entity

***** You must select a computer by 12:00 P.M. on Tuesday March 28, 2017 *****

The selection of the computer will be made by you through your Profile Login on the UANLink. You may choose one of two computers, a desktop or a laptop (steps to make your selection are below):

1. **Desktop** will have small form factor (designed to minimize the size of the desktop computer), 22 inch monitor, standard keyboard, mouse and speaker bar.
2. **Laptop** with a 15.6 inch screen, full size keyboard and a possible external USB optical DVD/CD drive.

Please Note: If you do not make a selection by 12:00 P.M. on Tuesday, March 28, 2017, your entity will be shipped a desktop computer.

Both computers have similar performance, support and technology:

- Intel i5 processor
- 8GB of memory
- 4-year, next-day warranty

To Access UANLink and Select the Computer for Your Entity

Log onto the profile web page by connecting to the internet, opening your web browser, and then opening the 'UANLink' web page at <http://uanlink.auditor.state.oh.us/>

- Click on the 'Profile Login' button in the upper right hand corner.
- Enter your user name and password. NOTE: A letter similar to this e-mail is being sent to each entity that contains your user name and password to the Profile Login. It should arrive about March 17, 2017.
- Once you have logged in, click on the 'Hardware Update' link.
- Select the computer for your entity
- Enter an email address for a confirmation of your computer selection and shipment tracking information.
- Enter your preferred phone number for the delivery company to use when they need to contact you.

- Alternate contact section is optional. If you may be on vacation or unavailable during the hardware delivery period, the alternate contact is an additional individual who can receive the hardware. Your alternate contact is an individual of your choosing, but this individual must be at least 18 years old to sign for the package.
- Please be sure to click on the 'Save' button at the bottom of the page to save your changes.

Please Note: After saving your hardware selection, a confirmation email will be sent within 24 hours. The confirmation email will contain your hardware selection and verified shipping information. Corrections to can be made by assessing your UANLink Profile Login account before 12:00 P.M. on Tuesday, March 28, 2017. Please retain your confirmation email for future reference.

What's Next

Additional correspondence will be sent to by email with details on delivery and installation guidance. If you have any questions, please contact UAN Support at (800)833-8261 or email UAN_Support@ohioauditor.gov.