



Dave Yost • Auditor of State

UAN Year End Update

The Uniform Accounting Network (UAN) is pleased to invite you to the 2017 Year End Update. The UAN Year End Update is free of charge and only available to current UAN clients. This is a one-day event with options to either attend the presentations in-person in Columbus or login online on a different date to attend it via webinar. The content of in-person and webinar presentation days will be identical. Presentation dates are as follows:

- **Wednesday, December 6, 2017** at the **Fawcett Center** in Columbus (2400 Olentangy River Road, Columbus, Ohio 43210). Time: 8:00 AM to 4:00 PM.
- **Friday, December 8, 2017** broadcast live **online** via high-speed internet. Time: 8:00 AM to 4:00 PM.

Registration will be online only and will be on a first come, first served basis (400 attendees at the Fawcett Center and 525 attendees for online training). Again, the in-person and webinar presentations will cover the same material. For those who cannot attend either day, a recording will be available on the UAN website approximately one week after the presentations.

The purpose of the UAN Year End Update is to provide a review of the end of the year and the beginning of the year processes. The instructor's emphasize the proper use of temporary mode to post work in December 2017 and January 2018 and provide guidance on critical tasks.

Additional Information For Fawcett Center Registrants:

Clients attending the Fawcett Center will be provided a continental breakfast as well as a plated lunch. An alternate lunch menu will be available for those individuals who are vegetarian. The seating format will be theater style.

Friday, December 1, 2017, UAN Support will email each registrant a parking pass. The Fawcett Center requires that you display the parking pass on your dashboard while parked on the Fawcett Center's premises. UAN will have extra parking passes available at the registration table for those who forget or misplace their parking pass.

Additional Information For Online/Webinar Registrants:

Ensure that your registration is complete by following the instructions in the [first confirmation email](#) (Step 9) that outlines additional steps needed to finish the registration on the Go-To-Training webinar service. Upon completing those steps, you will receive a [second confirmation email](#) containing a 'Join' button – a link to the online training that you will use on the date of the webinar. Please do not discard that email until the online session ends.

We will start broadcasting online at 7:00 AM – one hour prior to beginning the presentations. This will allow time for attendees that have not previously participated in a UAN webinar or used a different computer with previous webinars, to verify that it is working correctly. UAN Tech Support will be available to assist if there are any problems.

Please Note: After connecting to the webinar, you should see the UAN welcome slide and hear music playing through your device's speaker(s).

Steps to Register:

Step 1: Click the following link: <https://uanlink.ohioauditor.gov/>

Step 2: Select 'Profile Login'.

Step 3: Enter your username and password, and then click 'Login'. Your username is your four digit UAN entity identification number. Your password is the five-character Customer Number located on your Auditor of State invoice.

Step 4: Select the 'View Available Trainings' link that will open a 'Training Information' web page. Note: If you receive a message-asking if, website 'www.ohioauditor.gov' is a trusted site, select 'Yes'.

Step 5: Select the session you will be attending:
'Fawcett Center Year End Update December 6, 2017' **OR** 'Online Year End Update December 8, 2017'.

If you will attend 'Fawcett Center Year End Update December 6, 2017' complete the following steps:

Step 6: (Fawcett Center) on the registration website, you will see the seal of the Auditor of State, the UAN logo, and the class name, date and time. Click **Register Now** and follow the on screen instructions to complete the registration.

Step 7: (Fawcett Center): You will receive confirmation and reminder emails from 'UAN Support<events@regonline.com>'

Please Note: A print out of the confirmation is not required when signing in at the Fawcett Center.

If you will attend 'Online Year End Update December 8, 2017' complete the following steps:

Please Note: The online training license has a capacity limit. If you are the clerk/fiscal officer at more than one entity, please only register for one entity. Also, if you intend to participate in the webinar with more than one individual from your entity, please only register once. Individuals who attend the online training – including those that participate, but do not directly register – can earn education credits in accordance to the Fiscal Integrity Act.

Step 6: (webinar) Complete the 'Register' form (all fields are required). Click 'Continue' to advance to a 'Register' confirmation screen.

Step 7: (webinar) Review the registration information. If needed, click 'Back' to make corrections on the previous screen. When you are ready to register the attendee, click 'Register'. The screen will return to the 'Training Information' web page that will include the message "Your request for registration has been received by UAN Support. You will receive a confirmation email shortly. If you do not receive an email within the next 24 hours please contact UAN Support ..."

Step 8: (webinar) Close the web page when finished.

Step 9: (webinar) Follow the instructions in the confirmation email to register on the Go-To-Training registration web site – these additional steps are required to complete webinar registration.

If you have any question(s), please contact UAN Support at 1-800-833-8261 or email support at UAN_Support@OhioAuditor.gov.