The Uniform Accounting Network (UAN) is pleased to invite you to the 2019 UAN Year End Update. 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 instructors emphasize the proper use of temporary mode to post work in December 2019 and January 2020 and to provide guidance on critical tasks.

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 (Fawcett Center) 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:

- Tuesday, December 10, 2019 broadcast live webinar/online via high-speed internet. Time: 8:00 AM to 4:00 PM. No pre-registration is required. UAN's webinar license can accommodate 1,000 attendees.
- Thursday, December 12, 2019 at the Fawcett Center/in-person in Columbus (2400 Olentangy River Road, Columbus, Ohio 43210). Time: 8:00 AM to 4:00 PM. Attendance is open to the first 310 pre-registrations.

Reminder: You can view the webinar from any device (computer, tablet, smartphone, etc.) that has a high-speed internet connection, and the computer does not necessarily have to be your UAN computer (but it can be). Make sure the device has either a speaker or audio output for connecting earbuds/headphones.

On Friday, December 6, 2019 the year end update training materials will be available for download from the UANlink's home page at https://uanlink.ohioauditor.gov/.

For those who cannot attend either day, a recording will be available on the UAN website approximately one week after the presentations. The UAN Year End Update recording will be posted on the UANLink's training page at:
https://uanlink.ohioauditor.gov/training/yearend/default.html

Steps to Login/Attend the Webinar There is **NO** pre-registration/sign up required for the webinar. Starting at 7:00 AM on **Tuesday, December 10, 2019** (the date of the webinar) please perform the following steps to login/attend the webinar:

Please Note: Please login only once per entity if several persons from your entity will be attending the webinar together. Those who attend the online training can self-report for education credits in accordance with the Fiscal Integrity Act regardless of whether they are the person from the entity that logs in.

Step 1: Starting at 7:00 AM on Tuesday, December 10, 2019 please click the following link, or copy and paste the link into your internet browser: https://www.gotomeeting.com/webinar/join-webinar . An internet browser window will open the webpage to access the webinar.

Step 2: Enter the following nine digits within 'Enter the 9-digit Webinar ID' field: 417470963.

Step 3: Enter your email address in the 'Business Email' field.

Step 4: Select 'JOIN WEBINAR' button.

Step 5: Enter your first name, last name and then select the 'Join Webinar in Progress' button.

Please Note: If you receive a message, 'Do you want to run or save GoToWebinar Opener.exe?' select Run, or if you receive a message, 'Open GoTo Opener?' then select 'Open GoTo Opener'.

Step 6: After you log on to the webinar you will see our welcome slide, and you will hear music playing through your device's speaker(s).

Please Note: If you do not see our welcome slide within a minute of accessing the webinar, please verify that your internet browser's pop up blocker has been deactivated.

- If you are using **Microsoft Edge** browser, open Edge and click the More button (three dots) in the top right of the browser. Click Settings and scroll down and click 'View Advanced Settings'. Click the slider under the heading that says 'Block pop-ups' to turn it off.
- If you are using **Google Chrome**, the pop-up blocker control is located under Settings. To access, click the vertical ellipsis icon (3 dots) located in the top right corner of the browser and select Settings from the menu. Scroll to the bottom center of the Settings screen and click Advanced. Scroll down the 'Privacy and security' section to Content Settings and click. Then scroll to 'Pop-ups and redirects' and click. If the toggle button below that is set to Blocked, click to change it to Allowed.

Additional information for webinar attendees

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.

Steps to Register for the Fawcett Center

You **MUST** register for the Fawcett Center. To allow for an accurate lunch count and lunch selections to be provided to the Fawcett Center please register no later than 12:00 PM on **Wednesday, December 11, 2019**.

Please Note: The Fawcett Center has the capacity for 310 individuals. If you have to cancel your registration for the Year End Update at the Fawcett Center, please contact UAN Support as soon as possible so that we can provide the space reserved for you to another clerk/fiscal officer who wishes to attend.

Step 1: UAN is using an online registration product called Cvent. To register using Cvent please click the following link, or copy and paste the link into your internet browser:
https://cvent.me/BNxnEb

Step 2: On the registration website, you will see the seal of the Auditor of State, the UAN logo, and the UAN Year End Update name, date and time. Please fill in the required fields to complete the registration process.

Step 3: You will receive a confirmation email and reminders from UAN Support<events@regonline.com>

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 or gluten free. The seating format will be theater style.

Wednesday, December 11, 2019, 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.

Check in at the Fawcett Center begins at 7:00 AM.