



Dave Yost • Auditor of State

December 9, 2015

UAN TOWNSHIP / AOS COUNTY
BRUTUS BUCKEYE, CLERK/FISCAL OFFICER
88 EAST BROAD STREET
COLUMBUS, OHIO 43215

The Uniform Accounting Network (UAN) is beginning the process of replacing the 1,900 printers for UAN clients across the state of Ohio. We are planning for a late February to early March 2016 delivery of your new printer.

The first steps for you in this process are to complete the following three steps:

- **Step 1** – Select the printer for your entity.
- **Step 2** – Verify/Update delivery information.
- **Step 3** – Enter an e-mail address for shipping information.

Step 1 – Select the printer for your entity

UAN is offering an option of two printers for you to choose between based on your entity's needs. The selection of the printer will be made by you through your Profile Login on the UANLink. The two printers available for selection are:

- Single Function Laser Printer
- Multifunction Laser Printer / Copier / Fax / Scanner

Both printers will include the second paper tray and both will be covered with a 4 year next day replacement warranty.

One point that should be considered closely when making the selection is that even though the multifunction printer has additional capabilities, its dimensions are also significantly larger. The dimensions for the single function will be approximately, in inches 17 X 18 X 16 (W X D X H) whereas the multifunction will be approximately 17 X 18 X 31 (with the top lifted).

You must select a printer by December 31, 2015. Prior to December 31st you will be able to change your printer selection. No selection modifications can be made after this date. If you do not make a printer selection the default printer will be the single function printer.

Step 2 – Verify/Update delivery information

The new equipment will be sent to the shipping address on file with UAN. Review the information below and determine if a change is necessary:

UAN TOWNSHIP / AOS COUNTY (9999)
BRUTUS BUCKEYE, CLERK/FISCAL OFFICER
411 WOODY HAYES DRIVE
COLUMBUS, OHIO 43210

Shipments of this size cannot be delivered to a PO Box using package delivery companies.

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.

The Auditor of the State will not be responsible for the reshipment of equipment and/or loss of equipment due to an incorrect shipping address. Any charges incurred as a result of an incorrect shipping address will be the responsibility of your entity.

Step 3 – Enter an e-mail address for shipping information

UAN does have e-mail addresses for entities however a large percentage has more than one address listed. The shipping companies can only send to one e-mail address. Please enter the e-mail address that you would like to have shipping information sent. We suggest entering the e-mail address that you check most often.

IMPORTANT: This step will not change the e-mail address data entered on your profile, in addition changes to your profile will not change the e-mail address entered here.

Accessing UANLink to select the printer and to update delivery information

To log onto the profile web page connect to the internet, open your web browser, and then open the 'UANLink' web page at <https://uanlink.OhioAuditor.gov/>.

- o Click on the 'Profile Login' button in the upper right hand corner.
- o Enter your user name and password.
- o Once you have logged in, click on the 'Printer Update' option.
- o Please be sure to click on the 'Save' button at the bottom of the page to save your changes.

After your printer selection is made and saved a confirmation page will be shown that can be printed as your confirmation.

The user name and password we have on file for your entity is:

PROFILE USER NAME: 9999
PROFILE PASSWORD: 99Z99

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