



Uniform Accounting Network (UAN) Computer Replacement

The Uniform Accounting Network (UAN) is beginning the process of replacing computers for UAN clients across the state of Ohio. Your current Dell computer will be replaced with a HP computer. We are planning for a February/March 2021 delivery period for your new computers. Your current Dell computer will continue to be fully covered by the warranty in place until the delivery of the new HP computer is completed. In addition, your current Dell computer will be donated to your entity.

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

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

The selection of the computer will be made by you through your Profile Login on the UANLink web site. You may choose either a laptop or desktop computer. **The computer selection period begins on Monday, October 19, 2020 and will end at 12:00 PM on Friday, November 13, 2020.** Both computer options will be covered with a four-year warranty.

ACCESS YOUR ENTITY'S UANLINK PROFILE

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

- Click on the 'Profile Login' button in the upper right hand corner.
- Enter your entity's Profile Login user name and password.
- Once you have logged in, click on the 'Computer Update' option.

STEP 1: SELECT THE COMPUTER FOR YOUR ENTITY

In the dropdown please select either 'Desktop' or 'Laptop' to select the computer type that best meets the needs of your entity.

Please Note: If you do not make a computer selection **before 12:00 PM on Friday, November 13, 2020**, your entity will be shipped the default computer option. In addition, UAN will not be able to exchange/swap computers if the wrong computer was selected or no computer was selected.

STEP 2: VERIFY/UPDATE DELIVERY INFORMATION

The computer will be sent to the shipping address on file with UAN. The shipping address can be an address that is convenient for you to receive a delivery so you might want to consider using the address of your place of business/daytime work location. The shipping company cannot delivery to P.O. boxes. Your entity is responsible for any additional shipping cost and/or loss of equipment due to an incorrect shipping address.

Please Note: Changing the shipping address will not change the mailing address on file with UAN. The mailing address is used to mail UAN application/software updates.

STEP 3: ENTER AN E-MAIL ADDRESS AND PHONE NUMBER FOR SHIPPING INFORMATION

Many UAN clients have more than one e-mail address and phone number on file with UAN. The shipping company 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.

Please Note: This step will not change the e-mail address or phone number data entered on your profile. In addition, changes to your profile will not change the e-mail address entered here.

You must click 'Save' at the bottom of the page to save your computer selection.

Please Note: Upon clicking 'Save' after completing Step 3, you will be directed to a 'Computer Update Submitted' confirmation page. This serves as your confirmation and it can be printed for your records. Corrections can be made by accessing your UANLink Profile Login account **before 12:00 PM Friday, November 13, 2020.**

WHAT IS NEXT?

As we get closer to beginning the delivery of your new computer we will be sending an email to the address provided in Step 3. The email will contain details on the delivery process and installation guidance.