



November 3, 2020

### UAN COMPUTER SELECTION REMINDER

Over 1,500 clients have already made their selection for their next UAN computer. If you have not made a selection, instructions are available on the homepage of UANLink:

<https://uanlink.ohioauditor.gov>.

### UAN YEAR END UPDATE

The Uniform Accounting Network (UAN) is pleased to invite you to the 2020 UAN Year End Update. UAN provides this as a review of the essential steps in the application for the ending of 2020 and the beginning of 2021. The instructors emphasize the proper use of temporary mode to post work in December 2020 and January 2021 and to provide guidance on critical tasks.

Unfortunately, the Year End Update will be offered this year as a live webinar only; we will not include an in-person option as we did in previous years at the Fawcett Center in Columbus. It is still free of charge and available exclusively to current UAN clients. The session is scheduled on

- **Tuesday, December 1, 2020 webinar** – broadcast live – via high -speed internet. Time: 8:00 AM to 4:00 PM. UAN’s webinar license can accommodate 1,000 attendees.

**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.

For those who cannot attend the session on December 1st, a recording will be available on the UAN website approximately one week after the presentation. The UAN Year End Update recording will be posted on the UANLink’s training page at: <https://uanlink.ohioauditor.gov/training/yearend/default.html> .

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### STEPS TO REGISTER FOR THE WEBINAR

**Step 1:** Enter the following URL into your web browser:

<https://attendee.gotowebinar.com/register/262375770649382923>.

**Step 2:** You will be taken to the 2020 UAN Year End Update registration page. Enter your First Name, Last Name, and your Email Address and the click the Register button.

**Step 3:** You will see a page confirming your registration. You will also be able to add this session to your calendar.

**Step 4:** You will receive a confirmation e-mail at the address entered in Step 2. Please save the confirmation e-mail. It contains detail on how to join the Webinar on December 1<sup>st</sup>. Please do not share this e-mail as the registration information is unique to you.

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## STEPS TO JOIN THE WEBINAR



The Update will begin at 8:00 am, but we will broadcast a welcome screen and background music starting at 7:00 am so that you can sign in ahead of time to ensure your audio and video connection is working properly. UAN Tech Support will be available beginning at 7:00 am to assist if there are any problems.

**Step 1:** Starting at 7:00 AM on Tuesday, December 1, 2020 please click the ‘Join Webinar’ button contained in your GoToWebinar confirmation e-mail.

**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 2:** 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**, access the pop-up blocker control by clicking the  icon (3 dots across) located in the top right corner of the browser, and select Settings. A ‘Settings’ page will open. On the left side of the page, select ‘Site Permissions’ which will change the menu in the center. Click ‘Pop-ups and redirects’. If the ‘Blocked (Recommended)’ toggle button is turned on (color highlighted to the right), then click to turn it to the off position (not highlighted to the left).
- If you are using **Google Chrome**, access the pop-up blocker control by clicking the  icon (3 dots upward) located in the top right corner of the browser and select Settings from the menu. A ‘Settings’ page will open. On the left side of the page, select ‘Privacy and security’ which will change the menu in the center. Click ‘Site Settings’ which will open another menu. Scroll down to the Content section and click ‘Pop-ups and redirects’. If it is set to ‘Blocked (Recommended)’, click the toggle button on the right to change the setting to ‘Allowed’.