Ohio Checkbook Submission Instructions

Through a partnership between the Ohio Treasurer and the Auditor of State, local governments using UAN can choose to have UAN transmit their checkbook-level transactions to OhioCheckbook.gov in a quick, easy and convenient process. When authorized by the fiscal officer, UAN will use the Annual Financial Report (AFR) data submitted to the Auditor of State (through UAN online or by disc) to submit the data to Ohio Checkbook on your behalf.

This is not a UAN requirement; those entities that choose to submit financial information to the Ohio Treasurer can take advantage of this convenient option.

Please note:

- You can authorize a fiscal year through UAN *only after* the closing the fiscal year, submitting the AFR data to UAN, and confirming the submission is successful by reviewing the filing status on the Auditor of State's Customer eServices website.

- If you have already submitted AFR data through UAN for a previous fiscal year, you do not need to resubmit the AFR for that year to begin using Ohio Checkbook authorization.

- UAN *will not* submit any data to Ohio Checkbook without your specific authorization for each fiscal year (previous fiscal years may also be authorized).

- If you have already completed a non-UAN process to submit data for previous fiscal years directly to Ohio Checkbook, you do not need to resubmit those years again through UAN.

- There will be an opportunity to easily edit or redact any information that your entity deems necessary before it posts to Ohio Checkbook. After authorizing UAN to submit the data, the Treasurer of State's office will contact you with instructions for editing and redacting.
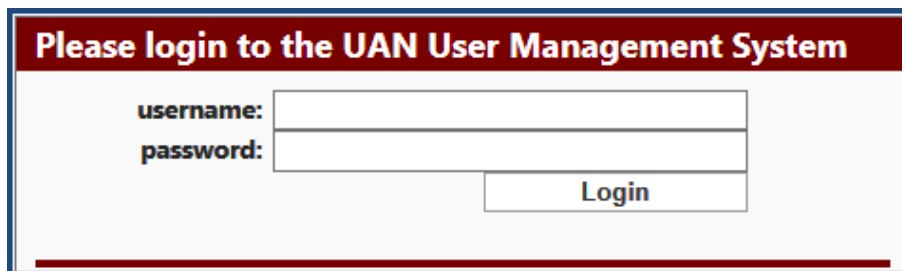
The following steps will authorize UAN to transmit to Ohio Checkbook, on your behalf, the Annual Financial Report (AFR) data that your entity submitted to the Auditor of State through UAN.

Step 1: Open the UAN website home page by clicking the following link or typing it into your web browser: https://uanlink.ohioauditor.gov
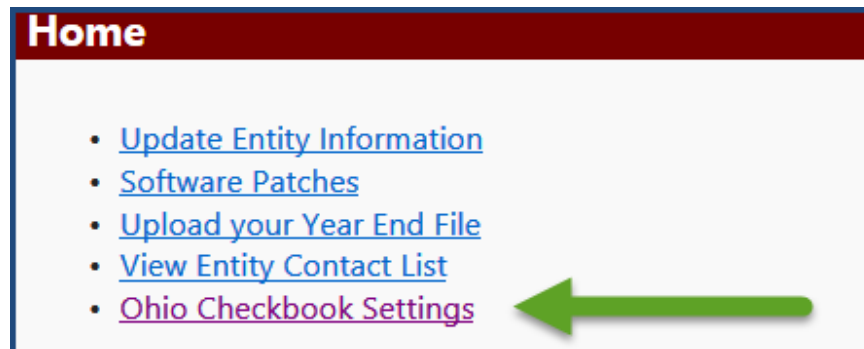
Step 2: Select 'Profile Login'.

Step 3: Enter the username, password and then click 'Login'.
The 4-digit UAN entity ID assigned to your entity is your username. The 5-character customer number assigned by the Auditor of State's office, which appears on all AOS invoices sent to the entity, is your password.

Step 4: Select 'Ohio Checkbook Settings'.

Step 5: Select the blue 'Authorize' button next to the fiscal year that you would like UAN to post financial information to Ohio Checkbook.

Ohio Checkbook Settings

Please follow the below steps to authorize UAN to submit your entity's financial data on your behalf to OhioCheckbook.com:
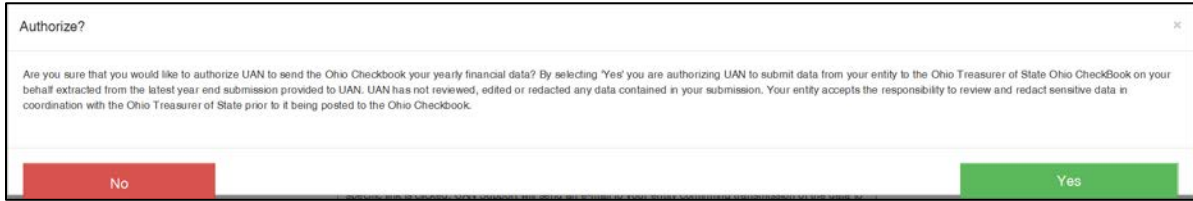
AUTHORIZE: Click the Authorize button below for each corresponding year. For each year selected, a confirmation page will be shown asking you to verify your selection.

CONFIRM: Upon completing the confirmation for the year selected an e-mail containing an entity specific link from UAN Support will be sent to each e-mail address that UAN currently has on record for the entity. The entity specific link must be clicked in one of the e-mails for the data to be sent to the Ohio Checkbook. The data will be transmitted to the Ohio Checkbook in approximately 6 – 10 business days after the entity specific link is clicked. UAN Support will send an e-mail to your entity confirming transmission of the data to the Ohio Checkbook.

REVIEW: After your data has been transmitted to the Ohio Checkbook, you will be contacted by the Ohio Treasurer's office with detailed instructions on the final steps required to review and post your data.

Financial Year	Authorization History	Confirmation History
2013	This year was authorized on **4/10/2015**	This year was confirmed on **4/14/2015**
2014	This year was authorized on **4/10/2015**	This year was confirmed on **4/14/2015**
2015	This year was authorized on **1/30/2016**	This year was confirmed on **1/30/2016**
2016	This year was authorized on **2/5/2017**	This year was confirmed on **2/7/2017**
2017	This year was authorized on **2/1/2018**	This year was confirmed on **2/1/2018**
2018	This year was authorized on **1/28/2019**	This year was confirmed on **2/2/2019**
2019	Authorize	

Step 6: After selecting 'Authorize', a confirmation message will open. Read the message carefully. If you choose to continue with the authorization, then click the green 'Yes' button.

Authorize?

Are you sure that you would like to authorize UAN to send the Ohio Checkbook your yearly financial data? By selecting 'Yes' you are authorizing UAN to submit data from your entity to the Ohio Treasurer of State Ohio CheckBook on your behalf extracted from the latest year end submission provided to UAN. UAN has not reviewed, edited or redacted any data contained in your submission. Your entity accepts the responsibility to review and redact sensitive data in coordination with the Ohio Treasurer of State prior to it being posted to the Ohio Checkbook.

No   Yes

Continue to the next page

Step 7: The internet browser will return to the Ohio Checkbook Settings window. The year and the date of the authorization will list under the 'Authorization History' column in the row of the fiscal year you selected to authorize in Step 5.

Ohio Checkbook Settings

Please follow the below steps to authorize UAN to submit your entity's financial data on your behalf to OhioCheckbook.com:

AUTHORIZE: Click the Authorize button below for each corresponding year. For each year selected, a confirmation page will be shown asking you to verify your selection.

CONFIRM: Upon completing the confirmation for the year selected an e-mail containing an entity specific link from UAN Support will be sent to each e-mail address that UAN currently has on record for the entity. The entity specific link must be clicked in one of the e-mails for the data to be sent to the Ohio Checkbook. The data will be transmitted to the Ohio Checkbook in approximately 6 – 10 business days after the entity specific link is clicked. UAN Support will send an e-mail to your entity confirming transmission of the data to the Ohio Checkbook.

REVIEW: After your data has been transmitted to the Ohio Checkbook, you will be contacted by the Ohio Treasurer's office with detailed instructions on the final steps required to review and post your data.

Financial Year	Authorization History	Confirmation History
2013	This year was authorized on **4/10/2015**	This year was confirmed on **4/14/2015**
2014	This year was authorized on **4/10/2015**	This year was confirmed on **4/14/2015**
2015	This year was authorized on **1/30/2016**	This year was confirmed on **1/30/2016**
2016	This year was authorized on **2/5/2017**	This year was confirmed on **2/7/2017**
2017	This year was authorized on **2/1/2018**	This year was confirmed on **2/1/2018**
2018	This year was authorized on **1/28/2019**	This year was confirmed on **2/2/2019**
2019	This year was authorized on **2/4/2020**	

Step 8: UAN Support will send a confirmation message to the entity email address (or addresses) we have on file. The subject line will be 'UAN - Ohio Checkbook Confirmation'.
If you do not see the message in your email inbox, please check the 'junk' or 'spam' folder of your email service.

Step 9: You must respond to the confirmation email before UAN can send the financial data to Ohio Checkbook. Read the message carefully before you decide to respond. There is an internet hyperlink within the email message description. One of the recipients of the confirmation email must click the link and follow the instructions on the window that opens to confirm the submission.

Please Note: It does not cause any problem if more than one recipient of the message confirms the submission or if you would like to repeat the confirmation steps for any reason. Repeating the steps will not void the first confirmation or cause any harm.

Example confirmation email:

Step 10: Upon clicking the link in the email, a window will open 'Final Ohio Checkbook Data Confirmation'. Read the message carefully. To consent, click the green 'Yes, I consent' button.

Final Ohio Checkbook Data Confirmation

Authorization for **2019**

Authorized on **2/4/2020 1:14:51 PM**

UAN has received a request from your entity to submit your financial data to the Ohio Checkbook. To consent to have your entity's data transmitted to the Ohio Checkbook, please select 'Yes, I consent' below. Your data will be transmitted in approximately 6 – 10 days.

Yes, I consent

No, I do not consent.

Support Line 800-833-8261
E-mail UAN_Support@ohioauditor.gov
Fax Number 877-727-0088 or 614-728-8027

Step 11: After selecting 'Yes, I consent', a message will explain that you will receive an email from UAN Support after the data has been received by Ohio Checkbook. This email should arrive within a few business days.

Final Ohio Checkbook Data Confirmation

Authorization for **2019**

Authorized on **2/6/2020 3:12:40 PM**

> UAN Support will send an e-mail to your entity confirming the completion of the transmission.
>
> After your data has been transmitted to the Ohio Checkbook you will be receiving an e-mail from the Ohio Treasurer's office with detailed instructions on the final steps required to confirm and post your data.

Support Line 800-833-8261
E-mail UAN_Support@ohioauditor.gov
Fax Number 877-727-0088 or 614-728-8027

Example email:

UAN Yearly Financial Data for the Ohio Checkbook Data

The following is the status of your submission to the Ohio Checkbook:

Year	Status
2019	Successful

If you have any questions, please contact UAN Support.

Support Line   800-833-8261
E-mail   UAN_Support@ohioauditor.gov
Fax Number   877-727-0088 or 614-728-8027

Please Note: *To submit an additional prior year to the Ohio Checkbook, please repeat steps 1 through 10.*