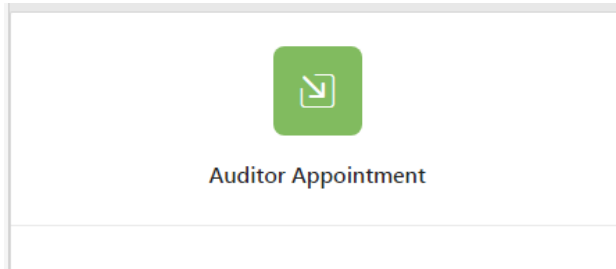


Fiscal Health Monitoring System Auditor Appointment – FYE 2021 Job Aid

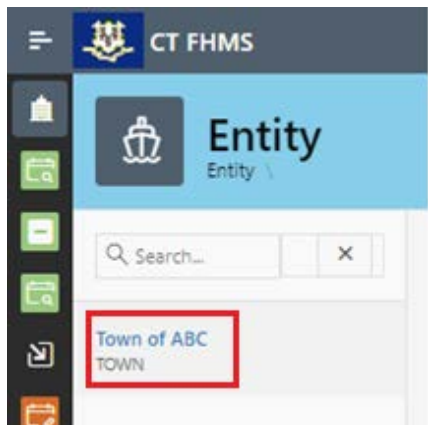


1. At the Main Menu – Select Auditor Appointment Tile



Auditor Appointment page displays

2. Select the Entity (Town or City) on the left side



The Create button will display

3. Click **Create** on the top right of the page

The Auditor Appointment Edit page will display

Note:* At any time, you may click the **Save button on the bottom right corner of the form to save your data

Fiscal Health Monitoring System Auditor Appointment – FYE 2021 Job Aid



Auditor Appointment \ Auditor Appointment Edit

Appointment of Auditor Notification Form

Fiscal Year: 2021

Entity Name: Town of ABC

Entity Type: TOWN

Fiscal Period of Audit From: July 01, 2020 To: June 30, 2021

Auditing Firm:

*Please Email OPM-FHMS@ct.gov if Audit Firm/Auditor is not listed in the dropdown.

Auditor:

Auditor Email Address:

Entity Certification

I Certify that the information that has been entered into this form is accurate to the best of my knowledge.

Please allow 10 business days to process this form from date of receipt. If you have any questions, please contact us at OPM-FHMS@ct.gov.

4. Select the Auditing Firm

Use the dropdown menu to select your appointed Audit Firm

Auditing Firm:

Auditor:

Auditor Email Address:

Entity Certification

I Certify that the information that has been entered into this form is accurate to the best of my knowledge.

Please allow 10 business days to process this form from date of receipt. If you have any questions, please contact us at OPM-FHMS@ct.gov.

Cancel

A screenshot of the 'Auditing Firm' dropdown menu. The search input field contains the text 'Clifton'. A red arrow points to a magnifying glass search icon located in the top right corner of the dropdown menu. The menu lists several auditing firms, including 'AAF CPAs', 'ACCOUNTING AND AUDITING SERVICES, LLC', 'ACTIS-GRANDE, RONAN & CO., LLC', 'ADAM P. COHEN CPA, LLC', 'ALBERT J. RUSILOWICZ, CPA, LLC.', and 'ALDRICH MULCAHY & ASSOCIATES LLC'.

Fiscal Health Monitoring System Auditor Appointment – FYE 2021 Job Aid

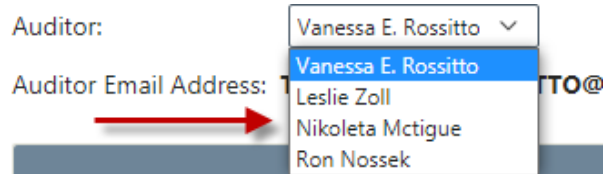


5. Select the Auditor

Use the dropdown menu to select your appointed Auditor

Auditor: Vanessa E. Rossitto ▾

Auditor Email Address: Vanessa E. Rossitto
Leslie Zoll
Nikoleta Mctigue
Ron Nossek TO@

A screenshot of a web form showing the "Auditor" and "Auditor Email Address" fields. The "Auditor" field has a dropdown menu open, displaying a list of names: Vanessa E. Rossitto (selected), Leslie Zoll, Nikoleta Mctigue, and Ron Nossek. A red arrow points to the dropdown menu.

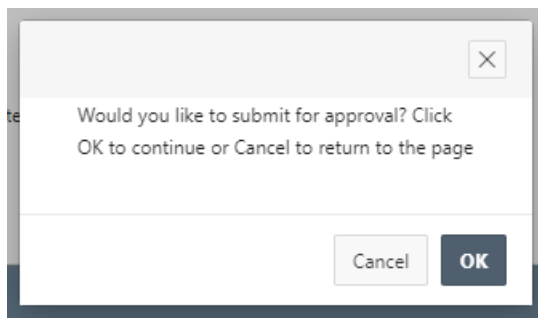
6. Entity Certification:

Click the checkbox- *"I certify that the information that has been entered into this form is accurate to the best of my knowledge"*

A screenshot of the "Entity Certification" section of the form. It features a blue header with the text "Entity Certification". Below the header is a yellow box containing a checkbox and the text "I certify that the information that has been entered into this form is accurate to the best of my knowledge." Below this is a smaller line of text: "Please allow 10 business days to process this form from date of receipt. If you have any questions, please contact us at OPM-FHMS@ct.gov."

**Note:* Only the primary contact has the ability to certify the data. If you are not the primary, you can save the information and have your primary go into the system and certify the data.

A message will display – *Would you like to submit for approval? Click OK to continue or Cancel to return to the page*

A screenshot of a confirmation dialog box. The dialog box has a title bar with a close button (X). The main text reads: "Would you like to submit for approval? Click OK to continue or Cancel to return to the page". At the bottom, there are two buttons: "Cancel" and "OK".

Fiscal Health Monitoring System Auditor Appointment – FYE 2021 Job Aid



7. Click

The Auditor Appointment page will display that will show you the status of your submission

Auditor Appointment

Town	Year ↓	Status	Entity Certification	OPM Approval
TOWN-Town of ABC	2021	Submitted	Yes	No

1 - 1

8. Email Notifications:

An email will be sent to you from OPM-FHMS@ct.gov when your Auditor Appointment is submitted and when OPM has Approved or Denied your submission.

End of Process

Fiscal Health Monitoring System Auditor Appointment – FYE 2021 Job Aid



To return to the Auditor Appointment Form – Click Year

Auditor Appointment

Town	Year ↓	Status	Entity Certification	OPM Approval
TOWN-Town of ABC	2021	Submitted	Yes	No


1 - 1

The Auditor Appointment Form will display for review

Revision to Auditor Appointment:

If you need a revision to your auditor appointment, you will need to email OPM-FHMS@ct.gov and ask OPM to reopen the submitted form. Once it is reopened, you will have the ability to return to the Auditor Appointment Edit page, make the necessary changes. Save or Certify.

To get back to the main screen:

Click  at the top left corner of the page

The Main Menu will display