

Fiscal Health Monitoring System STARS Tile Job Aid

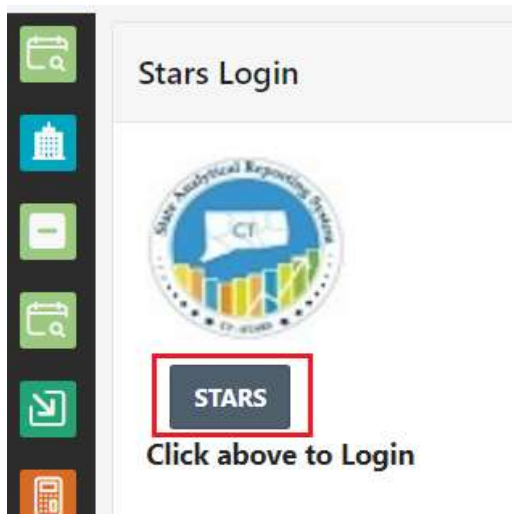


1. At the Main Menu – Select STARS Tile:



STARS Login page displays

2. Select the STARS button:



A new browser will open to the STARS home page

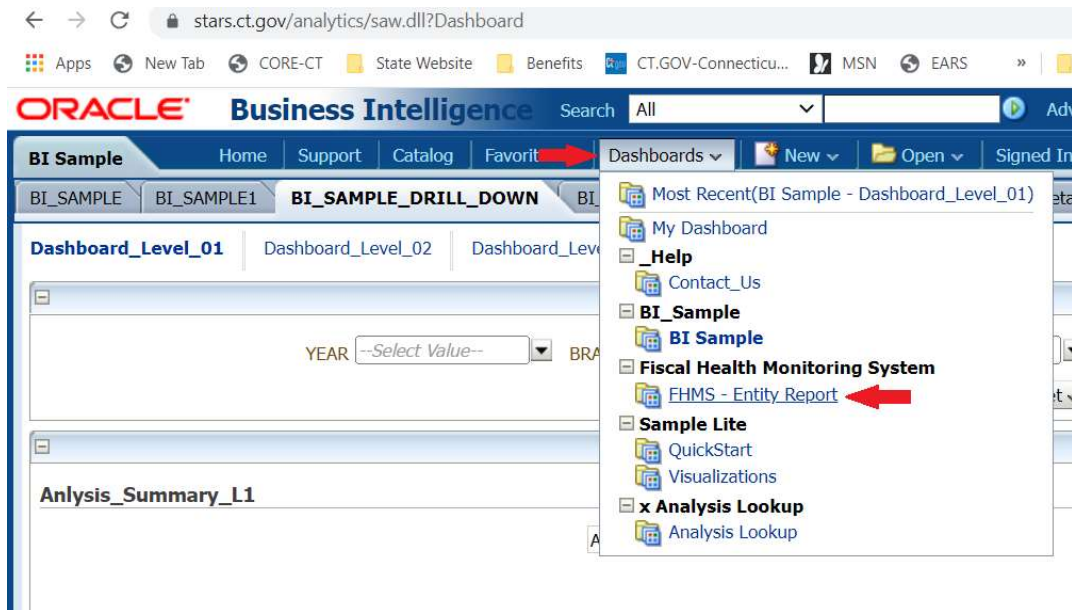
*If you are having issues with logging in, see "Troubleshooting Login" on page 4

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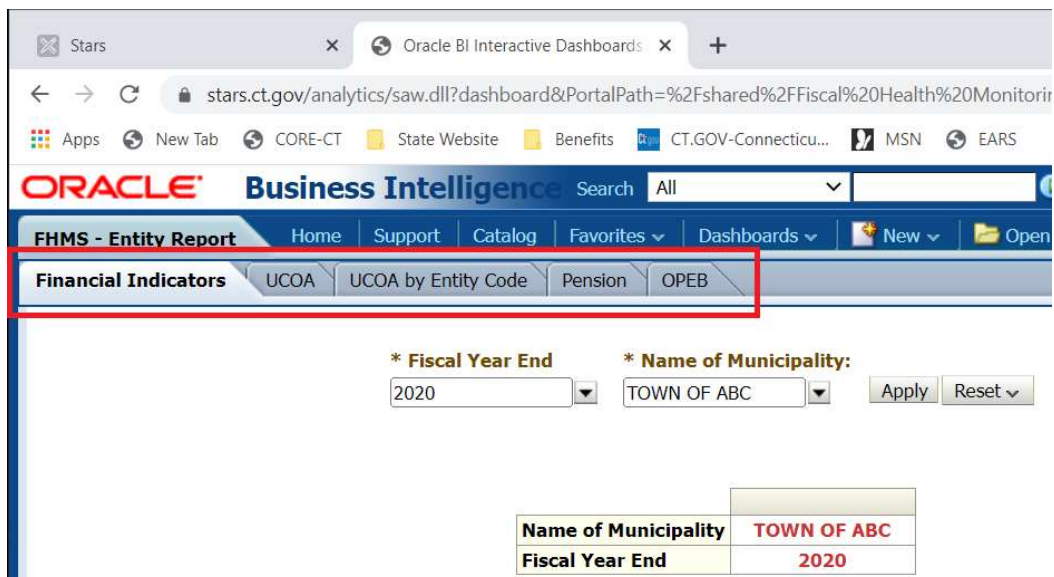
3. Select on the “Dashboards” drop down at the top of the page and click on “FHMS – Entity Report”:

See the red arrows on the screen shot below



4. Select the tab of the report you want to see at the top of page:

See the red box on the screen shot below



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


5. Select the Year:

In each report tab, you can use the dropdown (see the red box in the screen shot below) to chose which year you want to see data for

Name of Municipality	Fiscal Year End
TOWN OF ABC	2020

6. Click :

The information for the year you chose will display. To Print or Export the data to an Excel spreadsheet, click  on the top right of the page (see the red arrow and box on the screenshot below).


Name of Municipality	Fiscal Year End
TOWN OF ABC	2020

FINANCIAL STATEMENT INFORMATION

Fiscal Health Monitoring System
STARS Tile
Job Aid



7. Troubleshooting Login:

If you get the message in screenshot below when the new browser opens, close out of that window and try logging in again by clicking  in the STARS Tile

Sign In

Enter your user id and password.

✖ Unable to Sign In
An invalid User Name or Password was entered.

User ID

Password

Accessibility Mode

 English