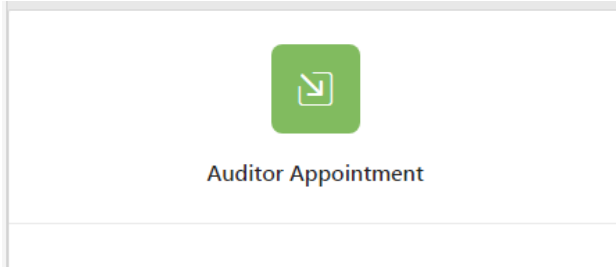**Fiscal Health Monitoring System**
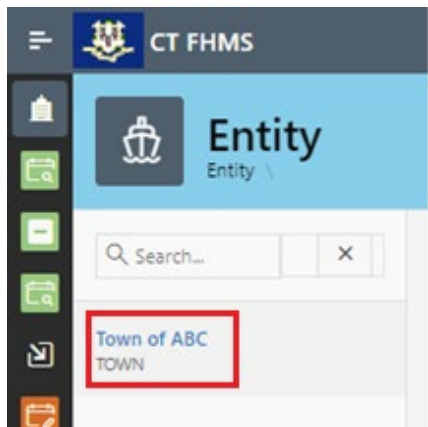**Auditor Appointment**
Job Aid

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 for the current fiscal year will display

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

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

Auditor: [v]

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: [   ] [v]

[Clifton] → [🔍]

Auditor:

Auditor Email Address:

Entity Certification

☐ I Certify that the infor...

Please allow 10 business day...

- AAF CPAs
- ACCOUNTING AND AUDITING SERVICES, LLC
- ACTIS-GRANDE, RONAN & CO., LLC
- ADAM P. COHEN CPA, LLC
- ALBERT J. RUSILOWICZ, CPA, LLC.
- ALDRICH MULCAHY & ASSOCIATES LLC

[Cancel]

5. **Select the Auditor**

   Use the dropdown menu to select your appointed Auditor

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"*

   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*

7. **Click** [OK]

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

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 [🏛 CT FHMS] at the top left corner of the page

The Main Menu will display