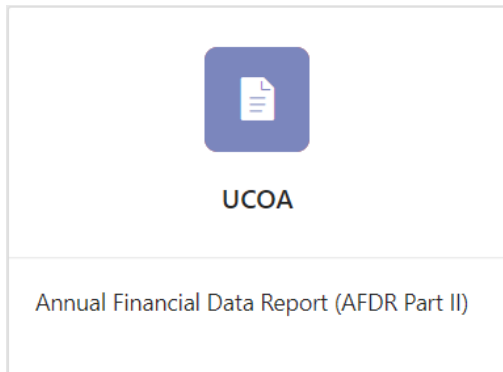1. **At the Main Menu – Select Annual Financial Data Reporting Tile**
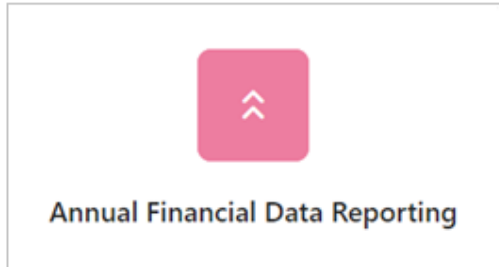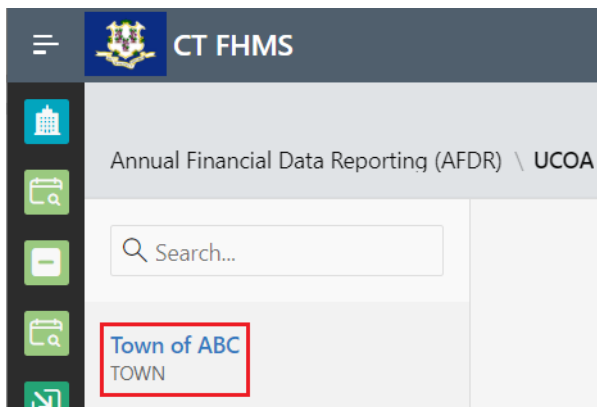

Annual Financial Data Reporting Tiles display

2. **Select UCOA Tile**

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

The Create button will display

4. **Click** [Create] **on the top right of the page**

   The UCOA General Fund Expenditure Schedule will display

   Note: At any time, you may click the [Save] button on the top right corner of the form to save your data. We recommend saving often.

5. **Enter the information in each field**

   Use the UCOA Manual for help with finding the accurate information for each field. This can be found by clicking on the [Guidance] button at the top right of the page.

   Note: Difference amount should be 0 in order to certify.

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"*

   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.

   *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 to OPM for approval? Click OK to continue or Cancel to return to the page*

   ☒

   Would you like to submit to OPM for approval? Click OK to continue or Cancel to return to the page

   Cancel | **OK**

7. **Click** **OK**

   The page will display that shows you the status of your submission

   Annual Financial Data Reporting (AFDR) \ **UCOA**

	Year	Status	Entity Certification	Auditor Confirmation	OPM Approval
🔍 Search...	2020	In Progress	Yes	No	No
Town of ABC					
Test Town					1 - 1

8. **Email Notifications:**

You will be sent an email from OPM-FHMS@ct.gov letting you know that you have entered and certified your data and it is ready to be looked over by OPM.

End of Process

To return to the UCOA Edit page – Click Year

		Year	Status	Entity Certification	Auditor Confirmation	OPM Approval
Annual Financial Data Reporting (AFDR) \ UCOA						
Search...		2020	In Progress	Yes	No	No
Town of ABC Test Town						1 - 1

The UCOA Edit page will display

To get back to the main screen:

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

The Main Menu will display