

# Treasury Audit Confirmation (TAC) Portal

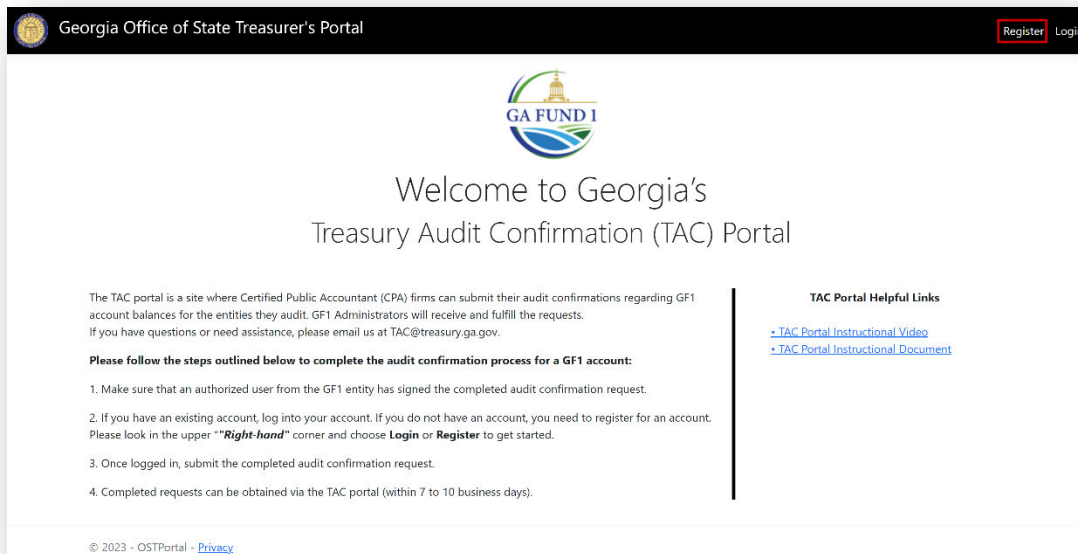
## External End User Guide

For entities that have a GF1 account(s), a Certified Public Accountant firm or the Department of Audits and Accounts (DOAA) can request an audit confirmation to confirm an entity's account balance through the Treasury Audit Confirmation (TAC) Portal.

### A. Steps to Register and Log In

**Step 1:** Go to <https://TAC.treasury.ga.gov/>

**Step 2:** You will see the following screen once you go to the address above.



**Step 3:** Click "Register" at the top right corner.

*Each new user must register to gain access to the system.*

**Step 4:** You will then see the screen at the right.

**Step 5:** Fill out the following fields:

- CPA Firm (From the dropdown, choose your CPA Firm.)

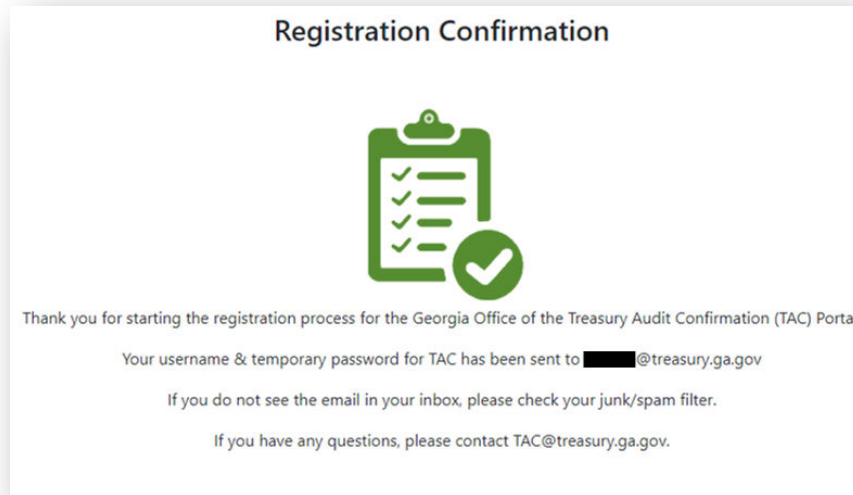
**If your CPA firm is not listed, click the dropdown and choose "My CPA firm is not listed." Go to Section B for steps to create an account for your CPA firm.**

The screenshot shows the "Register" form on the Georgia Office of State Treasurer's Portal. The form is titled "Register" and "Create a new account." It contains several input fields: a dropdown menu for "CPA Firm" with "--Select--" as the current selection, text boxes for "First Name", "Last Name", "Email", "Re-enter Email", "Phone Number", and "Website". A blue "Register" button is located at the bottom right of the form.

- First Name
- Last Name
- Email (user’s email address)
- Phone number (must be separated by “.” - i.e., 111.222.3333)
- Website (enter your CPA Firm’s website)

**Step 6:** Click “Register”.

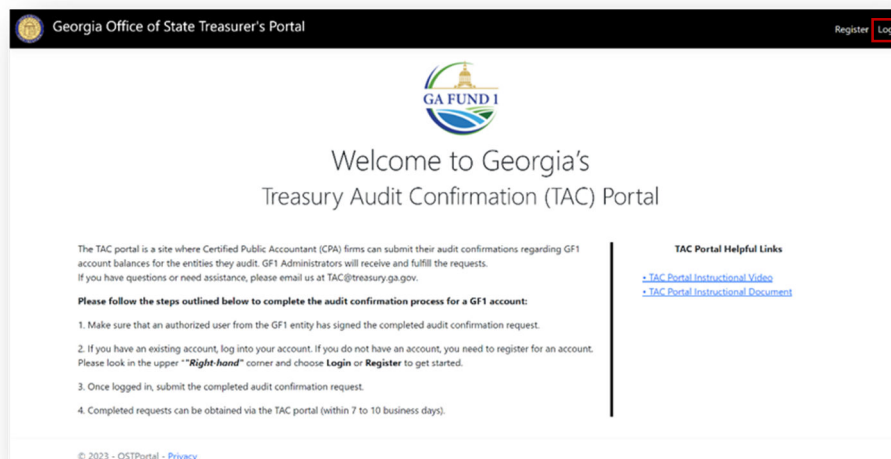
**Step 7:** If successful, you will get the following message on the screen.



**Step 8:** You will receive an email with your temporary password. The email will come from [no-reply\\_Treasury\\_AuditConfirm@treasury.ga.gov](mailto:no-reply_Treasury_AuditConfirm@treasury.ga.gov) . If you do not receive an email, please check the spam or junk folder.

**Step 9:** Return to the TAC portal at <https://TAC.treasury.ga.gov>

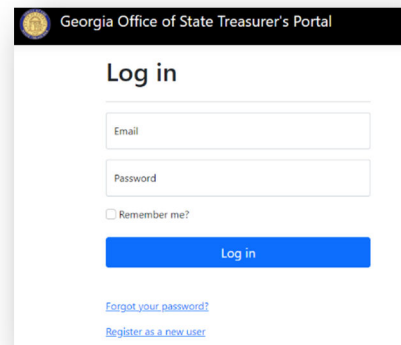
**Step 10:** Click on “Login” at the top right corner.



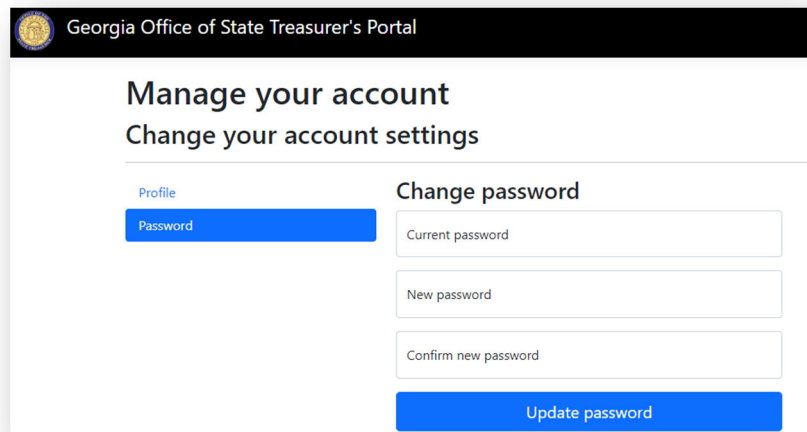
**Step 11:** Enter your email address in the “**Email**” field and the temporary password you received in your inbox in the “**Password**” field.

**Step 12:** Then click “Log In”

**Step 13:** You will then be taken to the **Manage your Account** screen.



The screenshot shows the login page of the Georgia Office of State Treasurer's Portal. It features a header with the portal's name and logo. Below the header, the title "Log in" is displayed. There are two input fields: "Email" and "Password". A checkbox labeled "Remember me?" is positioned below the password field. A prominent blue "Log in" button is centered below the fields. At the bottom, there are two links: "Forgot your password?" and "Register as a new user".



The screenshot displays the "Manage your account" page. The header includes the portal's name and logo. The main heading is "Manage your account" with a sub-heading "Change your account settings". On the left, there are two tabs: "Profile" and "Password", with "Password" being the active tab. The "Change password" section contains three input fields: "Current password", "New password", and "Confirm new password". A blue "Update password" button is located at the bottom right of this section.

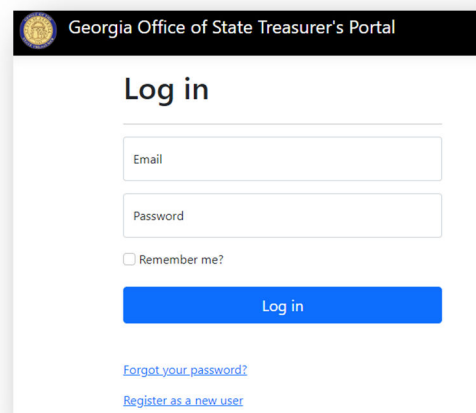
**Step 14:** Enter the temporary password you received in the email into the “**Current password**” field.

**Step 15:** Create a new password and enter it in the “**New password**” field.

**Step 16:** Retype your new password in the “**Confirm new password**” field.

**NOTE:** *Please be mindful of the password requirements noted on screen.*

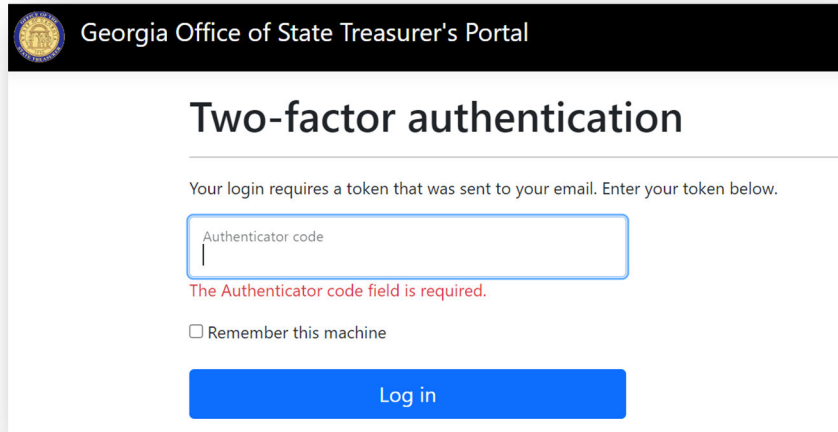
**Step 17:** When all fields are populated, click “**Update password,**” and you will be returned to the login screen so you can log in with your new password.



This screenshot is identical to the one in Step 13, showing the login page with the "Log in" title, "Email" and "Password" fields, "Remember me?" checkbox, "Log in" button, and "Forgot your password?" and "Register as a new user" links.

**Step 18:** Enter your email address in the “**Email**” field and your new password in the “**Password**” field, then click “**Log in**”.

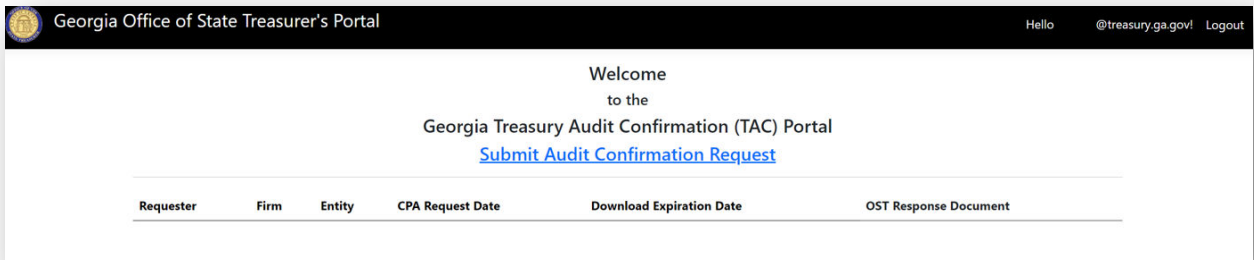
You will then be taken to the following screen:



The screenshot shows the 'Two-factor authentication' page of the Georgia Office of State Treasurer's Portal. At the top left is the state seal and the text 'Georgia Office of State Treasurer's Portal'. The main heading is 'Two-factor authentication'. Below it, a message states: 'Your login requires a token that was sent to your email. Enter your token below.' There is a text input field labeled 'Authenticator code' with a vertical cursor. Below the field is a red error message: 'The Authenticator code field is required.' Underneath is a checkbox labeled 'Remember this machine'. At the bottom is a blue 'Log in' button.

**Step 19:** From your email, retrieve the numeric token sent from [no-reply\\_Treasury\\_AuditConfirm@treasury.ga.gov](mailto:no-reply_Treasury_AuditConfirm@treasury.ga.gov) and enter it into the “Authenticator code” field either by typing the code or using copy/paste to enter the code. Then click “**Log in**”.

You will be taken to the following screen:



The screenshot shows the 'Welcome' page of the Georgia Office of State Treasurer's Portal. The top navigation bar includes the state seal, 'Georgia Office of State Treasurer's Portal', 'Hello', '@treasury.ga.gov', and 'Logout'. The main content area says 'Welcome to the Georgia Treasury Audit Confirmation (TAC) Portal' and features a blue link for 'Submit Audit Confirmation Request'. Below this is a table with the following headers: 'Requester', 'Firm', 'Entity', 'CPA Request Date', 'Download Expiration Date', and 'OST Response Document'.

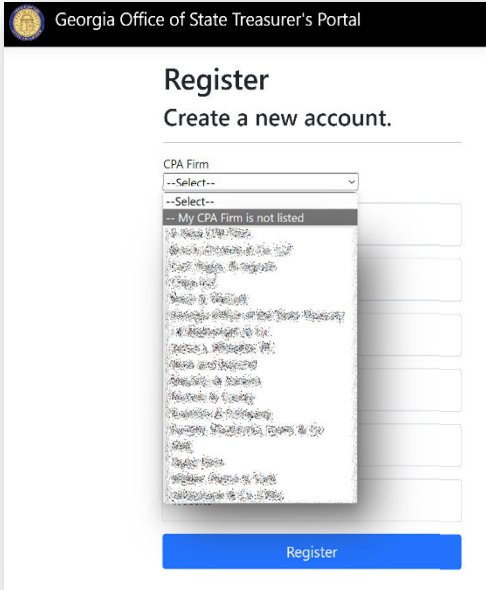
**NOTE:** *This is the screen you will see each time you log in. This is where you can upload a file to submit an audit confirmation request.*

## B. Steps to Create an Account If Your CPA Firm is Not in the TAC Portal Database

**Step 1:** From the CPA Firm dropdown list, select your firm.

***If your CPA firm is not listed, please choose “My CPA firm is not listed.”***

**Step 2:** Since your CPA firm is not in the TAC Portal database, you will need to provide additional information on the following screen.



Georgia Office of State Treasurer's Portal

### Register

Create a new account.

CPA Firm

--Select--

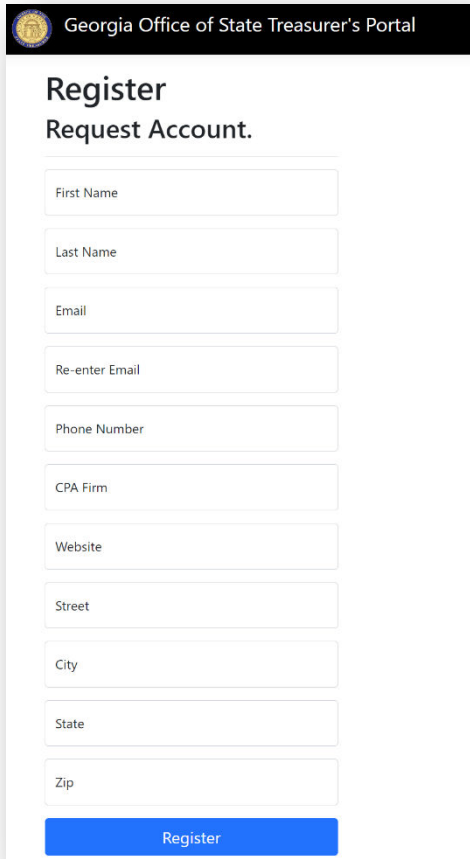
-- My CPA Firm is not listed

Register

**Step 3:** Fill out the following fields:

- First Name
- Last Name
- Email (user's email address)
- Phone number (must be separated by "." - i.e., 111.222.3333)
- CPA Firm
- Website (enter your CPA firm's website address)
- Street
- City
- State
- Zip

**Step 4:** Then click "Register."



Georgia Office of State Treasurer's Portal

### Register

Request Account.

First Name

Last Name

Email

Re-enter Email

Phone Number

CPA Firm

Website

Street

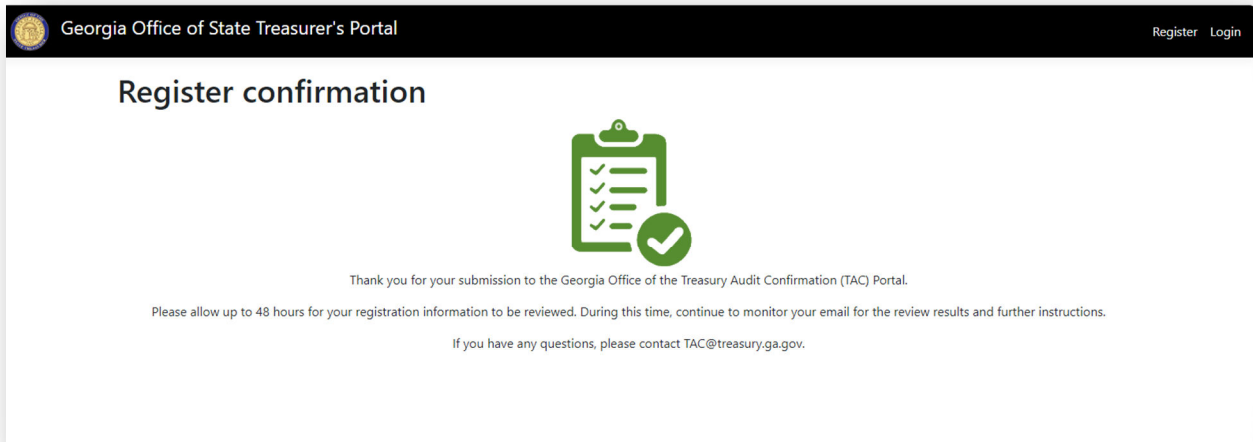
City

State

Zip

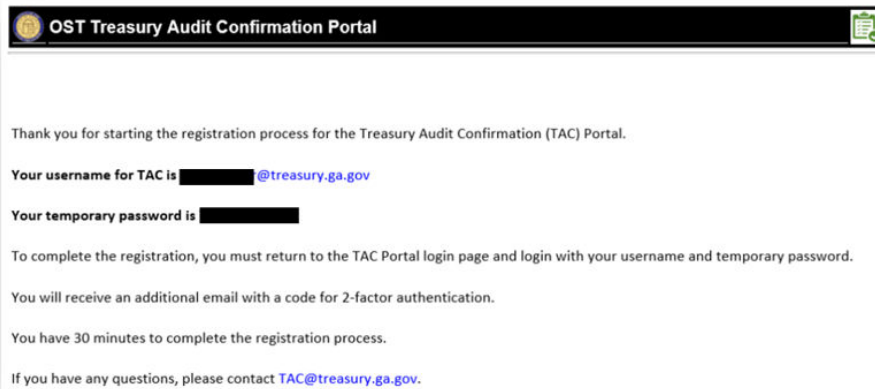
Register

You will see the following screen confirming your registration has been sent for review:

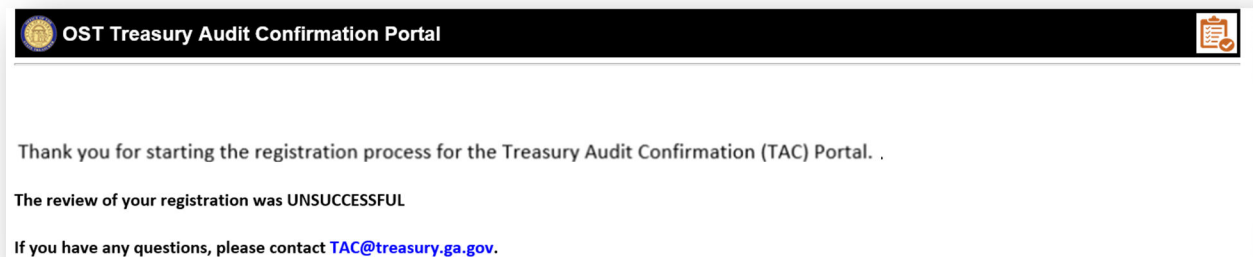


**NOTE: When a CPA Firm is not in the TAC Portal database, an OST staff member will need to review the request to add the CPA Firm to the TAC Portal system.**

**Step 5a:** If your request is approved, you will receive the following email after approval



**Step 5b:** If your request is denied you will receive the following email after denial.

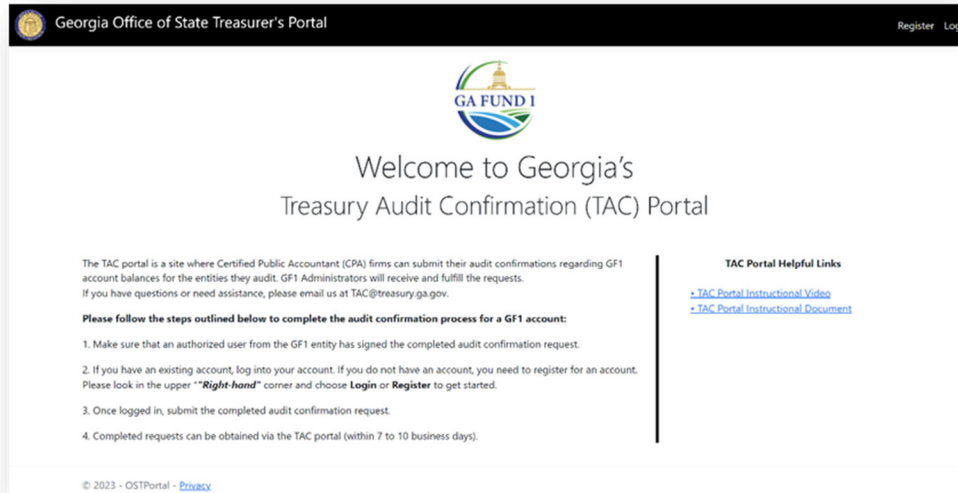


**Step 7:** If you receive the email from **Step 5a**, you will be provided a username and a temporary password.

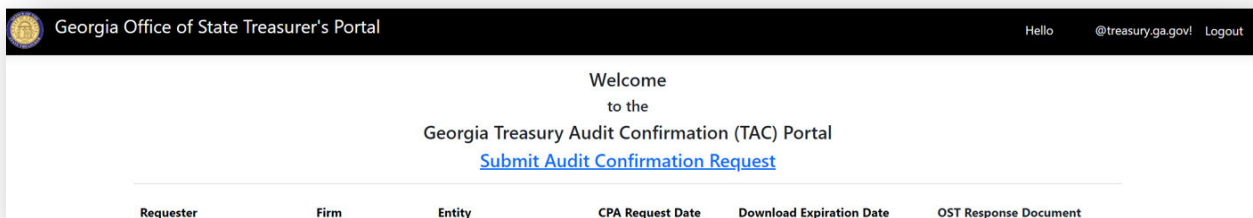
**Step 8:** Return to the TAC Portal at <https://TAC.treasury.ga.gov/> and follow [Steps 11 - 19](#) in Section A of this document.

## C. Steps to Submit an Audit Confirmation Request

**Step 1:** Login to the TAC portal

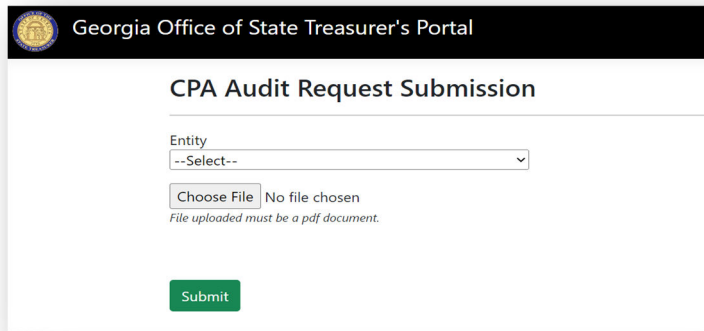


You will see the following screen.



**Step 2:** Each time you want to request a confirmation, you will click the [Submit Audit Confirmation Request](#) link.

**Step 3:** At the following screen, select the GF1 participant whose financial information you are confirming.



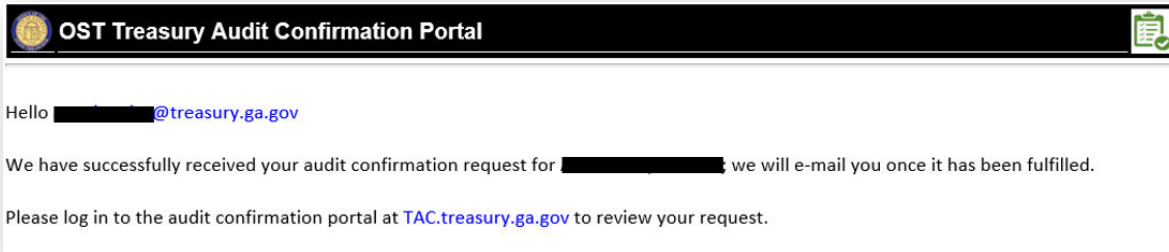
The screenshot shows the 'Georgia Office of State Treasurer's Portal' header. Below it is the 'CPA Audit Request Submission' form. The form includes a dropdown menu for 'Entity' with '--Select--' as the current selection. Below the dropdown is a 'Choose File' button, followed by the text 'No file chosen' and 'File uploaded must be a pdf document.' At the bottom of the form is a green 'Submit' button.

**Step 4:** Upload your file by clicking “Choose File” (your file **MUST** be in a PDF format).

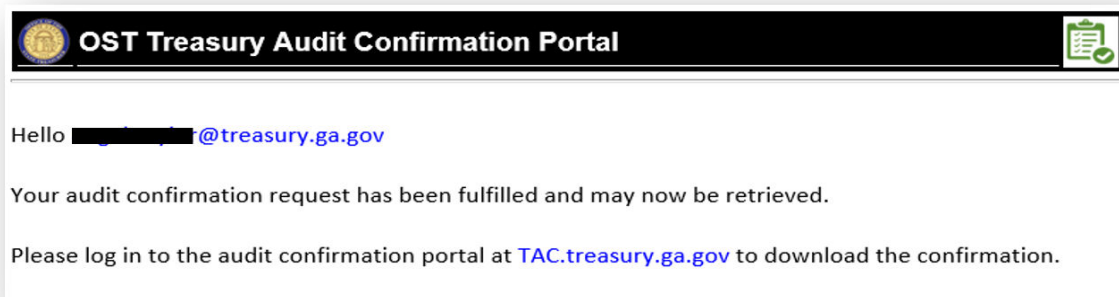
**Note:** Ensure your request has a “Customer’s Authorized Signature.” This is the signature of an authorized user listed on the entity’s GF1 Account Resolution).

Verify that your request has the date for which you need to confirm the balance (e.g., December 31, 20XX; June 30, 20XX; etc.)

**Step 5:** Click “Submit”. You can verify that your submission was successful once you have received the email shown below.

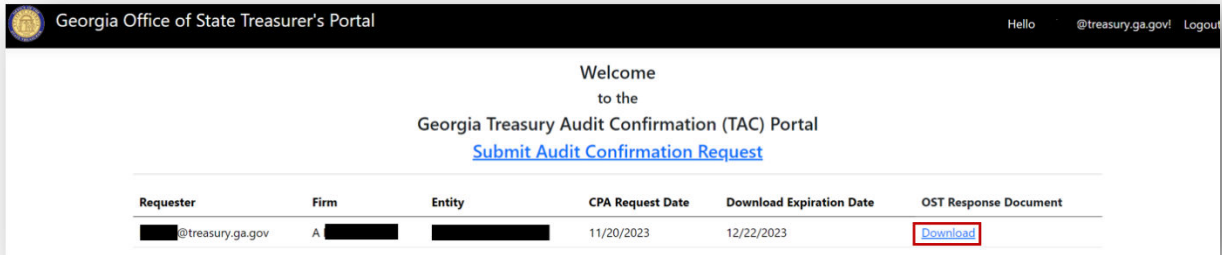


**Step 6:** Once your audit confirmation request is fulfilled, you will receive an email instructing you to log back into the TAC Portal.



**Step 7:** Log back into the TAC Portal at <https://TAC.treasury.ga.gov/>

**Step 8:** Your completed audit confirmation link will appear in the **OST Response Document** column for you to download. Click the [Download](#) link to retrieve the completed audit confirmation. ***You have 30 days from fulfillment to download the document.***



Georgia Office of State Treasurer's Portal

Welcome to the Georgia Treasury Audit Confirmation (TAC) Portal

[Submit Audit Confirmation Request](#)

Requester	Firm	Entity	CPA Request Date	Download Expiration Date	OST Response Document
@treasury.ga.gov	A		11/20/2023	12/22/2023	<a href="#">Download</a>

Please send any questions or concerns about the Treasury Audit Confirmation Portal to

[\*\*TAC@treasury.ga.gov\*\*](mailto:TAC@treasury.ga.gov)