

## INSTRUCTIONS/ADDITIONAL INFORMATION FOR ELECTRONIC FILING

### USERID AND PASSWORD

- (1) A username and password is required to file. If a local unit has its CPA file on its behalf, it is the CPA who will need the username and a password. If a username and password was previously obtained, it is not necessary to request a new one.

To obtain a username and password, please call the Local Audit and Finance Division (LAFD) at 517 373-3227. The following information will be needed:

- a. Username (selected by the caller)
- b. Organization Name
- c. Contact Person
- d. Contact Address
- e. Contact Phone Number
- f. Contact E-Mail Address

A temporary password will be assigned. The user will be required to establish a permanent password on the initial login. It is the responsibility of the organization or local unit to determine if one username and password is to be used for the entire entity or if multiple usernames and passwords are necessary.

### MUNICODE

- (1) A municode uniquely identifies the municipality filing with the Department of Treasury. It is required for receipt of the documents being filed. **Use of an incorrect municode will result in non-receipt of documents.**
- (2) A municode is a six digit code, with the first two digits representing the county in which the local unit is located; the third digit represents the type of local unit; and the last three digits are randomly assigned by the Department.
- (3) Click here to look up [municodes](#)

### FILE NAMING CONVENTION

- (1) A document uploaded to our website must follow a specific naming convention depending on the type of document filed. With the exception of the Security Report, the naming convention begins with the six digit municode followed by the four digit fiscal year for the document and then the type. See table below for available types at this time:

| Type    | Description                | Example           |
|---------|----------------------------|-------------------|
| AUDIT   | Audit Report               | 7912112009Audit   |
| AOR     | Assessing Officer Report   | 7912112009AOR4564 |
| APR     | Auditing Procedures Report | 7912112009APR     |
| SECRIPT | Security Report            | 7912113892SecRpt  |

NOTE: Revised documents are not allowed. Please phone our division to discuss.