

eZ-Audit Registration Instructions

This document provides instructions for schools, third party servicers, and lenders/lender servicers/guaranty agency/guaranty agency servicers to register for eZ-Audit. These instructions explain how to gain access to the eZ-Audit system through the creation of an eZ-Audit Institution Administrator for your school/entity. To access eZ-Audit, you must follow the registration process outlined below.

eZ-Audit Registration Process

Schools (Domestic and Foreign):

1. Prepare a letter on school or state letterhead (for statewide audits) that contains the following information:
 - a. First and Last Name of appropriate person in authority (e.g., President/CEO/Chancellor)
 - b. Signature of person named in **a.** above
 - c. First and Last Name of eZ-Audit Institution Administrator – the person designated by the school to have responsibility for managing your school’s access to the eZ-Audit website. This person will receive access to your institution’s eZ-Audit information and will be responsible for granting access to additional eZ-Audit users. Typically, the eZ-Audit Institution Administrator would be the school’s controller or business officer but can be any person designated by the school.
 - d. Signature of designated eZ-Audit Institution Administrator
 - e. Email address of eZ-Audit Institution Administrator
 - f. Phone number and extension (if applicable) of eZ-Audit Institution Administrator
 - g. Fax number of eZ-Audit Institution Administrator
 - h. Institution’s OPE ID number
 - i. School Listing – ***for statewide audits and schools that submit financial statements covering more than one school***, a listing of all schools (identified by name and OPE ID numbers) covered by the statewide audit or consolidated financial statements. Only one of schools covered in the statewide audit/financial statements will be designated as the “submitting (Locator) school (designated by OPE ID number)”.
 - j. Fiscal Year End Date (MM/DD)
2. Submit your registration request via **email** to fsaezaudit@ed.gov. Registration letter should be attached in PDF format and include signatures.
3. Once the registration request is processed, two registration confirmations will be emailed to the school’s designated eZ-Audit Institution Administrator. The first will contain the eZ-Audit username and instructions for accessing the eZ-Audit website. The second will contain the eZ-Audit temporary password.
4. Once the eZ-Audit Institution Administrator receives the username and temporary password, he/she should immediately log onto eZ-Audit at <https://ezaudit.ed.gov>.
5. The eZ-Audit Institution Administrator **must change the temporary password and answer the security challenge questions** and **review the Rules of Behavior**. Save the information using the Save button located near the bottom of the page.

If you have any questions regarding the eZ-Audit registration process, please contact eZ-Audit via email at fsaezaudit@ed.gov or by calling 1-877-263-0780. Our help desk hours of operation are Monday – Friday, 9 a.m. – 5 p.m. Eastern time (ET).

eZ-Audit Registration Instructions

Third Party Servicers:

1. Prepare a letter on company letterhead that contains the following information:
 - a. First and Last Name of appropriate person in authority (e.g., President/CEO)
 - b. Signature of person named in **a.** above
 - c. First and Last Name of eZ-Audit Institution Administrator – the person designated by the entity to have responsibility for managing your entity’s access to the eZ-Audit website. This person will receive access to your entity’s eZ-Audit information and will be responsible for granting access to additional eZ-Audit users. Typically, the eZ-Audit Institution Administrator would be the person responsible for audit submissions but can be any person designated by the entity.
 - d. Signature of designated eZ-Audit Institution Administrator
 - e. Email address of eZ-Audit Institution Administrator
 - f. Phone number and extension (if applicable) of eZ-Audit Institution Administrator
 - g. Fax number of eZ-Audit Institution Administrator
 - h. Entity’s 8-digit TPS ID number
 - i. Fiscal Year End Date/Audit Period End Date (MM/DD)
2. Submit your registration request via **email** to fzaezaudit@ed.gov. Registration letter should be attached in PDF format and include signatures.
3. Once the registration request is processed, two registration confirmations will be emailed to the entity’s designated eZ-Audit Institution Administrator. The first will contain the eZ-Audit username and instructions for accessing the eZ-Audit website. The second will contain the eZ-Audit temporary password.
4. Once the eZ-Audit Institution Administrator receives the username and temporary password, he/she should immediately log onto eZ-Audit at <https://ezaudit.ed.gov>.
5. The eZ-Audit Institution Administrator **must change the temporary password, answer the security challenge questions and review the Rules of Behavior**. Save the information using the Save button located near the bottom of the page.

If you have any questions regarding the eZ-Audit registration process, please contact eZ-Audit via email at fzaezaudit@ed.gov or by calling 1-877-263-0780. Our help desk hours of operation are Monday – Friday, 9 a.m. – 5 p.m. ET.

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Lenders/Lender Servicers/Guaranty Agency/Guaranty Agency Servicers:

1. Prepare a letter on company letterhead that contains the following information:
 - a. First and Last Name of appropriate person in authority (e.g., President/CEO)
 - b. Signature of person named in **a.** above
 - c. First and Last Name of eZ-Audit Institution Administrator – the person designated by the entity to have responsibility for managing your entity’s access to the eZ-Audit website. This person will receive access to your entity’s eZ-Audit information and will be responsible for granting access to additional eZ-Audit users. Typically, the eZ-Audit Institution Administrator would be the person responsible for audit submissions but can be any person designated by the entity.
 - d. Signature of designated eZ-Audit Institution Administrator
 - e. Email address of eZ-Audit Institution Administrator
 - f. Phone number and extension (if applicable) of eZ-Audit Institution Administrator
 - g. Fax number of eZ-Audit Institution Administrator
 - h. Entity’s 8-digit OPEID number
 - i. Fiscal Year End Date/Audit Period End Date (MM/DD)
 - j. What type of audit does your entity submit under? Uniform Guidance or OIG Audit Guide
2. Submit your registration request via **email** to fsaezaudit@ed.gov. Registration letter should be attached in PDF format and include signatures.
3. Once the registration request is processed, two registration confirmations will be emailed to the entity’s designated eZ-Audit Institution Administrator. The first will contain the eZ-Audit username and instructions for accessing the eZ-Audit website. The second will contain the eZ-Audit temporary password.
4. Once the eZ-Audit Institution Administrator receives the username and temporary password, he/she should immediately log onto eZ-Audit at <https://ezaudit.ed.gov>.
5. The eZ-Audit Institution Administrator **must change the temporary password and answer the security challenge questions and review the Rules of Behavior**. Save the information using the Save button located near the bottom of the page.

If you have any questions regarding the eZ-Audit registration process, please contact eZ-Audit via email at fsaezaudit@ed.gov or by calling 1-877-263-0780. Our help desk hours of operation are Monday – Friday, 9 a.m. – 5 p.m. ET.

Inactive Account:

If your eZ-Audit account has been deactivated, you must re-register. Follow the instructions above, as applicable.