



Managing Your OSA-Connect Profile

- Add a New Contact,
- Update an existing contact
- Manage Agency Profile

Adding a New Contact

From the agency dashboard page click the agency profile tab on the left hand side of the screen or click view to also be directed to the agency profile tab.

Agency Dashboard

Select from the list of agencies below you are assigned to.

Search: Show 10 entries

Agency Name	View Agency
New Mexico Office of the State Auditor	View

< Previous 1 Next >

Showing 1 to 2 of 2 entries

or here

On the agency profile page you will see an add contact button on the top right of the screen. Click on it to add a new contact.

Agency Profile

Manage Agency Contacts

Click Here Add Contact +

Search: Show 10 entries

First Name	Last Name	Type	View / Edit	Remove
Test	User	Agency Head / Agency Contact	View/Edit	Remove

< Previous 1 Next >

Showing 1 to 1 of 1 entries

Fill in the required fields such as name, email, title, and phone number. You can also add additional information like job title and company.

Add New Contact

Agency Contact Details

First Name

Last Name

Salutation

Title

Email Address

Confirm Email Address

Phone Number

Type *Optional*

☐ Agency Head

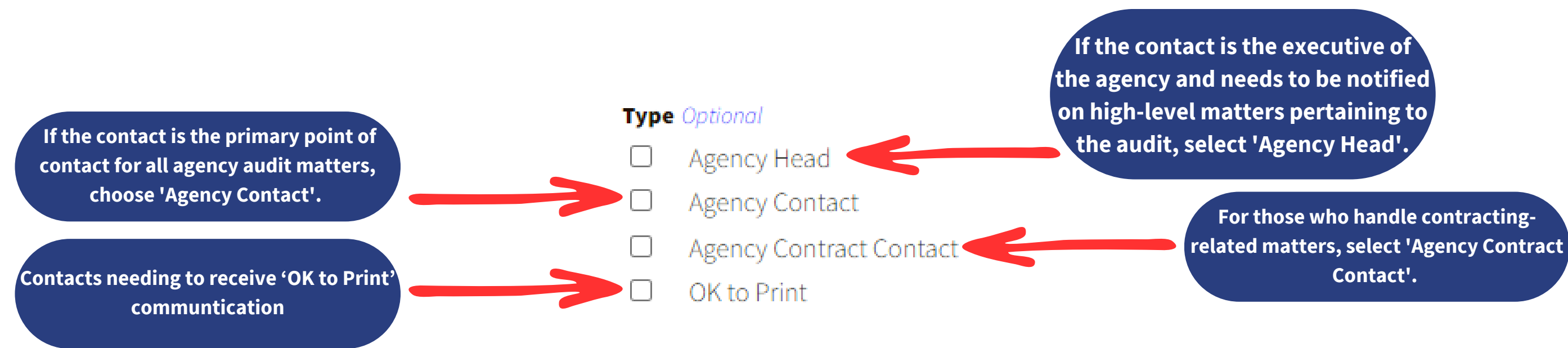
☐ Agency Contact

☐ Agency Contract Contact

☐ OK to Print

Add Contact >

Additionally, OSA-Connect offers a unique feature allowing you to designate the type of agency contact your new contact will be. This selection determines how the Office of the State Auditor will communicate with this contact. You may choose one or all designations, tailoring it to best suit your agency's needs.



Select one Designation

Type Optional

☒ Agency Head

☐ Agency Contact

☐ Agency Contract Contact

☐ OK to Print

or.....

Many Designations

Type Optional


☒ Agency Head

☒ Agency Contact

☒ Agency Contract Contact

☒ OK to Print

Once you've entered all the necessary information, hit 'Add Contact'. Your new contact is now added to your profile



OSA-Connect

Online Portal

New Mexico Office of the State Auditor

Agency Dashboard

Agency Profile

View Contract Forms

FAQs

Add New Contact

Agency Contact Details

First Name

Jane

Last Name

Doe

Salutation

Dr.

Title

Treasurer

Email Address

jane.doe@email.com

Confirm Email Address

Phone Number

505-555-5555

Type Optional

☒ Agency Head

☒ Agency Contact

☒ Agency Contract Contact


☒ OK to Print

Add Contact

Click Here

Updating an Existing Contact

In the agency profile tab select the contact that you would like to edit by clicking View/Edit



OSA-Connect

Online Portal

New Mexico Office of the State Auditor

Agency Dashboard

Agency Profile

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FAQs

Agency Profile

Manage Agency Contacts

Search:

Show 10 entries

First Name	Last Name	Type	View / Edit	Remove
Test	User	Agency Head / Agency Contact	View/Edit	Remove


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Next >

Showing 1 to 1 of 1 entries

Here, you can make any necessary changes to their information, such as updating their email, type designation, or change their password.



OSA-Connect

Online Portal

New Mexico Office of the State Auditor

Agency Dashboard

Agency Profile

View Contract Forms

FAQs

View / Edit Contact

Agency Contact Details

First Name

Test

Last Name

User

Salutation

Ms.

Title

Tester

Email Address

helpdesk@osa.nm.gov

Confirm Email Address

Phone Number

505-476-3800

Type

☒ Agency Head

☒ Agency Contact

☐ Agency Contract Contact

☐ OK to Print

Old Password

New Password


Confirm New Password

Save Information

Once you're done, hit 'Save Information' to update the contact.

Updating Your Agency Profile

In the agency profile scroll down past the the ‘Manage Agency Contacts’ section until you are in the ‘Update Agency Profile Details Section’



OSA-Connect

Online Portal

New Mexico Office of the State Auditor

Agency Dashboard

Agency Profile

View Contract Forms

FAQs

Agency Profile

Manage Agency Contacts

Add Contact +

Search:

Show 10 entries

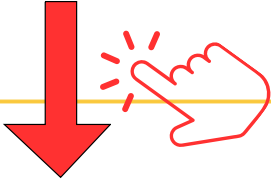
First Name	Last Name	Type	View / Edit	Remove
Test	User	Agency Head / Agency Contact	View/Edit	Remove

< Previous

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Next >

Showing 1 to 1 of 1 entries



Update Agency Profile Details

Agency Name

New Mexico Office Of The State Auditor

Agency Number

321

Agency Type

Local Public Body (LPB) - Tier 4

Local Public Bodies Tier Determination Form


Phone

505-476-3800

Fax

Optional

Here, you can make any necessary changes to your agency’s Agency Type, Phone Number, Address, or Website Address



OSA-Connect

Online Portal

New Mexico Office of the State Auditor

Agency Dashboard

Agency Profile

View Contract Forms

FAQs

Update Agency Profile Details

Agency Name

New Mexico Office Of The State Auditor

Agency Number

321

Agency Type

Local Public Body (LPB) - Tier 4

Local Public Bodies Tier Determination Form

Phone

505-476-3800

Fax

Optional

Address

2540 Camino Edward Ortiz, Suite A

City

Santa Fe

State

New Mexico

Zip

87507

Website Address

Optional

www.osa.nm.gov



Save Information >

Once you're done, hit 'Save Information' to update the Agency Profile