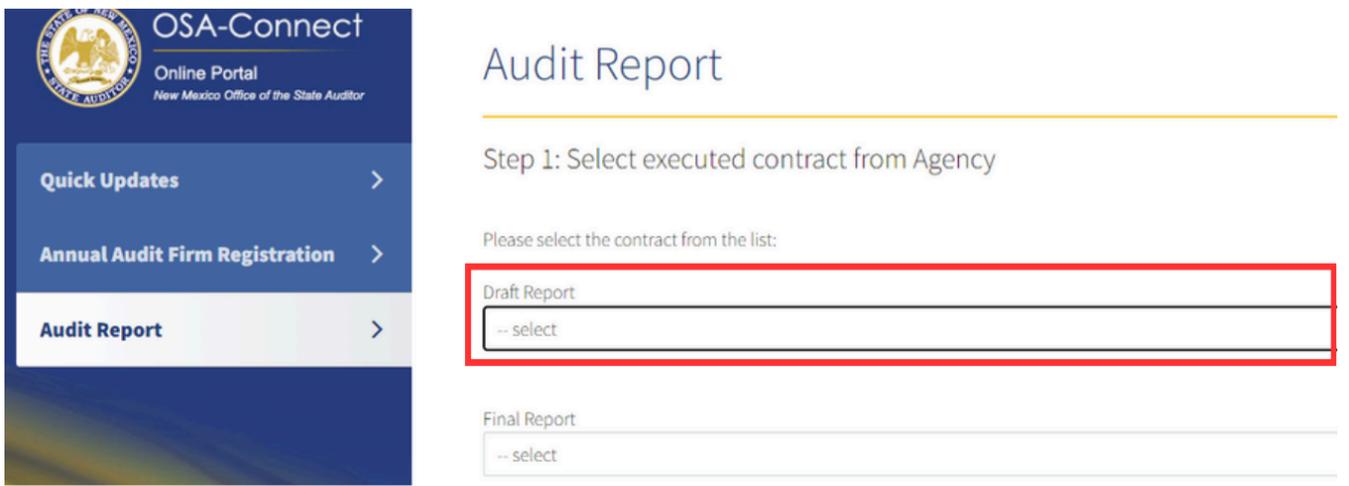


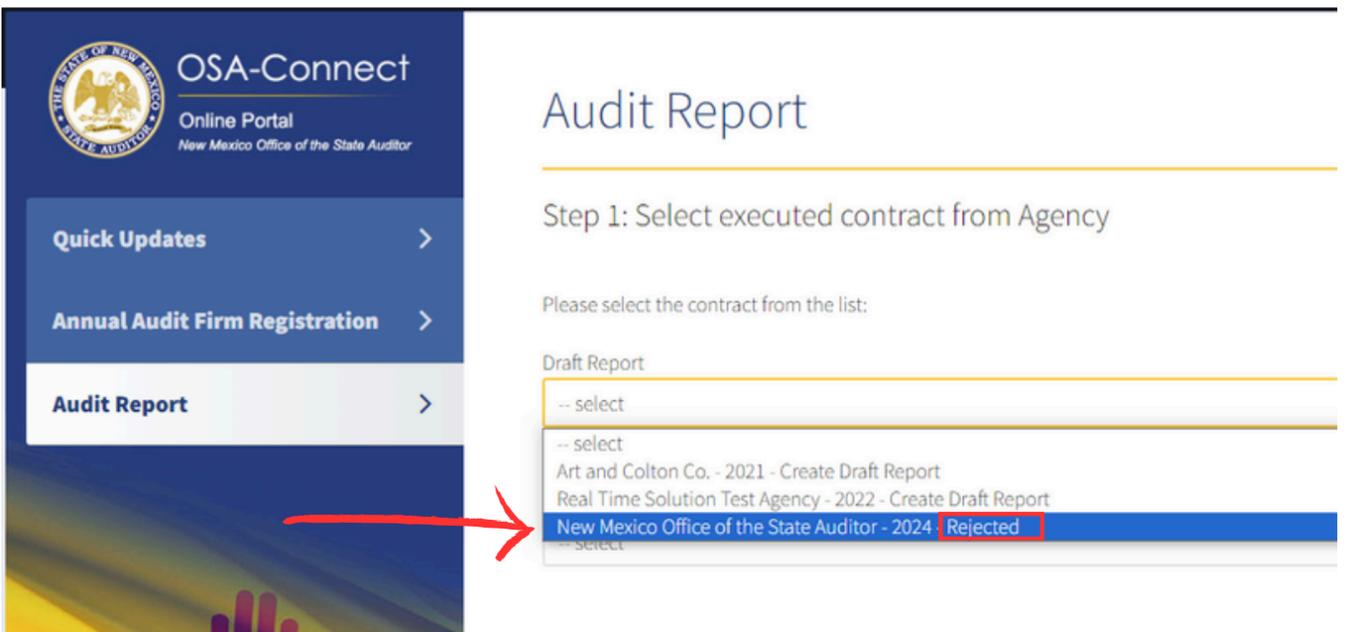
# Resubmitting a Revised Draft after Rejection

Sometimes a draft report will be rejected by the office of the State Auditor. Please make the recommended changes or adjustments and resubmit to the OSA.

To begin, navigate to the 'Audit Report' tab on the left-hand side of the screen. Here, you'll find a dropdown titled 'Draft Report'.



Select the draft report with the 'Rejected' status from the dropdown.



You'll be directed to the Audit Report page, where you'll see the documents you previously uploaded along with a rejection message at the top.

## Audit Report

Rejected

Draft Report  
 No file chosen  
Test Draft Report.docx

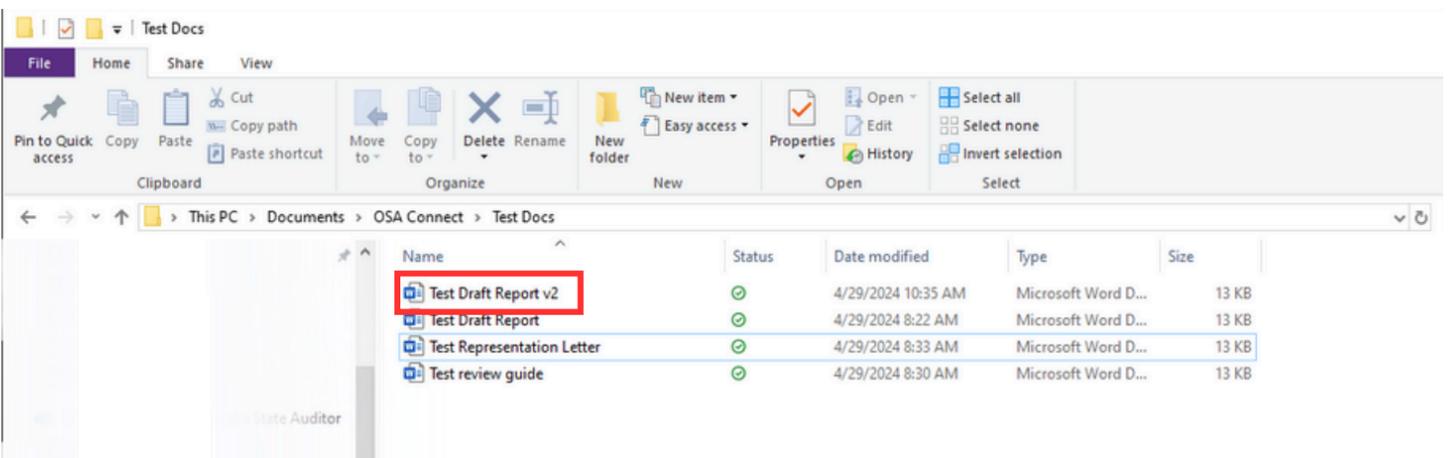
IPA Report Review Guide  
 No file chosen  
Test review guide.docx

IPA Management Representation Letter  
 No file chosen  
Test Representation Letter.docx

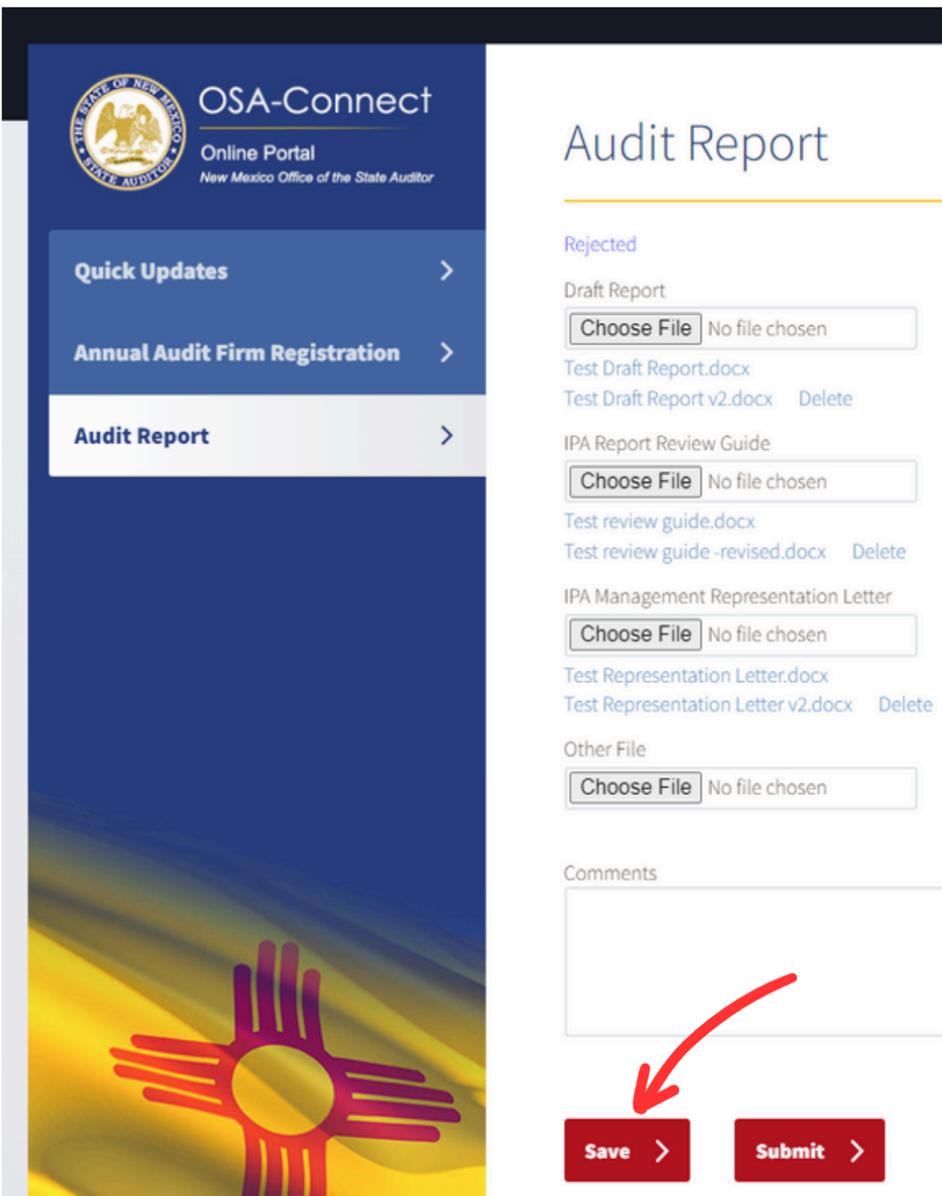
Other File  
 No file chosen

Comments

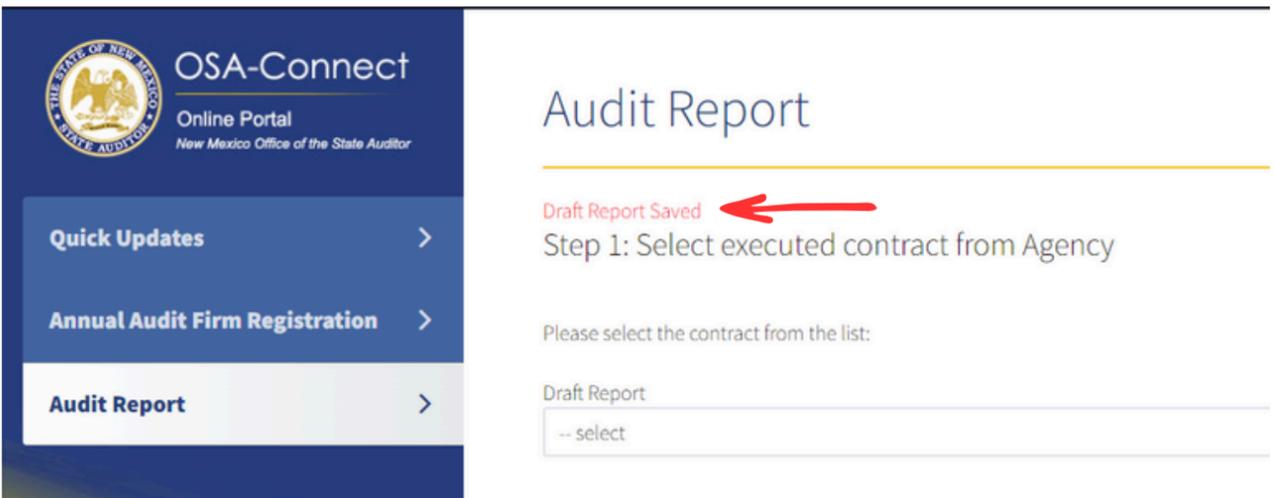
Reupload each document with your edits. We recommend saving the documents with a new name to ensure they are the revised edition. For example, you can add a version number or date to the file name (e.g., 'Draft Report v2', 'Draft Report - Revised').



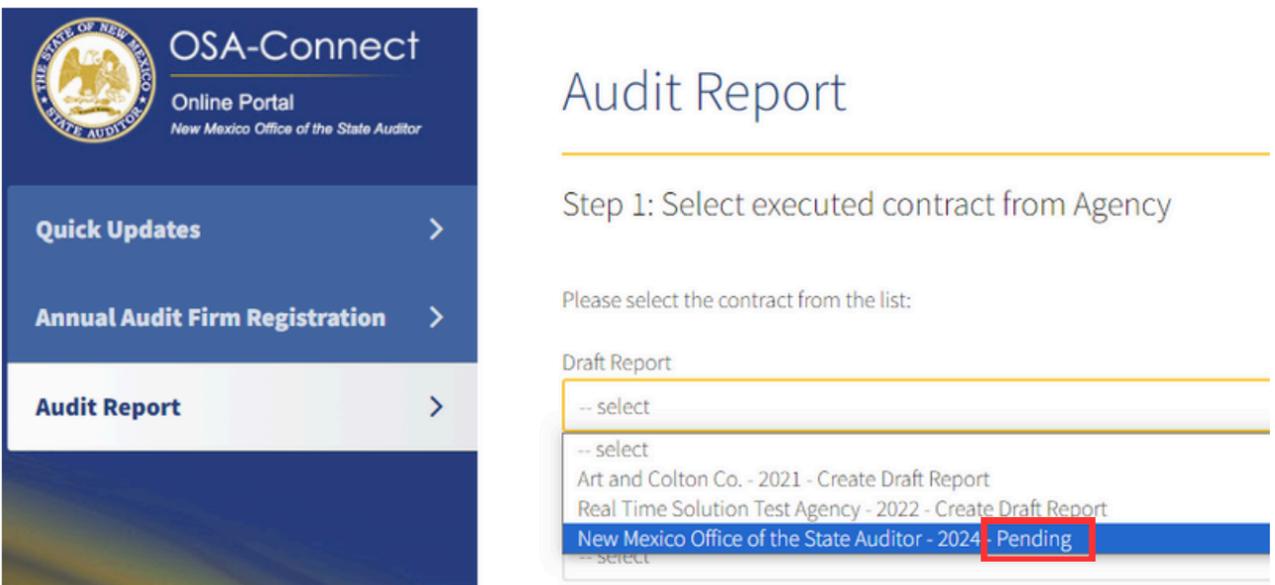
Once you've uploaded the new documents, click the 'Save' button.



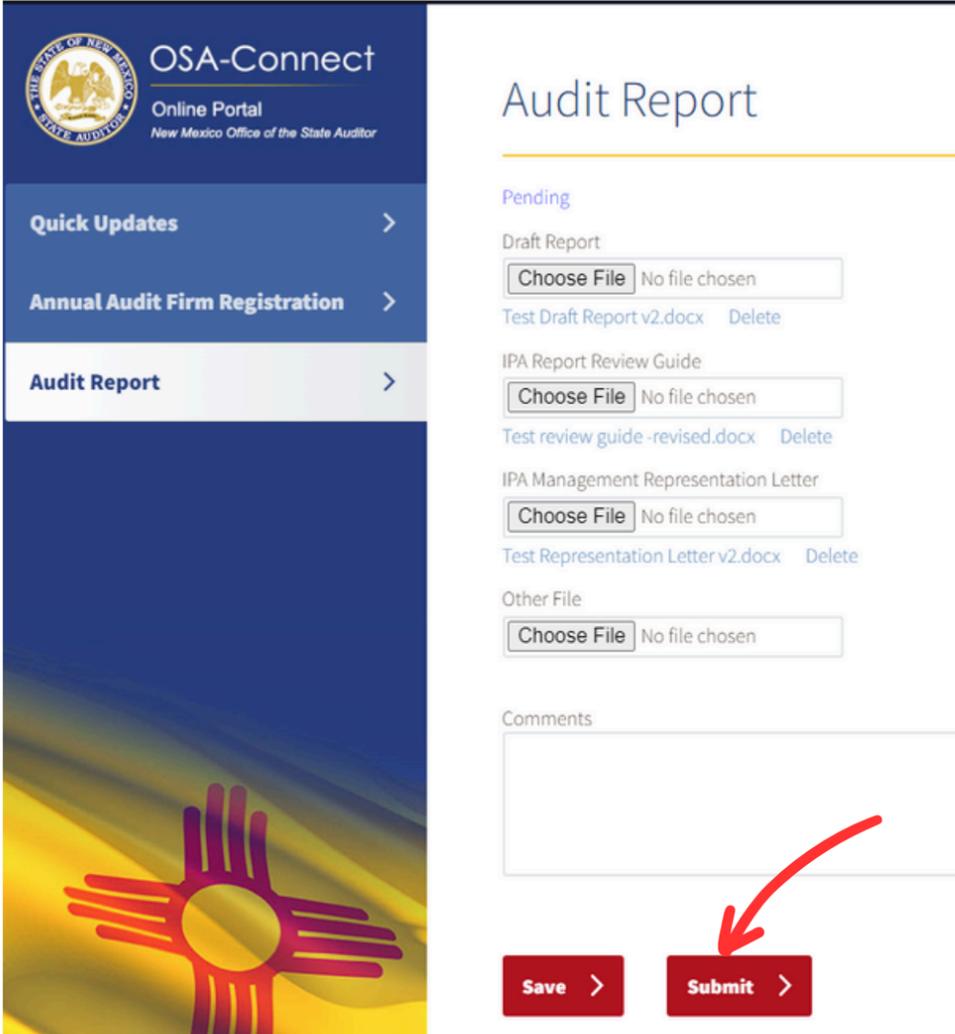
The page will redirect you to the Audit Report page, displaying 'Draft Report Saved' in red letters at the top.



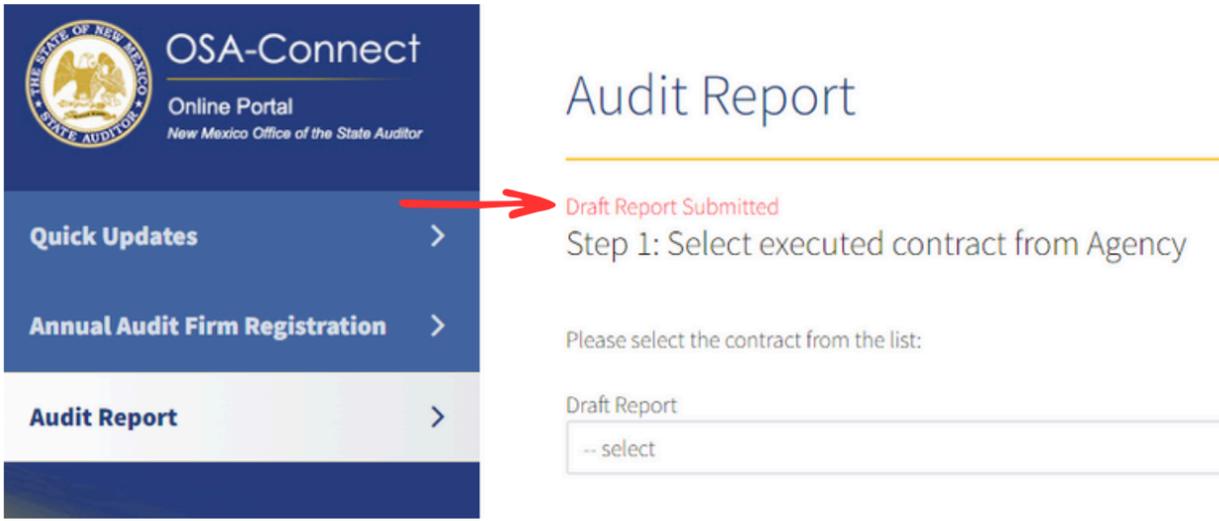
Now, select the draft report again. This time, the status will show as 'Pending'. This indicates that your revisions are ready for resubmission.



You'll be directed back to the Audit Report page. Click on 'Submit' to send your revised draft report back to the Office of the State Auditor for review.

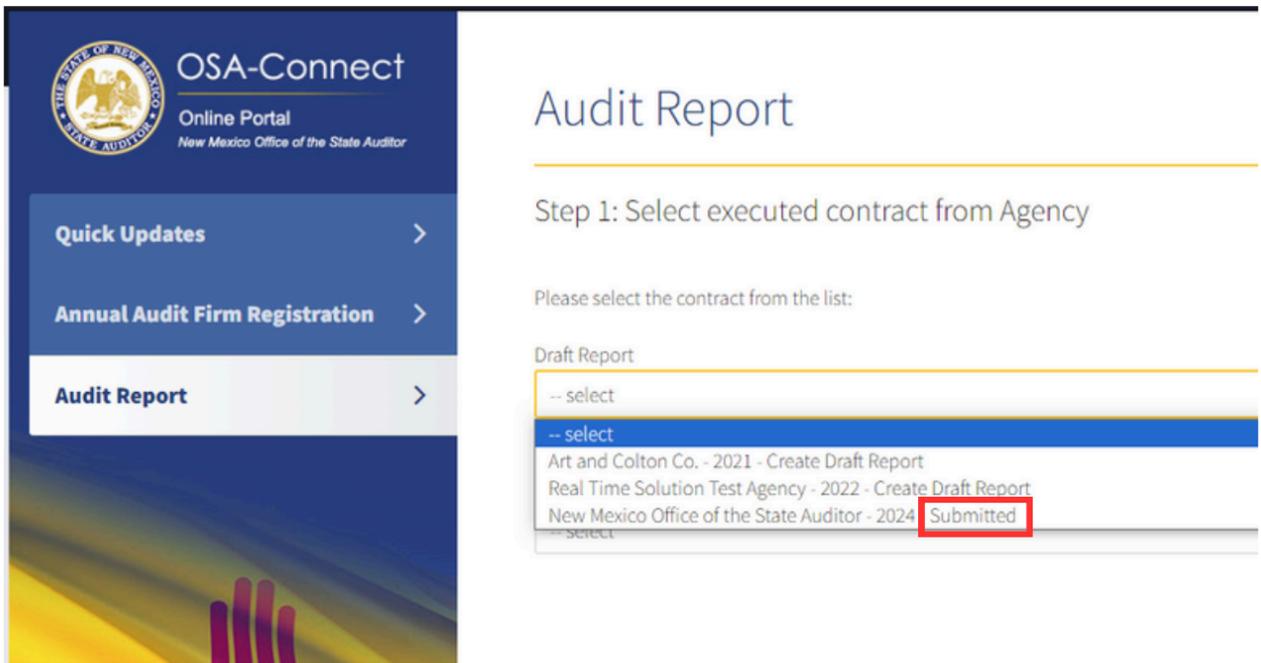


After submission, you'll see 'Draft Report Submitted' in red on the Audit Report page, confirming that your revisions have been successfully resubmitted



The screenshot shows the OSA-Connect Online Portal. The left sidebar has three menu items: 'Quick Updates', 'Annual Audit Firm Registration', and 'Audit Report'. A red arrow points from the 'Audit Report' menu item to the main content area. The main content area is titled 'Audit Report' and contains the following text: 'Draft Report Submitted' in red, 'Step 1: Select executed contract from Agency', and 'Please select the contract from the list:'. Below this is a dropdown menu labeled 'Draft Report' with a single option '-- select'.

You can verify the status by clicking the dropdown again to ensure the report now has a 'Submitted' status



This screenshot shows the same OSA-Connect Online Portal. The 'Audit Report' menu item is selected in the sidebar. The main content area shows 'Step 1: Select executed contract from Agency' and 'Please select the contract from the list:'. The 'Draft Report' dropdown menu is open, showing a list of options: '-- select', '-- select', 'Art and Colton Co. - 2021 - Create Draft Report', 'Real Time Solution Test Agency - 2022 - Create Draft Report', and 'New Mexico Office of the State Auditor - 2024 Submitted'. The word 'Submitted' in the last option is highlighted with a red box.