

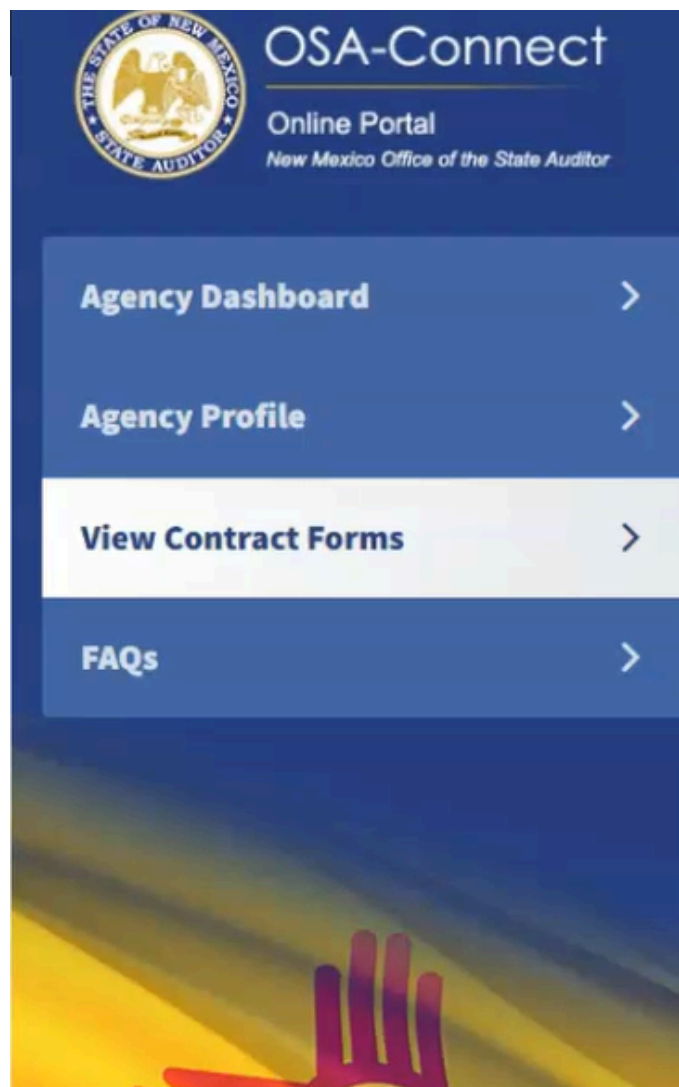


Tier Certification Process

From Submission to Execution

In Progress

Indicates that the certification is being worked on but has not been submitted to the Office of the State Auditor



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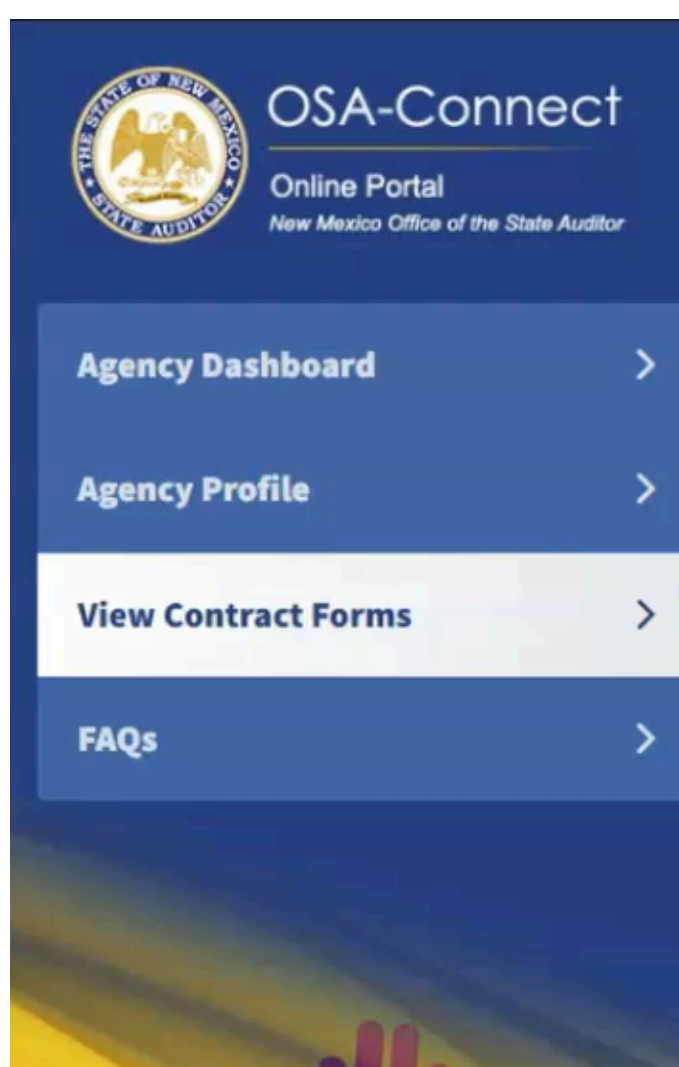
Last Updated ^	Fiscal Year v	Last Updated By v	Status v	Audit Report Letter v	Action
4/18/2024 11:12:58 AM	2025	Test User	Submitted		View
4/18/2024 11:09:16 AM	2018	Test User	In Progress		Edit
4/18/2024 10:48:26 AM	2024	Test User	Preliminarily Approval		View Sign
4/17/2024 3:57:07 PM	2023	Test User	Executed		Certification

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Submitted

Once you've completed your certification, it moves to the 'Submitted' status. At this stage, your certification has been successfully submitted to the Office of the State Auditor for review.



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4/17/2024 3:57:07 PM	2023	Test User	Executed		Certification

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Preliminarily Approved

When the Office of the State Auditor preliminarily approves your certification, it moves to the 'Preliminarily Approval' status. This means it has passed initial review and is pending signature review



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New Mexico Office of the State Auditor

Agency Dashboard

Agency Profile

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FAQs

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4/18/2024 10:48:26 AM	2024	Test User	Preliminarily Approval		View Sign
4/17/2024 3:57:07 PM	2023	Test User	Executed		Certification

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You'll need to review the preliminarily approved certification by clicking 'View'.

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4/17/2024 3:57:07 PM	2023	Test User	Executed		Certification

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Once reviewed, it's time to sign your certification to confirm your agency's agreement by clicking ‘Sign’ in the ‘Action’ column

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Last Updated ^	Fiscal Year v	Last Updated By v	Status v	Audit Report Letter v	Action
4/18/2024 11:12:58 AM	2025	Test User	Submitted		View
4/18/2024 11:09:16 AM	2018	Test User	In Progress		Edit
4/18/2024 10:48:26 AM	2024	Test User	Preliminarily Approval		<div>view Sign Certification</div>
4/17/2024 3:57:07 PM	2023	Test User	Executed		

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In the pop up box, check the agreement box to confirm your consent to electronically sign the document, then enter your full name and title in the designated boxes

Check the Signature

Box

☐ By signing below, I agree to the foregoing contract terms. By typing my name and checking the box below, I acknowledge that I am signing this document electronically and agree that my electronic signature has the same legal validity, meaning, and effect as my handwritten signature.

Optional

Type your complete name

Type your title

Your Name Here

Sign >

Cancel

Your Title Here

Click to Complete the Process

Pending Signature Review

After signing, your certification moves to 'Pending Signature Review' status, indicating it's awaiting final signature review from the Office of the State Auditor

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5/1/2024 8:42:21 AM	2026	Test User	Pending Signature Review		View
4/25/2024 11:51:50 AM	2025	Test User	Submitted		View

Executed

Once the certification receives final signature review from the office of the state auditor, it transitions to the 'Executed' status. Congratulations! Your certification is now officially executed. To view your executed tier certification, click ‘Certification’ in the action column

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Last Updated ^	Fiscal Year v	Last Updated By v	Status v	Audit Report Letter v	Action
5/1/2024 8:42:21 AM	2026	Test User	Executed		Certification

Click to View Your Tier Certification