PartnerNet Log-in Instructions

Access PartnerNet from the Comptroller of the Commonwealth Webpage: www.mass.gov/osc

Click on Comptroller Intranet.

Select PartnerNet

Returning users, type in your assigned USER ID (UAID) and password and proceed to Page 2.

First time users, enter the first-time access password: Aa123456, then press the GO button.

You will be guided to your "My Profile" page where you will be prompted to update your password and select a secret security question and answer.

The Password **Cannot:**
- Include special characters (like:!, $, #, %)
- Match the last ten (10) previously used passwords.
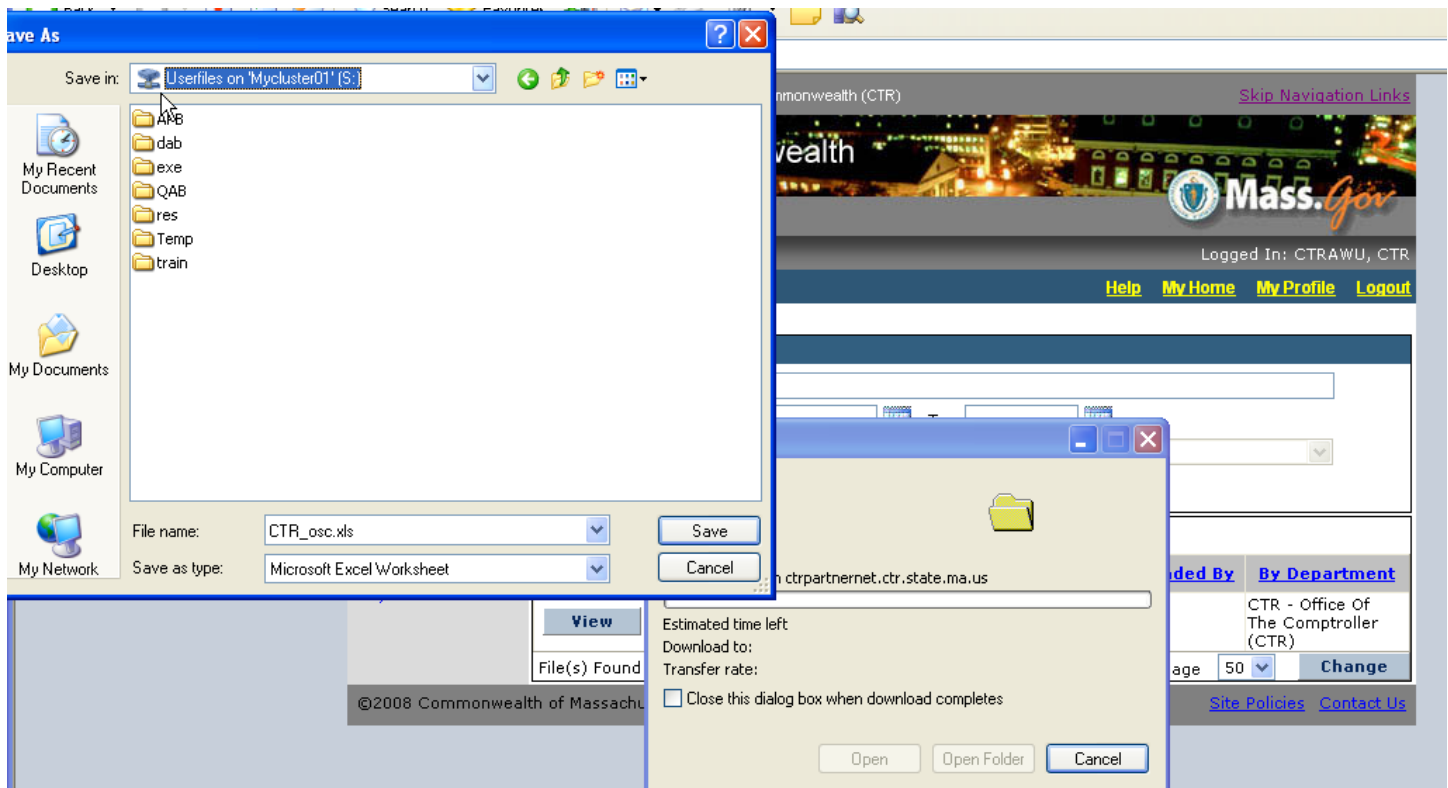
FA Inventory Download Instructions

1) From Outbound from CTR (Common Access) click on the **General Outbound** dropbox.
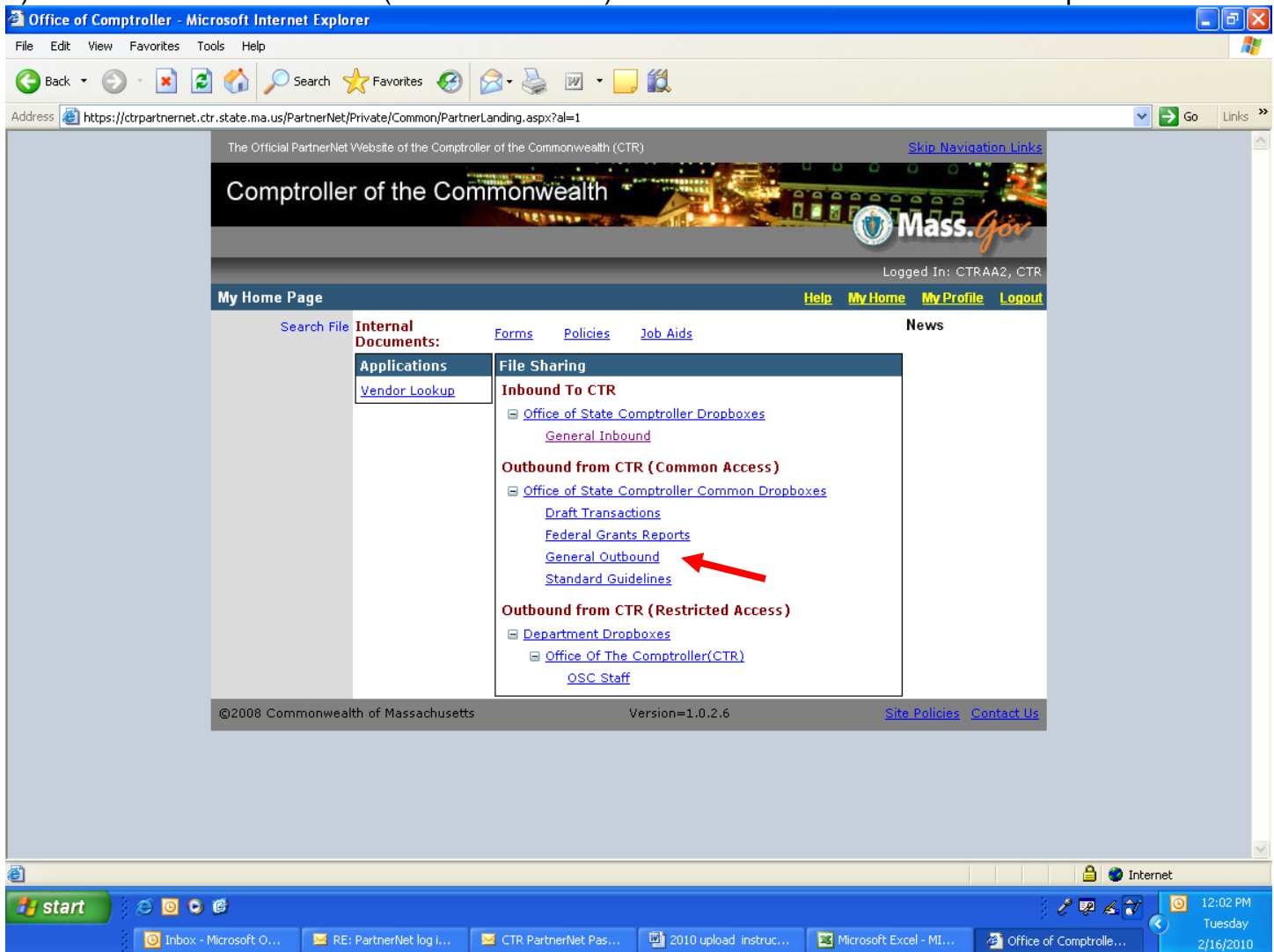
2) Here you will find the Review FY2011 Confirmation form.

3) Click **Save** in the "File Download Window"

4) Choose a location on your computer or network folder to save the file. The file should be saved as **Annual Inventory_(your dept alpha code).xls. For example: Annual Inventory_OSC.xls.** Please adhere to your local Network policies to determine the save location.

5) Once Inventory has been confirmed, navigate to the saved document on your computer or network folder and open it. Complete the confirmation form and upload it to the **General Inbound Dropbox**.

FA Inventory Upload Instructions

1) Once you have finished editing the file, **Save** and **Close**.

2) Return to PartnerNet. From Inbound to CTR click the **General Inbound** Drop box.
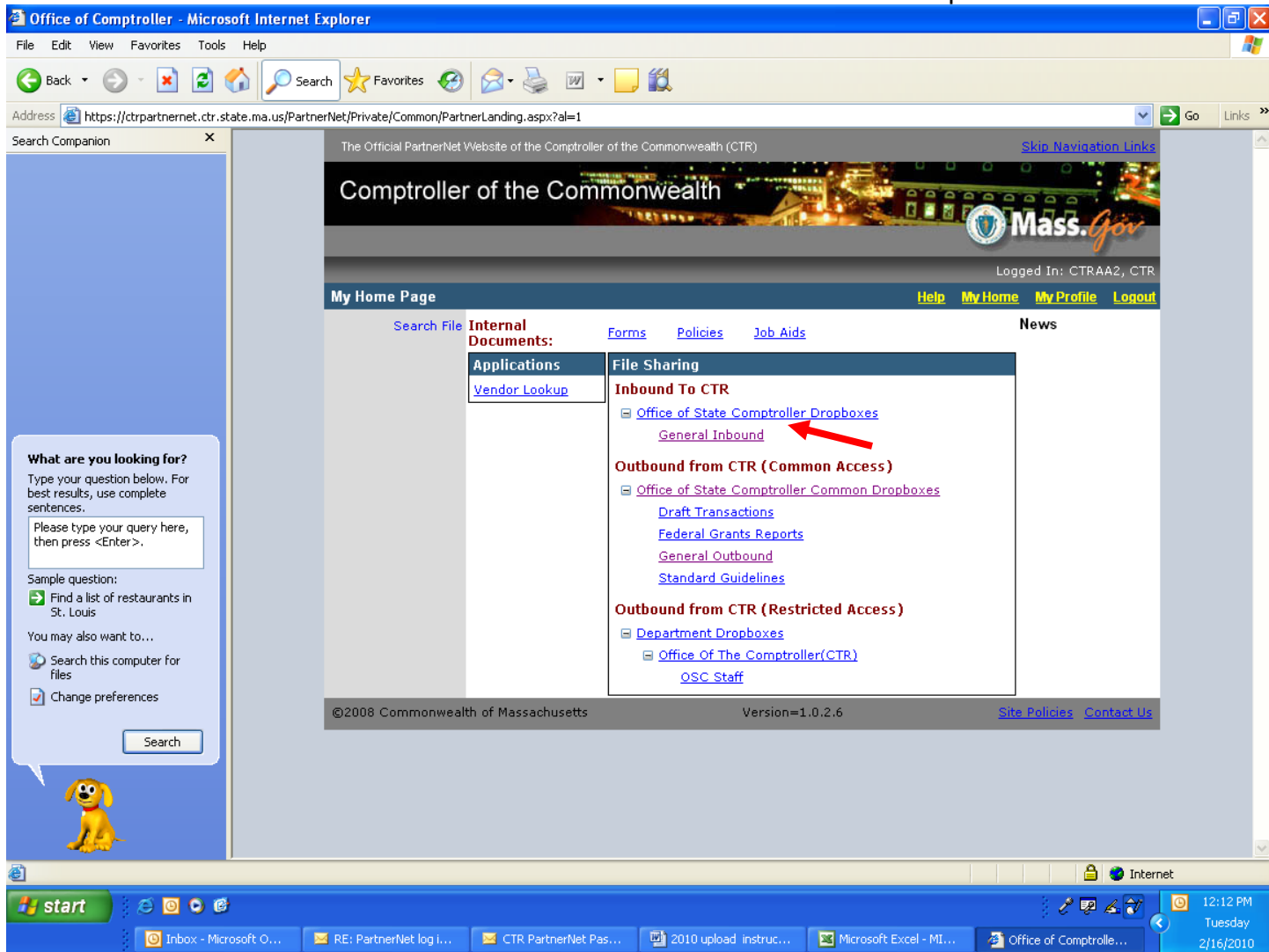
3) Click the **Upload Files** link.

4) Click **Browse…** and locate the file on your computer or network folder.

5) Click **Upload** to return the file to the Office of The Comptroller.