

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.

My Profile		Help	My Home	My Profile	Logout
Search File	UserID	CTRAAA			
	Department	Office Of The Comptroller(CTR)			
	Name	Peter Smith			
	Old Password	<input type="text" value="Aa123456"/>			
	New Password	<input type="text"/>			
	Retype New Password	<input type="text"/>			
	New Secret Question	<div>What is the name of your first pet? ▼</div> <div>What is your favorite ethnic food?</div> <div>What is the name of your first pet?</div> <div>What is your mother's maiden name?</div> <div>What is the name of the city where you were born?</div> <div>What is the name of your favorite sports team?</div>			
	Answer				
Official Email					
		<input type="button" value="Update"/>		<input type="button" value="Cancel"/>	

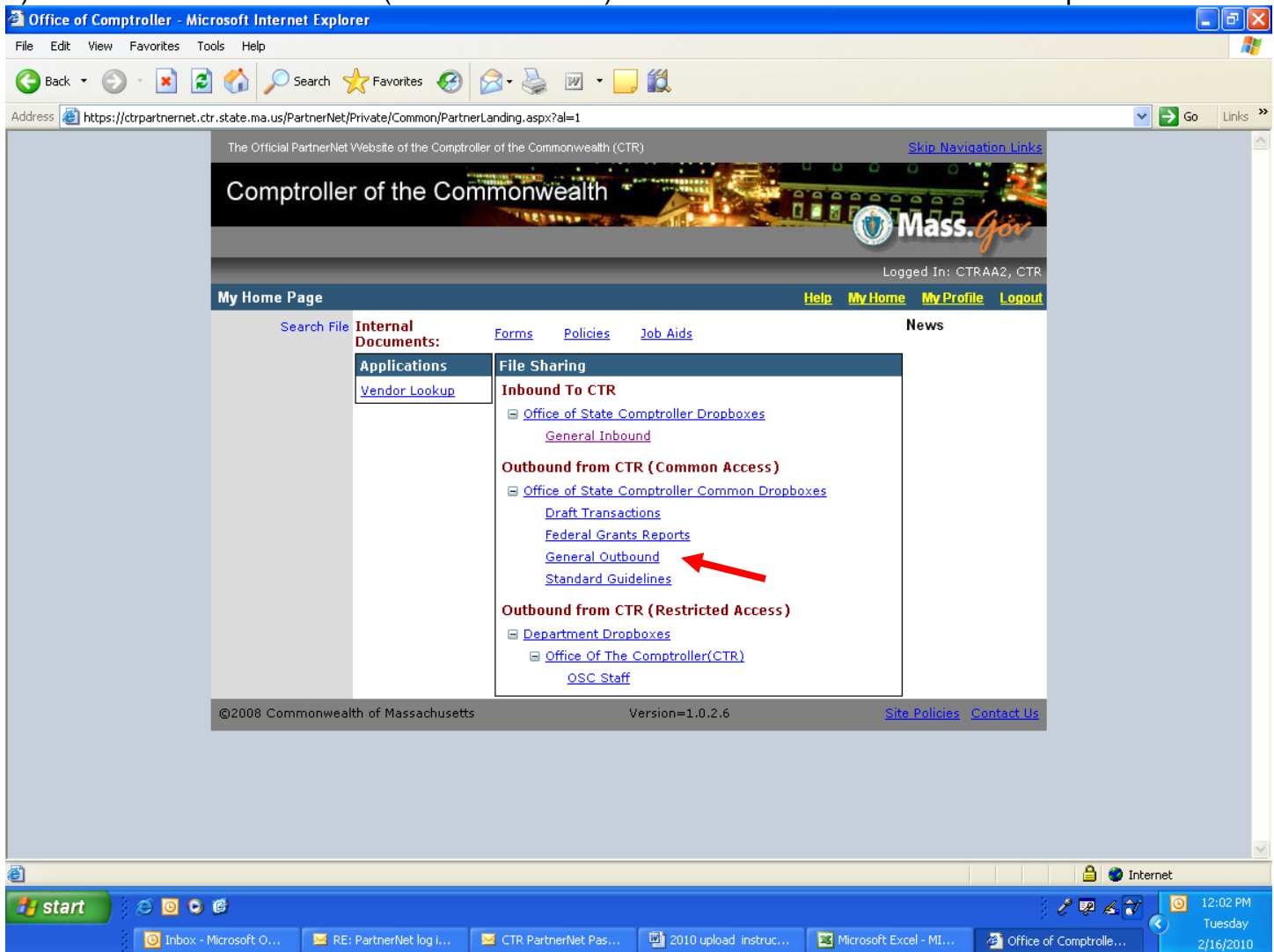
©2008 Commonwealth of Massachusetts Version=1.0.2.4 [Site Policies](#) [Contact Us](#)

The Password **Cannot**:

- Include special characters (like:!, \$, #, %)
- Match the last ten (10) previously used passwords.

FA Inventory Download Instructions

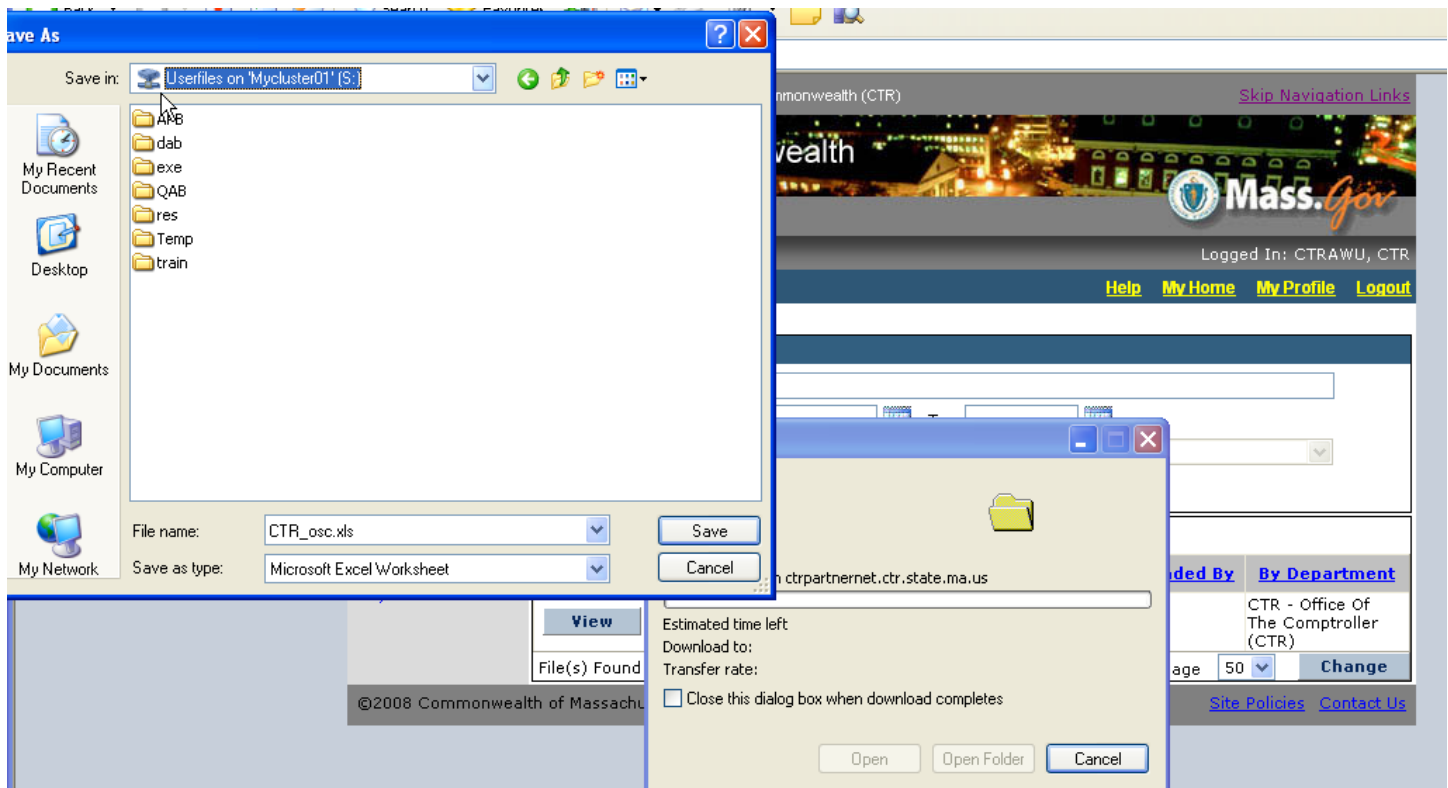
1) From Outbound from CTR (Common Access) click on the **General Outbound** dropbox.



2) Here you will find the Review FY2011 Confirmation form.

3) Click **Save** in the “File Download Window”

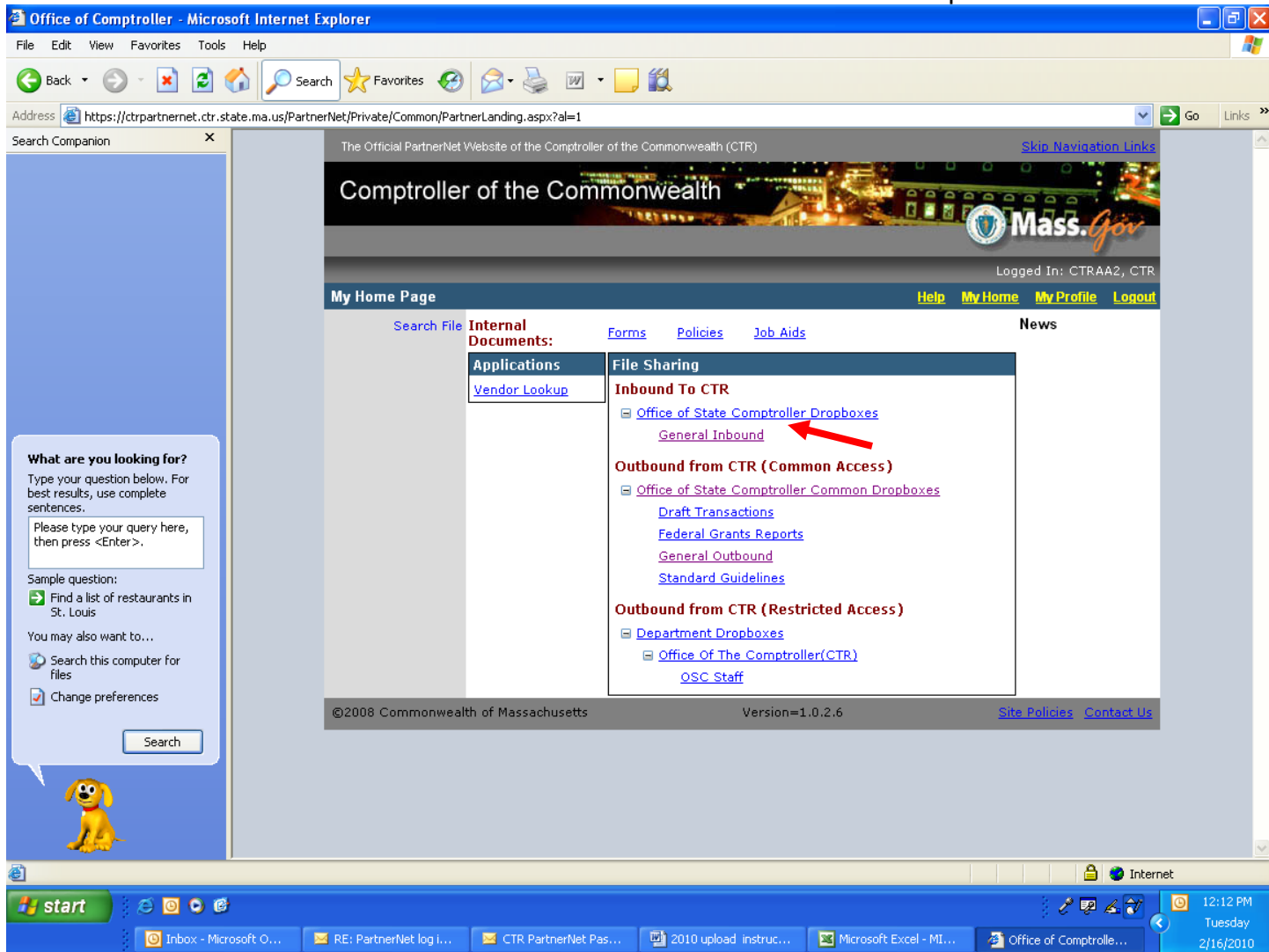
4) Choose a location on your computer or network folder to save the file. The file should be saved as **Annual Inventory_(your dept alpha code).xls**. For example: **Annual Inventory_OSC.xls**. Please adhere to your local Network policies to determine the save location.



- 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.

Filter | Upload Files ←

Filter Filenames

File Name (full or partial)

Last Updated Date From To

By Department

Apply Filter



File(s) Found: 0 Files per page 50 **Change**


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

[Filter](#) | [Upload Files](#)

Filter Filenames

File Name (full or partial)

Last Updated Date From  To 

By Department 


Apply Filter

Upload File in this drop box

Browse...

Replace if file exists ☐

Upload






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

[Filter](#) | [Upload Files](#)

Filter Filenames

File Name (full or partial)

Last Updated Date From  To 

By Department 

Apply Filter

Upload File in this drop box

Browse...

Replace if file exists ☐

Upload

