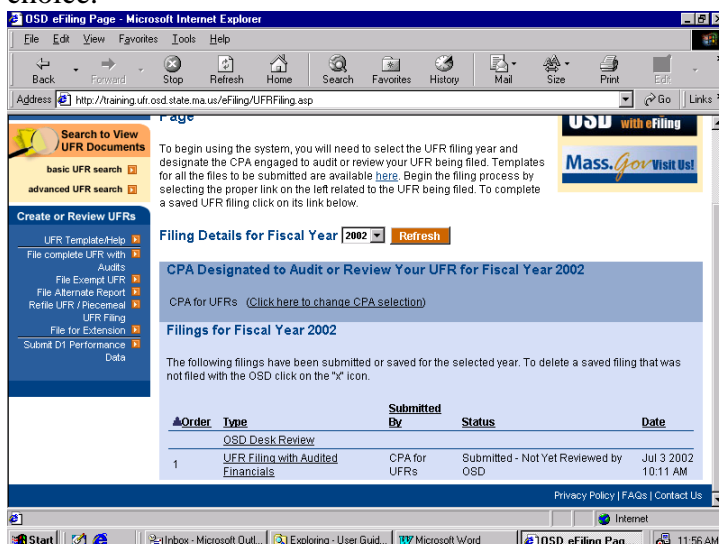
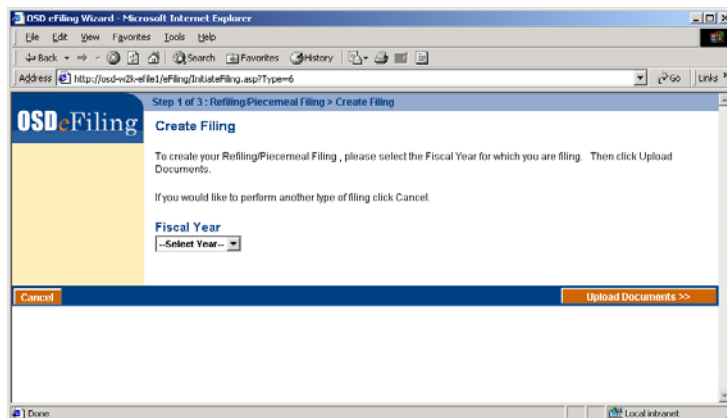


Create a Refile/Piecemeal Filing

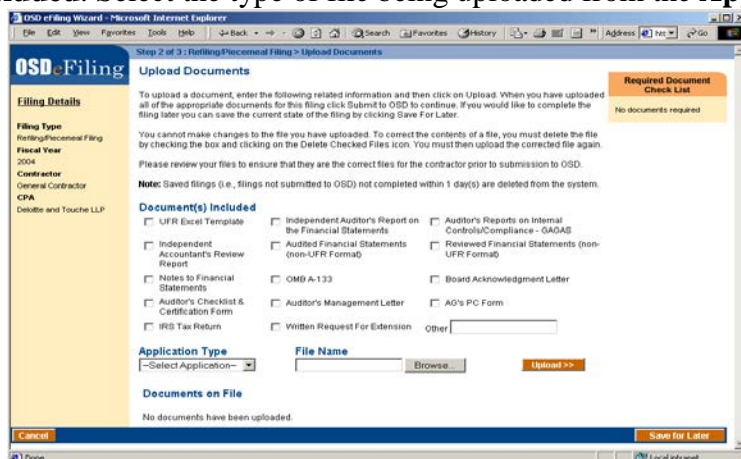
1. In the **Create or Review UFRs** box, click the **Refile UFR/Piecemeal UFR Filing** choice.



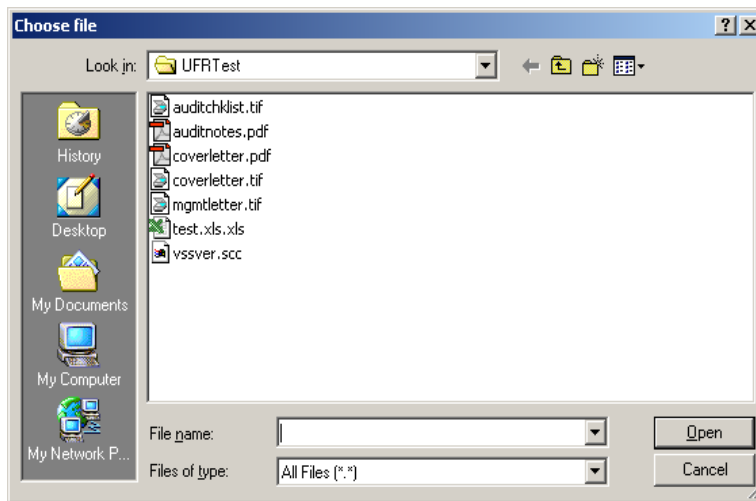
The **Create Filing** screen will appear. Select the fiscal year from the dropdown menu and click **Upload Documents**.



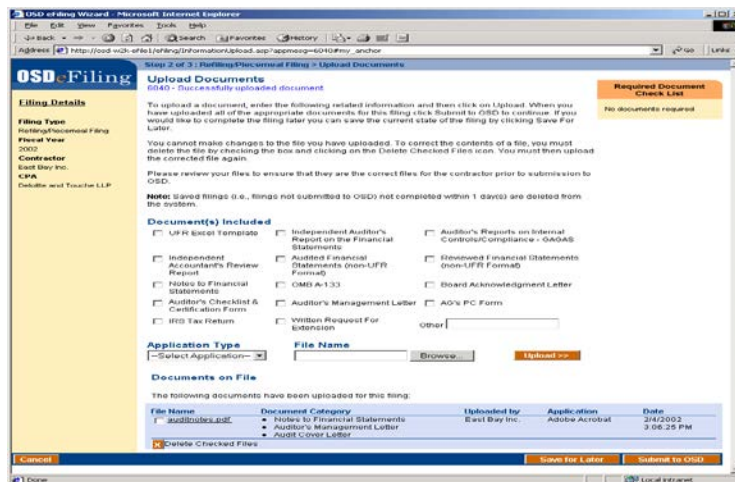
The Information Upload page will appear for the Refile/Piecemeal Filing. To upload documents, select one or more document categories from the checkboxes under **Document(s) Included**. Select the type of file being uploaded from the **Application Type** dropdown list.



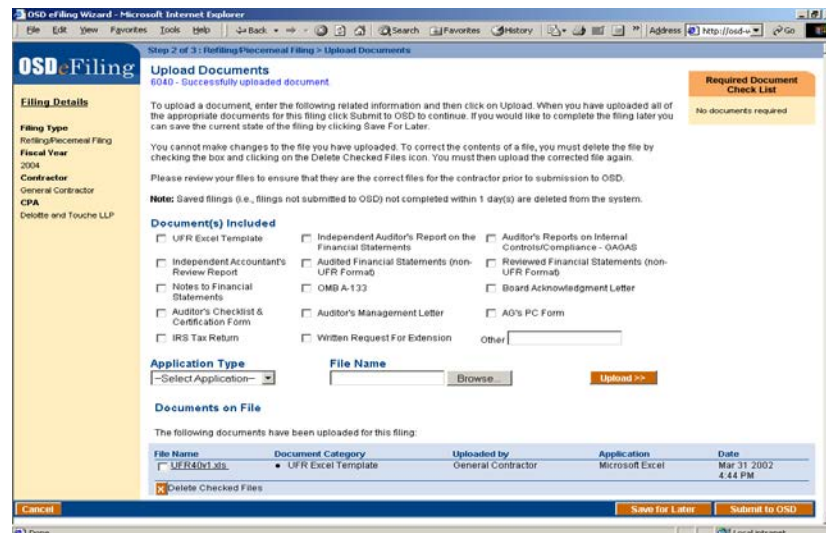
To select the file to upload, click the **Browse** button. The **Choose File** file browser will appear.



Select the file by clicking to the appropriate directory and double-clicking the desired file. Click the **Upload** button. Upon completion the document just uploaded will appear in the list of **Documents on File**.



To delete a document, check the box adjacent to the file name.



Click the **Delete Checked Files** button. The file will be deleted from the UFR eFiling system.
Click the **Submit to OSD** button.

OSD eFiling Wizard - Microsoft Internet Explorer

Step 2 of 3: Refiling/Piecemeal Filing > Upload Documents

Upload Documents
6024 - Successfully deleted document(s) from filing.

Required Document Check List
No documents required

Filing Details
Filing Type: Refiling/Piecemeal Filing
Fiscal Year: 2004
Contractor: General Contractor
CPA: Deloitte and Touche LLP

To upload a document, enter the following related information and then click on Upload. When you have uploaded all of the appropriate documents for this filing click Submit to OSD to continue. If you would like to complete the filing later you can save the current state of the filing by clicking Save For Later.

You cannot make changes to the file you have uploaded. To correct the contents of a file, you must delete the file by checking the box and clicking on the Delete Checked Files icon. You must then upload the corrected file again.

Please review your files to ensure that they are the correct files for the contractor prior to submission to OSD.

Note: Saved filings (i.e., filings not submitted to OSD) not completed within 1 day(s) are deleted from the system.

Document(s) included

<input type="checkbox"/> UFR Excel Template	<input type="checkbox"/> Independent Auditor's Report on the Financial Statements	<input type="checkbox"/> Auditor's Reports on Internal Controls/Compliance - OAGAG
<input type="checkbox"/> Independent Accountant's Review Report	<input type="checkbox"/> Audited Financial Statements (non-UFR Format)	<input type="checkbox"/> Reviewed Financial Statements (non-UFR Format)
<input type="checkbox"/> Notes to Financial Statements	<input type="checkbox"/> OMB A-133	<input type="checkbox"/> Board Acknowledgment Letter
<input type="checkbox"/> Auditor's Checklist & Certification Form	<input type="checkbox"/> Auditor's Management Letter	<input type="checkbox"/> AG's PC Form
<input type="checkbox"/> IRS Tax Return	<input type="checkbox"/> Written Request For Extension	Other: <input type="text"/>

Application Type
[-Select Application-]

File Name

Documents on File
No documents have been uploaded.

Upon successful validation of the filing, the Review filing screen will appear. If all the information is correct, including the uploaded documents, click **Submit to OSD**.

OSD eFiling Wizard - Microsoft Internet Explorer

Step 3 of 3: Refiling/Piecemeal Filing > Review Filing

Review Filing

Carefully review the following information submitted for this filing. If correct, click on Submit to OSD to complete the filing. If changes are required, click on Previous to update filing information.

Filing Details

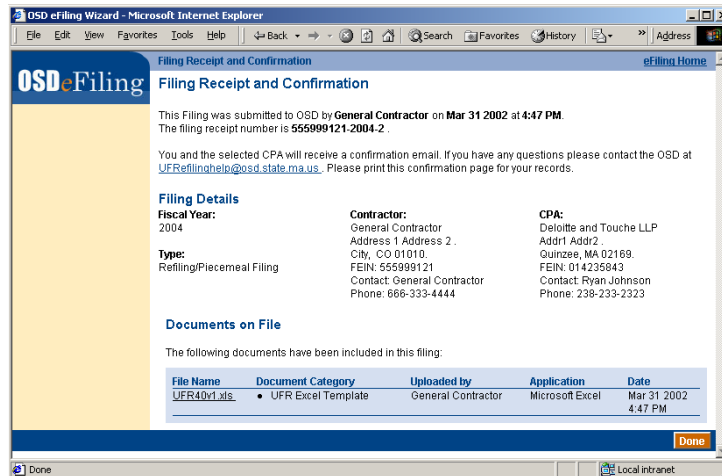
Fiscal Year: 2004	Contractor: General Contractor Address 1 Address 2 City: CO 01010 FEIN: 555999121 Contact: General Contractor Phone: 666-333-4444	CPA: Deloitte and Touche LLP Addr1 Addr2 Quintess, MA 02169 FEIN: 014235843 Contact: Ryan Johnson Phone: 238-233-2323
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Documents on File

The following documents have been included in this filing:

File Name	Document Category	Uploaded by	Application	Date
UFR40v1.xls	UFR Excel Template	General Contractor	Microsoft Excel	Mar 31 2002 4:47 PM

When the Submittal is finished, the **Filing Receipt and Confirmation** screen appears.



Clicking on a document name under the **File Name** heading in the **Documents on File** box will bring up the **OSD eFiling Document Viewer**.

A confirmation e-mail will be sent to the email address as is listed in your user profile. This e-mail will contain a summary of the information that was presented to you in the Filing Receipt.