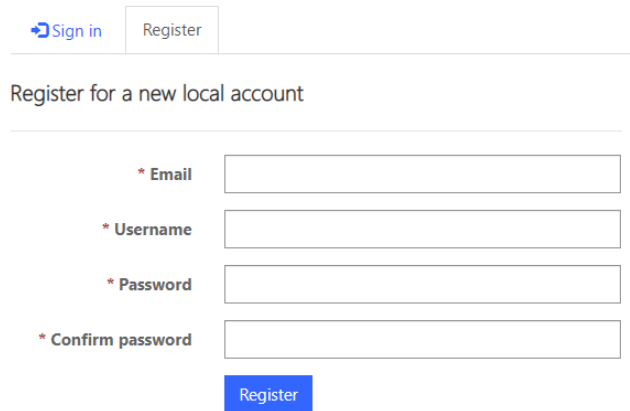


# Authority and Housing Authority FAST Portal and Excel Template User Guide

## Registering for FAST and Requesting Access to your Authority

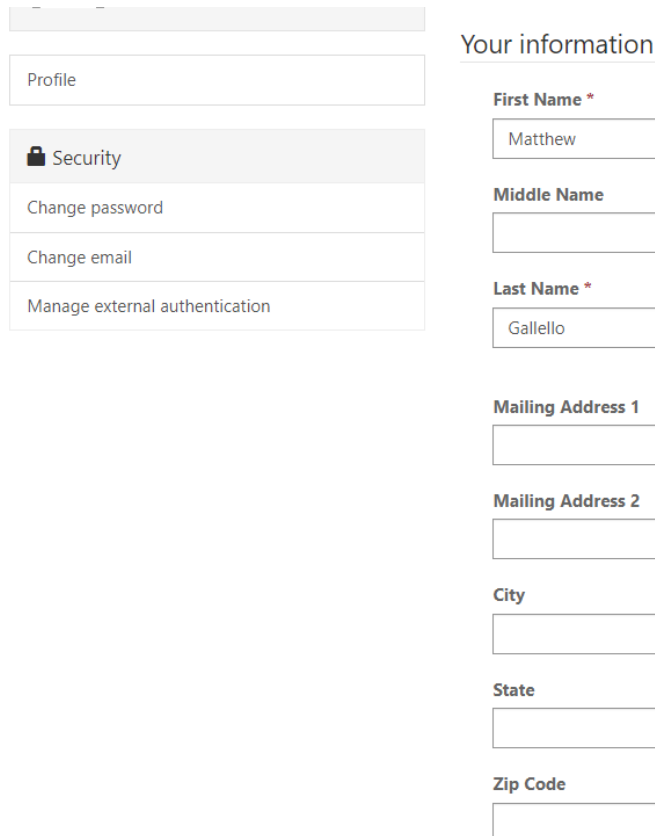
### **Registering for FAST:**

- 1) Navigate to the FAST portal [registration page](#).
- 2) On this page, enter your email address and create a username and password.



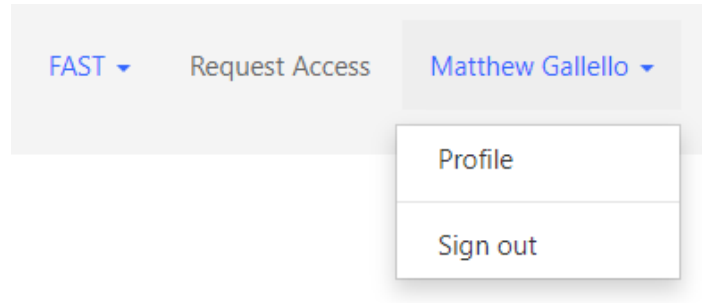
The registration form includes a navigation bar with "Sign in" and "Register" buttons. Below the header, the text "Register for a new local account" is displayed. The form contains four input fields: "\* Email", "\* Username", "\* Password", and "\* Confirm password". A blue "Register" button is positioned at the bottom of the form.

- 3) After entering the required information and clicking "Register", you will land on your "Profile".
  - a. This page is where all contact information should be entered – first and last name, mailing address, and phone number. You will also be asked to confirm your email.



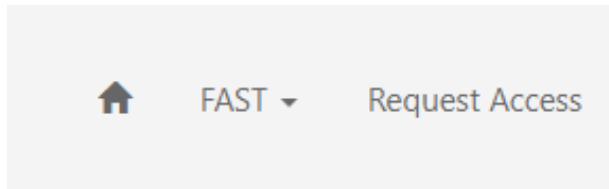
The profile page is divided into two main sections. On the left is a sidebar menu with options: "Profile", "Security" (highlighted with a lock icon), "Change password", "Change email", and "Manage external authentication". On the right is the "Your information" section, which contains several input fields: "First Name \*" (filled with "Matthew"), "Middle Name", "Last Name \*" (filled with "Gallelo"), "Mailing Address 1", "Mailing Address 2", "City", "State", and "Zip Code".

- b. This page can be accessed at any time by clicking on your name in the upper right corner of the screen and then selecting “Profile” from the dropdown menu.



**Requesting Access to your Authority:**

- 1) Once you have registered for FAST and all contact information has been entered, click “Request Access” in the upper right corner of the screen.
  - a. On the screen that appears, you will have the option to “Request Access to FAST” and “Request Access to Best Practices Inventory”. Select “Request Access to FAST”.



## Portal Access Request

**Instruction:** Please review the portal application(s) below and select the application that you'd want to be granted access to.

Applications

[Request Access to FAST](#)

[Request Access to Best Practices Inventory](#)

*Continued on next page:*

- 2) On the screen that appears, click the magnifying glass next to the grey box labeled “Local Gov’t Entity”. Scroll or use the search bar to locate your authority or housing authority.
- 3) Once you have selected your local government entity, users who are employees of an authority must select one of the following roles:
  - a. The “Executive Director/Finance Officer” role will allow for uploading documents and official submission of the budget package to the Division of Local Government Services.
  - b. The “Preparer” role will allow users to upload documents to FAST, but not submit.
- 4) Auditors of record must select the “Auditor” role to be able to submit the annual Audit for their authority and housing authority clients when such records are available in FAST.
- 5) Click “Submit Request” once the above steps are completed.

Division staff will verify requests for access with authority websites prior to providing access. Requestors will be notified via email when their request has been approved or denied.

## Request Access to FAST

Local Gov’t Entity \*

Atlantic County Utilities Authority



### Municipality/County Roles

- |  |  |
|--|--|
| <input type="checkbox"/> Preparer/Data Entry                                       | <input type="checkbox"/> Chief Financial Officer |
| <input type="checkbox"/> Registered Municipal Accountant/Auditor<br>Audit Preparer |  |
| <input checked="" type="radio"/> No <input type="radio"/> Yes                      |  |

### Fire District Roles

- |  |  |
|--|--|
| <input type="checkbox"/> Fire Budget Contact | <input type="checkbox"/> Chief Financial Officer/Administrator |
| <input type="checkbox"/> Chairman            | <input type="checkbox"/> Clerk                                 |
| <input type="checkbox"/> Commissioner        | <input type="checkbox"/> Director                              |
| <input type="checkbox"/> Preparer/Data Entry | <input type="checkbox"/> President                             |
| <input type="checkbox"/> Secretary           | <input type="checkbox"/> Treasurer                             |

### Authorities

- |  |                                   |
|--|-----------------------------------|
| <input checked="" type="checkbox"/> Executive Director / Finance Officer | <input type="checkbox"/> Preparer |
| <input type="checkbox"/> Auditor   |                                   |

Submit Request

## Accessing the Authority and Housing Authority Budget Templates

The Authority and Housing Authority Budget templates are each a single Microsoft Excel template that consist of the previously used “Budget Form Workbook” and “Budget Package Document”. **This updated template must be used exclusively by all authorities and housing authorities.**

The templates can be accessed from the following webpages:

- 1) [Authority Budgets](#)
- 2) [FAST Updates](#)
- 3) [FAST Portal](#) (must be registered and logged in)

## Completing the Authority and Housing Authority Budget Templates

The templates consist of the same statutorily required pages as the previously used Excel workbook and Word document. Significant updates and important steps for completing the templates are highlighted below:

- 1) Upon opening the template, users will land on an “**Instructions**” tab, which highlights general rules for the document:
  - a. **The workbook is used for both introduction and adoption.** After Division review of the budget has been completed, authorities should make a copy of the Division-approved introduced budget to be used as the starting point for the adopted budget.
  - b. Because the workbook is now a single document, both amounts and other information are linked throughout the document. **Only cells highlighted grey or yellow allow for data entry.**
  - c. **All formulas and pages are protected.** Please contact the Division for support if you have encountered a formula or other error.
  - d. **Users must start on the “KEY INPUTS” tab of the template,** where significant information is entered and carried throughout the workbook. This page is not required to be printed as part of your official authority budget, but is essential to completing the workbook.
  - e. **When copying from other documents and pasting to the template, users must select “Paste Values”** as regular “Copy and Paste” could negatively affect the formatting of the template.
- 2) **KEY INPUTS: All information entered on this page will populate throughout the document.**
  - a. In cell B1, enter the year in which your budget begins, and, in cell B2, enter the year in which your budget ends, whether it be the same calendar year, or the following calendar year.
  - b. In cell B3, enter the exact date on which your budget begins (must be the first of a month); the ending date (cell B4) will calculate to 12 months later automatically.
  - c. In cell B5, select the name of your authority or housing authority from the dropdown menu.
  - d. Under the “Certification Sections” enter the contact information for the applicable who certifies each of the sections – Preparer, Approval, Internet, Adoption, and Capital.
  - e. In column D, enter the governing body members. Governing body members will appear on the approval and adoption resolution pages in the order they are entered here.
  - f. In cell D16, users have the option to select “Expanded” to increase the number of Accumulated Absences pages from 3 to 9.

- g. The functions of the authority will be listed in cells D19 through D24 as needed and carry throughout the document in the order in which they are entered here.

**3) Certification Section:**

- a. For the Preparer (C-2), Approval (C-4), and Adoption (C-6) certifications, the contact information will populate from KEY INPUTS. **The email address of the applicable official should be entered in lieu of a physical signature.**
  - i. Applicable dates regarding approval and adoption will populate to C-4 and C-6 upon the completion of C-5 and C-7 respectively.
- b. The Internet Certification (C-3) contains checkboxes that must be marked, certifying compliance with each of the provisions listed. Like the other certifications, the email address of the certifying official should be listed in lieu of a signature.
- c. For the Approval (C-5) and Adopting (C-7) Resolutions, users must enter the dates of introduction, open public meeting, and adoption in the provided cells in columns I through L. The Total Budget Revenues, Appropriations, Unrestricted Net Position Used, Total Capital Appropriations, and Total Capital Net Position Used are also entered in the same columns. Information entered in these cells populate the resolution statements.
- d. At the bottom of the resolutions, the names of the governing body members will populate in the order they are listed on KEY INPUTS. An “X” will be entered in the Aye, Nay, Abstain, and Absent column to symbolize each member’s vote.

**4) Narrative and Information Section:**

- a. Test boxes (highlighted grey cells) are for answers to be provided directly in the document. Do not attach explanations unless otherwise stated in the question.
- b. Additional pages can be added to the “Accumulated Absences” section by using the functionality on the KEY INPUTS tab.

**5) Financial Schedules Section:**

- a. Page F-4 and F-5 have been provided with “Appropriation Details”, allowing additional information to be listed directly in the document, as opposed to separate attachments.
- b. Page F-6 now includes a column for the Date of Local Finance Board Approval to be listed for each project.

**6) Capital Budget Section:**

- a. The email address of the certifying officer should be listed in lieu of a signature.
- b. Information entered on page CB-3 will not carry forward to CB-4 or CB-5; all applicable data entry must take place on the necessary pages.

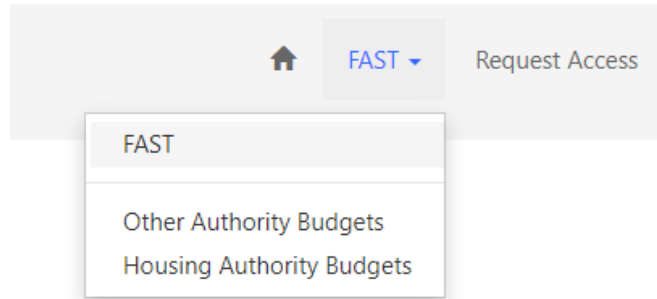
Upon completion of the document, users should review the full template to ensure all required information has been entered, including email addresses in lieu of signatures, applicable votes, dates, etc. Missing information will impact the budget review process.

**Uploading and Submitting through FAST**

The submission process of both the Introduced and Adopted Budgets for both Housing and Other Authorities follow the steps below:

- 1) Login to the [FAST Portal](#).

- 2) Click “FAST” in the upper right corner and select either “Housing Authority Budgets” or “Authority Budgets”, depending on your entity type.



- 3) Both an Introduced and Adopted “record” will appear for your entity for the current year. Click on the record for the budget you are submitting.

### Financial Automation Submission and Tracking

Download Housing Authority Budget Workbook

[Housing Authority Budget Workbook](#)

Name ↑	Current Year	Budget Type	DLGS Examiner	Status Reason
<a href="#">Atlantic City Housing Authority - 2023 Introduced Budget</a>	2023	Introduced		Active <input type="button" value="v"/>
<a href="#">Atlantic City Housing Authority - 2023 Adopted Budget</a>	2023	Adopted		Active <input type="button" value="v"/>

- 4) On the screen that appears, there are two “Choose a File”. The first is for uploading your budget document, while the second is for uploading supplemental information that would typically be submitted with the budget package. Any user with the Preparer *or* Executive Director/Finance Officer role will be able to upload attachments.
  - a. Files can be uploaded until the budget package is submitted for Division review. Users will also have the ability to remove a document that was inadvertently attached.
  - b. Multiple documents may be uploaded to each category. For the “Budget” category, only the most recently uploaded document will display in the portal, while all documents uploaded to the “Other” category will display.

### Financial Automation Submission and Tracking

Atlantic City Housing Authority

Local Government Entities must utilize the Division’s standardized Housing Authority Budget Excel workbook. The file must remain in excel format and will automatically be renamed to: <Authority Name>\_budget\_20XX. Upon completion of the document and certification by all applicable officials, the Housing Authority Budget should be uploaded to this page. After successfully uploading the Housing Authority Budget, the Executive Director / Finance Officer should navigate to the “Submit for Review” tab to transmit the document to the Division of Local Government Services for the submission to be considered complete.

Filename	Category	Upload Date	Delete
No documents uploaded			
0 uploaded	Upload Introduced Budget		<input type="button" value="Choose a File"/>
0 uploaded	Upload Other File		<input type="button" value="Choose a File"/>

- 5) Upon upload of all applicable documents, one individual from the authority or housing authority with the Executive Director/Finance Officer web role will be able to submit.
- Prior to clicking the "Submit" button for the Introduced Budget, make sure the "Public Hearing Date" has been entered.
  - Prior to clicking the "Submit" button for the Adopted Budget, make sure the "Adopted Date" has been entered.
  - Once all documents have been uploaded and the applicable date recorded, click the "Submit" button. An email confirmation will be generated to the individual who submitted the budget package to the Division and the review process will be initiated.
  - The budget submission is not considered complete until the budget document is uploaded and a certifying official clicks the "Submit" button to transmit the budget package to the Division.

I understand that by clicking the "Submit" button, I am transmitting my complete and certified Housing Authority Budget file to the Division of Local Government Services in accordance with the applicable statute.

Submitted By

Submitted On

Public Hearing Date

Please check off the following that apply:

Budget Included?

Please upload a Budget first before attempting to submit