

To sign in to the new Closing Packages application:

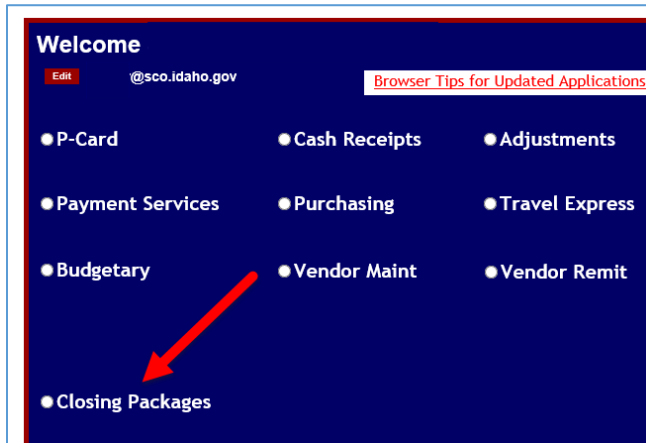
1. Go to www.sco.idaho.gov.
2. Click **Online Logon**.

The screenshot shows the Idaho State Controller's website. On the left is a navigation menu with links for Accounting, Payroll, Computer Services, Training, Information, Parent, Idaho, Luma, of Examiners, and 8 Agreement. The main content area has a 'What's New' section with links to 'Luma - Illuminating Idaho's Business Operations', 'Weekend Implementation / Scheduled Maintenance', 'First Friday Fraud Facts', and 'Estimate your take home pay'. Below this is a 'Controller's Welcome' message and an 'Applications' section containing the 'Online Logon' button, which is highlighted with a red arrow. To the right is an 'About' section with contact information. The footer contains links for Privacy & Security, Accessibility, Related Links, and Access Idaho.

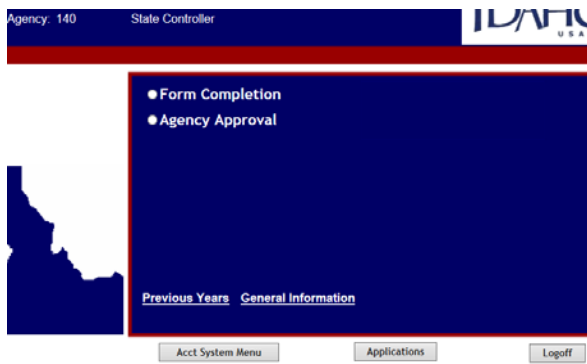
3. Click **Statewide Accounting System**.

The screenshot shows the 'Application Selection Menu' page. At the top, it says 'Application Selection Menu' and provides instructions: 'You will only be able to access those applications you have been authorized to use. If you do not have authorization to enter an application that you wish to, contact your agency security administrator.' Below this are three buttons: 'Change Password', 'Log Off', and 'Change Question/Answer'. A 'Welcome:' message is followed by a list of applications. The 'Statewide Accounting System' link is circled in red. Other applications listed include Employee Self Service, I-TIME, Net Pay Calculator, Online Reporting, Pay Stubs, and Non SCO Applications.

4. Select **Closing Packages**. (The other applications may not be available to you.)



5. On the Main Menu, Originators will only see the **Form Completion** link. Click **Form Completion** to start a new closing package or finish a closing package. Approvers, Agency Head / Directors, and IT Managers will only see the **Agency Approval** link.



6. Click the plus sign (+) next to **New Closing Package** and select a new closing package.
7. Click **Current Closing Packages** to select and finish a closing package.

