

Guide to the Equitable Sharing Agreement and Certification (ESAC) Portal

Louisiana Legislative Auditor

The Louisiana Legislative Auditor (LLA) developed the ESAC Portal to provide sheriffs with a streamlined process for submitting their ESAC report and related documentation to the LLA for review. The following directions will explain how to login and use this system. If you have questions, please contact us by email at esac@lla.la.gov or call Judith Dettwiller or Mike Battle at 225-339-3800.

Note: The LLA requires sheriffs to use this system to submit these files. **Files submitted by other means (e.g., e-mail) will not be accepted.**

I) Accessing the LLA ESAC Portal

1. Find your username and password in the Engagement Agreement.
2. Open your web browser and go to <http://www.esac.la>, this will direct your browser to the LLA ESAC Portal login page as shown below.
3. Click on the "Secure Login" button.

ESAC Portal

WELCOME TO LOUISIANA LEGISLATIVE AUDITOR

YOUR TRUSTED ADVISOR

We are an expert team of trusted advisors collectively working to improve communities and build a better Louisiana.

Equitable Sharing Agreement and Certification (ESAC) Portal

Michael J. "Mike" Waguespack, CPA
Louisiana Legislative Auditor

Background: Louisiana sheriffs that participate in the Federal Equitable Sharing Program through the U.S. Department of Justice (DoJ) or the U.S. Department of Treasury (DoT) are required to submit an ESAC report annually to the DoJ and DoT about money received from the program, including how this money was spent.

The Louisiana Sheriff's Association, DoJ, and the Louisiana Legislative Auditor (LLA) agreed that the LLA would be a signatory/approver for this report. Prior to signing/approving the report, the LLA conducts a limited assessment of the report and related information to determine the accuracy of the report and the sheriff's compliance with program requirements.

About the Portal: The LLA developed the ESAC Portal to provide sheriffs with a streamlined process for submitting their report and related documents to the LLA for review. The LLA requires sheriffs to use this system to submit these documents. **Documents submitted by other means (e.g., e-mail) will not be accepted.**

To begin using the system, use the Secure Login link, below, to log into the system.

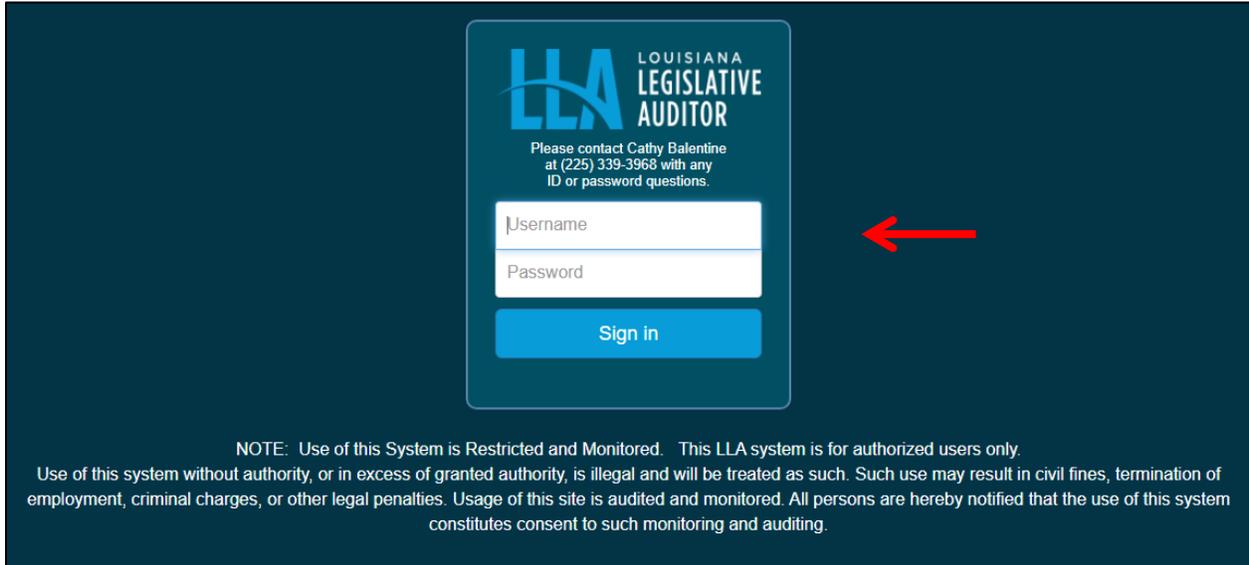
If you need additional instructions, you may download the user guide below or contact Judith Dettwiller or Mike Battle at 225-339-3800.

Secure Login

Guide to the Equitable Sharing Agreement and Certification (ESAC) Portal

Louisiana Legislative Auditor

4. Login using your username and password.



LLA LOUISIANA LEGISLATIVE AUDITOR

Please contact Cathy Balentine at (225) 339-3968 with any ID or password questions.

Username

Password

Sign in

NOTE: Use of this System is Restricted and Monitored. This LLA system is for authorized users only. Use of this system without authority, or in excess of granted authority, is illegal and will be treated as such. Such use may result in civil fines, termination of employment, criminal charges, or other legal penalties. Usage of this site is audited and monitored. All persons are hereby notified that the use of this system constitutes consent to such monitoring and auditing.

Guide to the Equitable Sharing Agreement and Certification (ESAC) Portal

Louisiana Legislative Auditor

I) Portal Homepage Overview

Once you log in, you will see the homepage for the portal as shown below. Features found on the homepage include:

- A** The **Logout** button logs you out of the system.
- B** The **Folder List** shows the folders for the different files that can be uploaded.
- C** The **Advisor Notes** indicates that LLA staff has questions/comments about the files that you uploaded. These questions/comments can be viewed inside the folder (see section IV below for directions on accessing this information).
- D** **Your LLA Advisor** provides contact information for the LLA staff reviewing your documentation.

The screenshot shows the ESAC Portal interface. At the top right, there is a 'Logout' button (labeled A). Below the header, the text reads 'Louisiana Legislative Auditor ESAC Portal for _____ Parish Sheriff (LA0000000)'. The main content area features a table with columns for 'Folder', 'Submitted', and 'Advisor Notes'. A list of folders is provided, including '1) Signed Engagement Letter', '2) Signed Representation Letter', '3a) ESAC Report', '4) Budget', '5) Bank Statements', '6) Accounting Reports', '7) Other Income', '8) Interest Income Calculations', '9) Expenditure Documentation #1 (Largest Expenditure)', '10) Expenditure Documentation #2 (Second Largest Expenditure)', '11) Expenditure Documentation #3 (Third Largest Expenditure)', '12) Expenditure Documentation #4 (Fourth Largest Expenditure)', '13) Expenditure Documentation #5 (Fifth Largest Expenditure)', '14a) Findings Letter for Signature', and '14b) Signed Findings Letter'. Below the table, the 'Your LLA Advisor is:' section lists 'Sarah Futch', 'Phone: (225) 336-8092', and 'Email: SFutch@LLA.La.gov'. Red arrows point from the text in the previous section to these specific elements: A points to the Logout button, B points to the Folder List, C points to the Advisor Notes column, and D points to the LLA Advisor contact information.

Guide to the Equitable Sharing Agreement and Certification (ESAC) Portal

Louisiana Legislative Auditor

III-a) Uploading Files to a Folder

Click on a folder in the Folder List to access the Document Upload form as shown below. This form will allow you to upload files to the portal. Features found on this form include:

- A** The **Folder** line shows the name of the folder.
- B** The **Select Files** button allows you to select files to upload. These files will appear in the Files to Upload section (**E**) after you click on the Upload Files button.
- C** The **Upload Files** button uploads all files appearing in the Files to Upload section (**E**). Click this button to upload the files. Once the files are uploaded, only LLA staff can remove them.
- D** The **Reset Selection** button removes all files in the Files to Upload section (**E**).
- E** The **Files to Upload** section shows all files that you have selected to upload.
- F** The **Files in this folder** section shows all files previously uploaded.
- G** The **Comments** box allows you to enter information about the files that you have uploaded.
- H** The **Save & Submit** button saves the files and comments that you added to the folder, and brings you back to the Portal Homepage. Click this button to save and submit files and comments to the folder.
- I** The **Close** button resets the files and comments that you added to the folder, and brings you back to the Portal Homepage.

Guide to the Equitable Sharing Agreement and Certification (ESAC) Portal

Louisiana Legislative Auditor

LLA ESAC Portal : Document Upload (ID: CWIN-CRYN2V)

Sheriff NCIC: LA0010000

Submitted Date:

Folder: 2) Signed Representation Letter **A**

Files: **B** **C** **D**

1. Select Files 2. Upload Files Reset Selection

Size Files to Upload (NB: Upload before submitting!) **E**

22 KB DOC.doc

Files in this folder:

Size	File Name
206 KB	PDF.pdf F

Comments:

Font Size [Rich Text Editor]

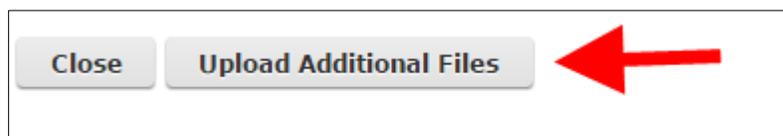
Here are my comments. **G**

H **I**

Save & Submit Close

III-b) Uploading Additional Files to a Folder

Click on a folder in the Folder List to access the Document Upload form as shown in section III-a above. You must then click on the **Upload Additional Files** button as shown below.



After clicking the button, a new Document Upload form will be created for you to complete (see section III-a above for instructions on completing this form).

IV) Viewing Uploaded Files and Advisor Notes

To view a file or advisor notes, click on a folder in the Folder List on the portal homepage as shown below. Folders containing Advisor Notes will have a "Y" next to them as seen below.

Guide to the Equitable Sharing Agreement and Certification (ESAC) Portal

Louisiana Legislative Auditor

Folder		Submitted	Advisor Notes
1) Signed Engagement Letter	Advisor Notes Indicator	Yes Jun 1, 2020 3:19:24 PM	Y
2) Signed Representation Letter	Folder	Yes Jun 2, 2020 2:22:26 PM	Y

This will allow you to view all files and related Advisor Notes for the folder as shown below.



LLA ESAC Portal : Document Upload (ID: CWIN-CRYN2V)
Sheriff NCIC: LA0010000
Submitted Date:
Folder: 2) Signed Representation Letter

Files:

Files in this folder:

Size	File Name
206 KB	PDF.pdf

Uploaded Files

Comments:
Here are my comments. **Your Comments**

Advisor Notes: Here are the advisor notes. **Advisor Notes**

V) Email Notifications

You will receive automated emails at various points during the uploading and review processes. Examples of these e-mails can be seen below.

Document Upload Confirmation

Guide to the Equitable Sharing Agreement and Certification (ESAC) Portal

Louisiana Legislative Auditor



FYI: A New ESAC Upload has been submitted by Attakapas Parish Sheriff - Signed Representation Letter | LA0999999

NoReply to: ESACtest, CraigWiseman, CraigWiseman

06/02/2020 02:28 PM

[Show Details](#)

History: This message has been replied to.

A new ESAC Upload has been submitted in the ESAC Portal - Signed Representation Letter.

Thanks!!!!

Note: This is an automatic agent, set to execute every five minutes and send you an email if it detects a new ESAC upload. This message is from ESAC Portal on CN=App2/O=LLA.

Advisor comment on Uploaded Document



PLEASE REVIEW: A New ESAC Advisor Note has been added to the item: Signed Representation Letter For Attakapas Parish Sheriff | LA0999999

NoReply to: ESACtest, CraigWiseman, CraigWiseman

06/02/2020 03:19 PM

[Show Details](#)

PLEASE REVIEW: A New ESAC Advisor Note has been added to the item: Signed Representation Letter For Attakapas Parish Sheriff | LA0999999.

Please login to the LLA ESAC Portal (<http://www.ESAC.La>) to review the Advisor Note.

Thanks!!!!

Note: This is an automatic agent, set to execute every five minutes and send you an email if it detects a new ESAC Advisor Note. This message is from ESAC Portal on CN=App2/O=LLA.