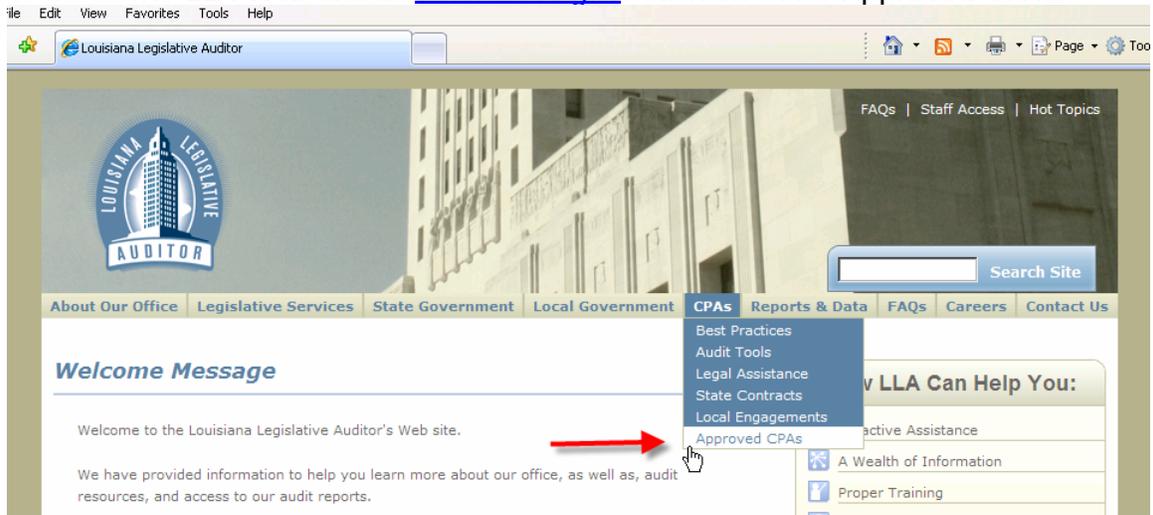


1. Go to the LLA Web site at www.lla.la.gov. Click on CPAs/Approved CPAs.



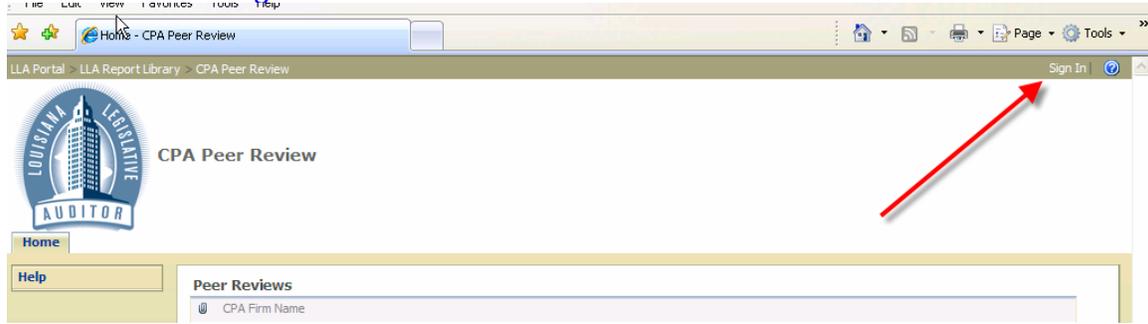
The screenshot shows the homepage of the Louisiana Legislative Auditor. The navigation menu is open, and the 'CPAs' option is selected. A red arrow points to the 'Approved CPAs' link in the dropdown menu. The page includes a search bar, a 'Welcome Message' section, and a 'How LLA Can Help You' section with links for 'Active Assistance', 'A Wealth of Information', and 'Proper Training'.

2. Click on the link to the peer review site.



The screenshot shows the 'Approved CPAs' page. The 'PEER REVIEWS' section is highlighted, and a red arrow points to the link 'Click here to access CPA firms' peer reviews.' The page also features sections for 'Non-Compliance Listings' and 'Audit Reports'.

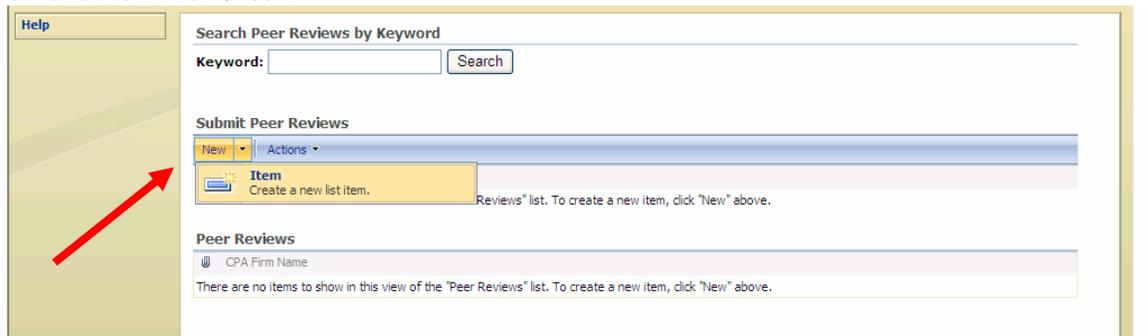
3. Click on the [Sign In](#) link.



4. Sign in using the User Name and password supplied by LLA.



5. Click on New/Item.



6. Enter firm name.

CPA Peer Review > Peer Reviews
Peer Reviews: New Item

Attach File * indicates a required field

CPA Firm Name * Irwin Elliott CPAs

Do not click OK.

This screenshot shows a web form titled "Peer Reviews: New Item" under the "CPA Peer Review > Peer Reviews" breadcrumb. The form has a header with "OK" and "Cancel" buttons. Below the header is an "Attach File" button with a paperclip icon and a note "* indicates a required field". The main form area contains a text input field labeled "CPA Firm Name *" with the text "Irwin Elliott CPAs" entered. A red arrow points to this field. Below the input field are "OK" and "Cancel" buttons. A red-bordered box with the text "Do not click OK." is positioned below the input field.

7. Click "Attach File."

CPA Peer Review > Peer Reviews
Peer Reviews: New Item

Note: File name cannot contain symbols.

Attach File * indicates a required field

CPA Firm Name * Irwin Elliott CPAs

This screenshot shows the same web form as in step 6. A red arrow points to the "Attach File" button. A red-bordered box with the text "Note: File name cannot contain symbols." is positioned to the right of the form. The "OK" and "Cancel" buttons are visible at the top and bottom right of the form.

8. Click on "Browse" and find the .pdf file.

9. Click "OK."

CPA Peer Review > Peer Reviews
Peer Reviews:

Use this page to add attachments to an item.

Name C:\Documents and Settings\Joy\Desktop\peer review.pdf Browse...

OK Cancel

This screenshot shows the file selection dialog. The "Name" field contains the path "C:\Documents and Settings\Joy\Desktop\peer review.pdf" and a "Browse..." button. A red arrow points to the "OK" button at the bottom right of the dialog.

10. Click "OK."

CPA Peer Review > Peer Reviews

Peer Reviews:

OK Cancel

Attach File * indicates a required field

CPA Firm Name * Irwin Elliott CPAs

Attachments C:\Documents and Settings\Joy\Desktop\peer review.pdf Delete

OK Cancel

11. You will receive the confirmation below:

AUDITOR

Home

Thank you!

Your peer review has been successfully submitted. Acceptance is pending.