

Instructions for the Installation of CTAS

Office of the State Auditor Website: <https://www.osa.state.mn.us/>

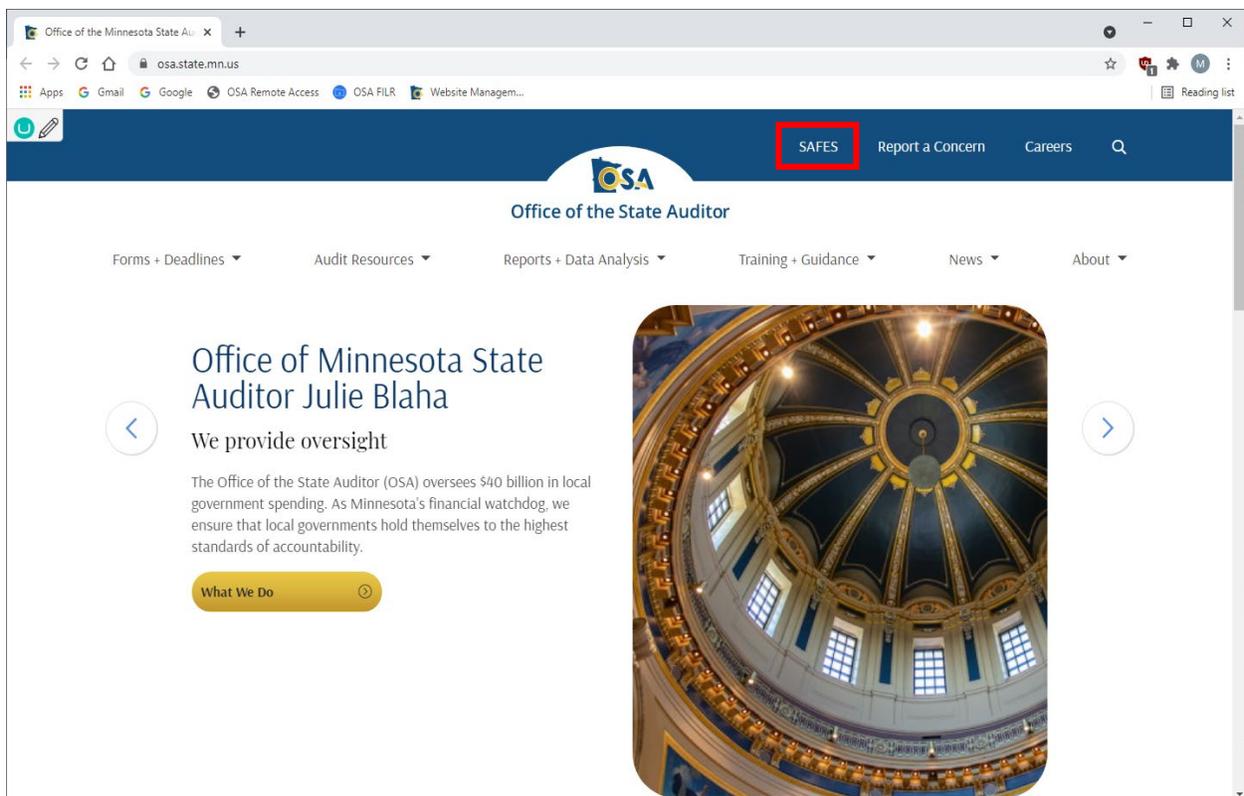
The images in these instructions may be slightly different from the ones on your computer.

CTAS can be installed on your computer from the State Auditor's Form Entry System (SAFES). The CTAS Version available in SAFES will always be the most current version of the program. The download requires a high-speed Internet connection: if a high-speed connection is not available, please contact our office for assistance at ctas@osa.state.mn.us or (651) 296-6262.

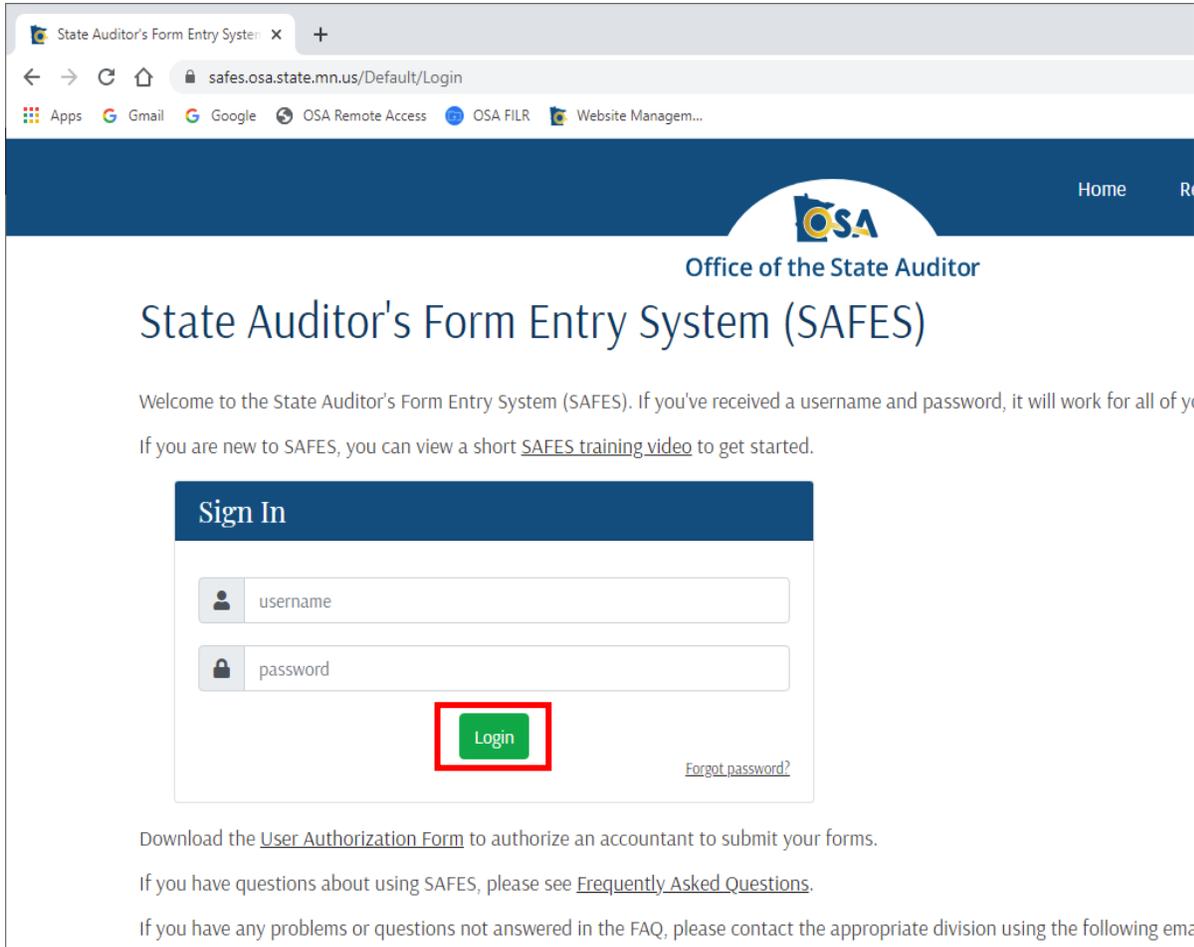
If you are replacing an earlier version of CTAS with the most current version, create a backup of your current program, then close the program (not necessary if you are installing CTAS for the first time).

To access the download from SAFES, you need 1.) to be a registered SAFES Form Preparer and 2.) to have your username and password available. If you are not currently set up to use SAFES as a Form Preparer, e-mail us at ctas@osa.state.mn.us. If you have forgotten your password, go to <https://safes.osa.state.mn.us/Default/ForgotPassword>.

Begin by going to the Office of the State Auditor's website, <https://www.osa.state.mn.us>. On the blue bar at the top of the home page, select the SAFES heading (box).



The SAFES home screen will open. Enter your User Name and Password, then left-click once on the Log In button (box).



State Auditor's Form Entry System (SAFES)

Welcome to the State Auditor's Form Entry System (SAFES). If you've received a username and password, it will work for all of your forms. If you are new to SAFES, you can view a short [SAFES training video](#) to get started.

Sign In

username

password

Login

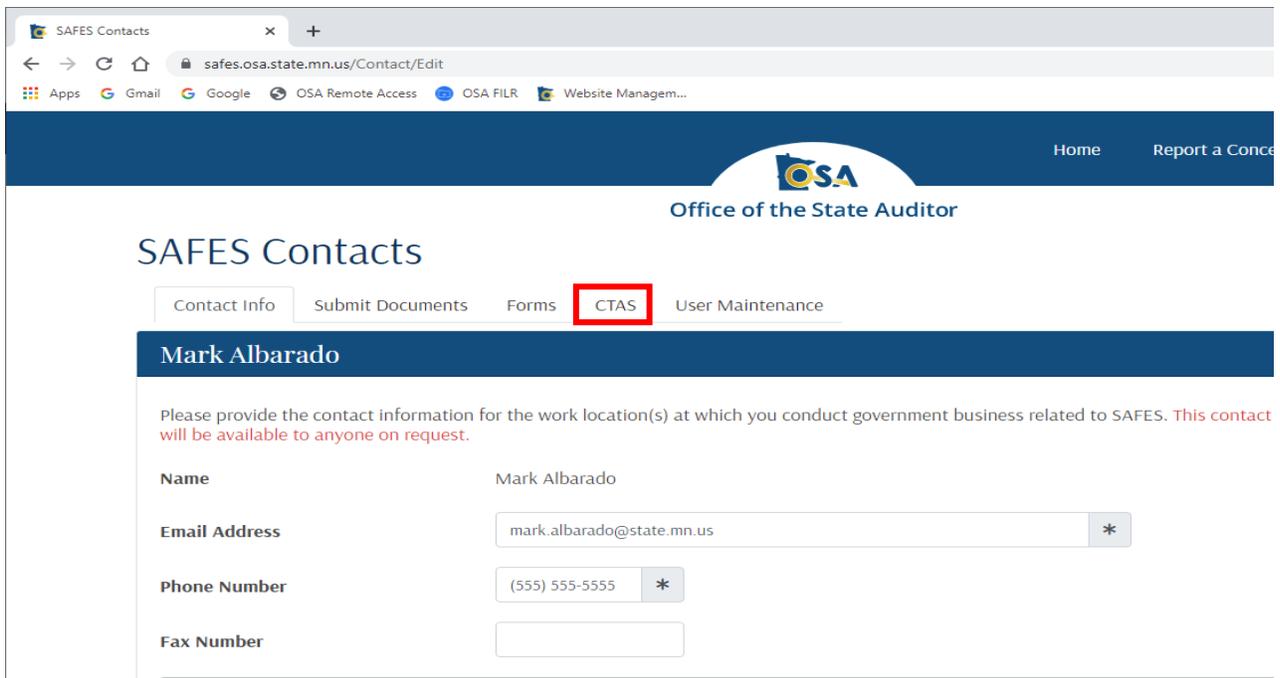
[Forgot password?](#)

Download the [User Authorization Form](#) to authorize an accountant to submit your forms.

If you have questions about using SAFES, please see [Frequently Asked Questions](#).

If you have any problems or questions not answered in the FAQ, please contact the appropriate division using the following email:

The "SAFES Contacts" screen will open. Left-click once on the CTAS tab (box).



SAFES Contacts

Contact Info Submit Documents Forms **CTAS** User Maintenance

Mark Albarado

Please provide the contact information for the work location(s) at which you conduct government business related to SAFES. **This contact will be available to anyone on request.**

Name Mark Albarado

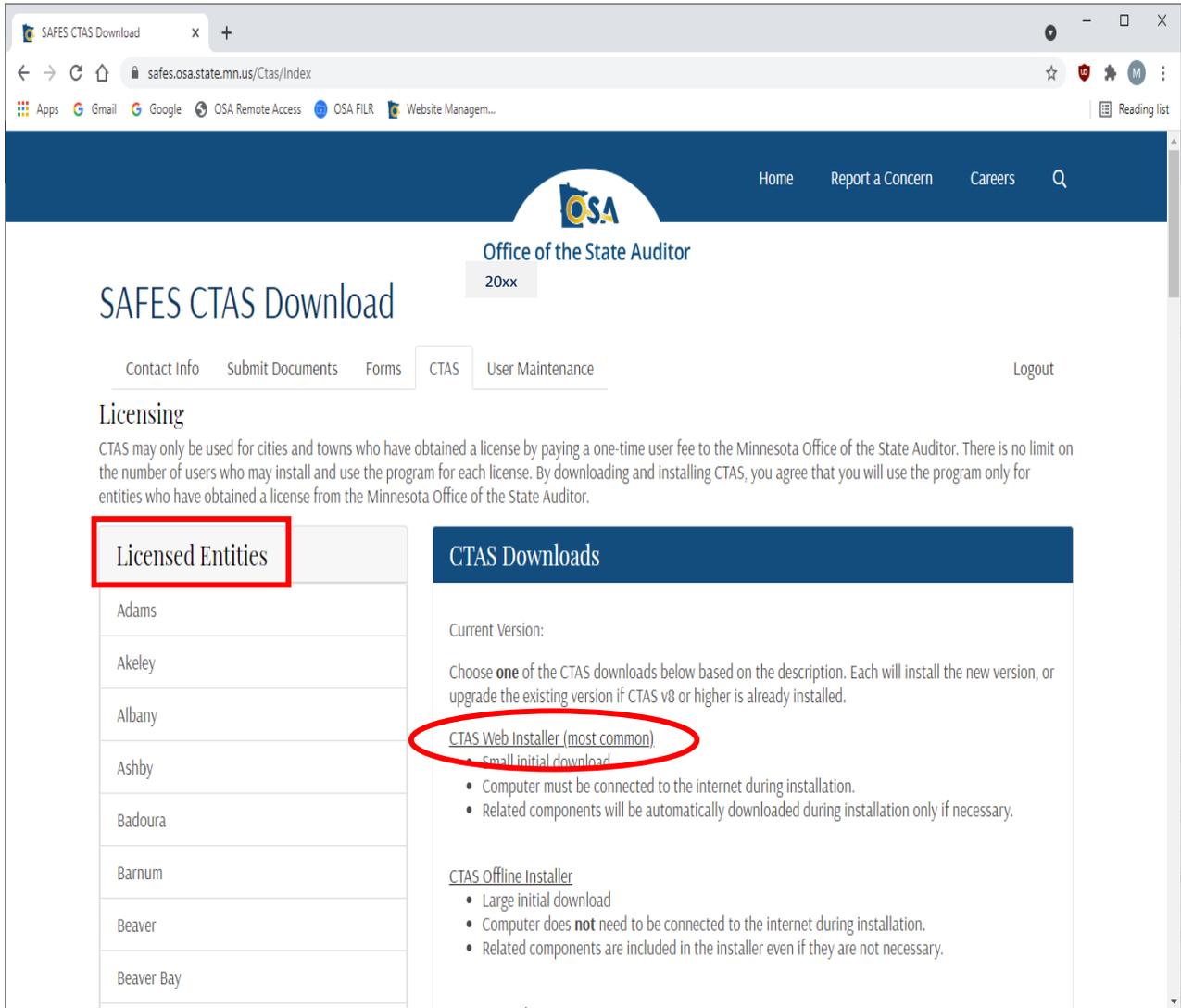
Email Address mark.albarado@state.mn.us *

Phone Number (555) 555-5555 *

Fax Number

The "SAFES CTAS Download" screen will appear. *If another screen appears with information on how to purchase CTAS, it indicates that our records show that you are not registered as a purchaser. Please contact us at ctas@osa.state.mn.us.*

On the "SAFES CTAS Download" screen, the entity or entities associated with the user are listed. From this screen you will be able to install CTAS (box). To install CTAS, place the cursor over the "CTAS Web Installer" link (circle) and left-click once.



You will then see the CTAS-Webinstaller...exe tab in the lower left hand corner. Left-click once on the CTAS-Webinstaller...exe tab (box).

The screenshot shows a web browser window displaying the 'SAFES CTAS Download' page from the Office of the State Auditor. The page includes a navigation menu with 'Contact Info', 'Submit Documents', 'Forms', 'CTAS', and 'User Maintenance'. A 'Logout' link is also present. The main content area is titled 'Licensing' and contains a table of 'Licensed Entities' and a 'CTAS Downloads' section. The 'CTAS Downloads' section lists 'Current Version' and provides instructions for downloading the 'CTAS Web Installer (most common)' and 'CTAS Offline Installer'. A taskbar at the bottom of the browser window shows a tab for 'CTAS-Webinstaller...exe', which is highlighted with a red box.

SAFES CTAS Download

Office of the State Auditor

Contact Info Submit Documents Forms CTAS User Maintenance Logout

Licensing

CTAS may only be used for cities and towns who have obtained a license by paying a one-time user fee to the Minnesota Office of the State Auditor. There is no limit on the number of users who may install and use the program for each license. By downloading and installing CTAS, you agree that you will use the program only for entities who have obtained a license from the Minnesota Office of the State Auditor.

Licensed Entities
Adams
Akeley
Albany
Ashby
Badoura
Barnum
Beaver

CTAS Downloads

Current Version:

Choose **one** of the CTAS downloads below based on the description. Each will install the new version, or upgrade the existing version if CTAS v8 or higher is already installed.

CTAS Web Installer (most common)

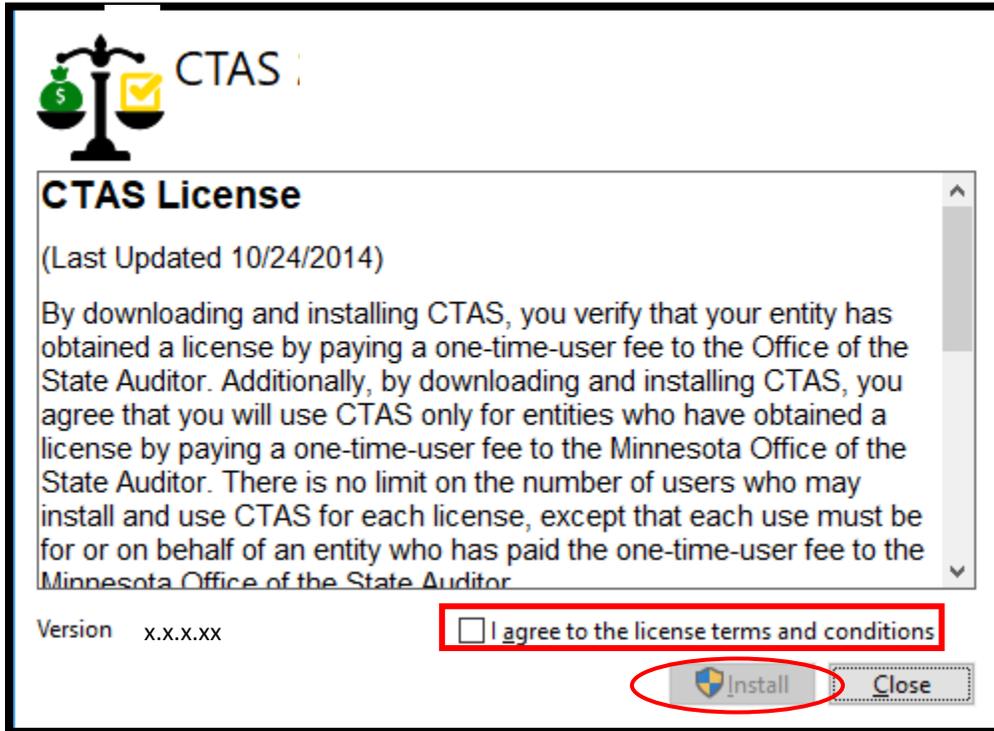
- Small initial download
- Computer must be connected to the internet during installation.
- Related components will be automatically downloaded during installation only if necessary.

CTAS Offline Installer

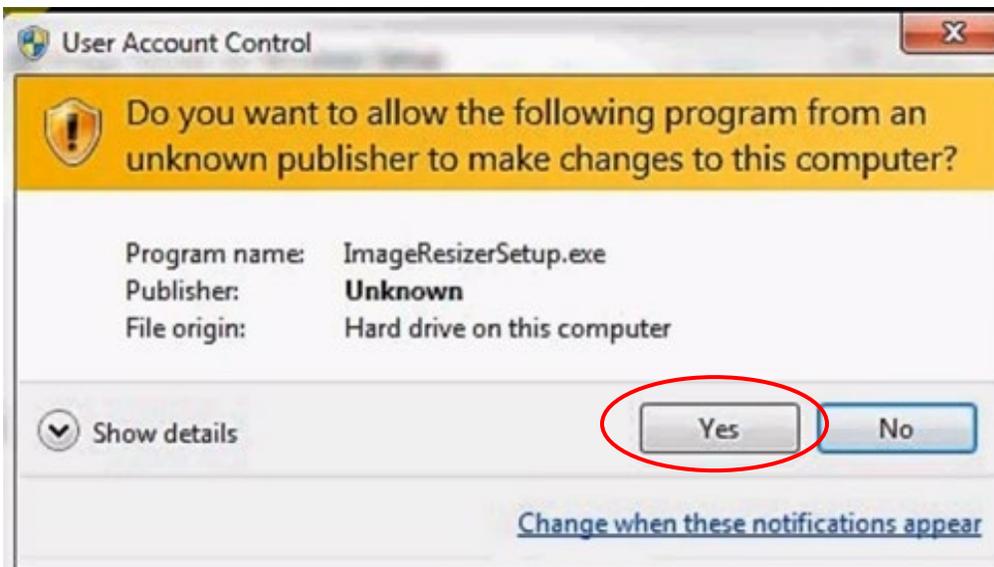
- Large initial download
- Computer does **not** need to be connected to the internet during installation.
- Related components are included in the installer even if they are not necessary.

CTAS-Webinstaller...exe

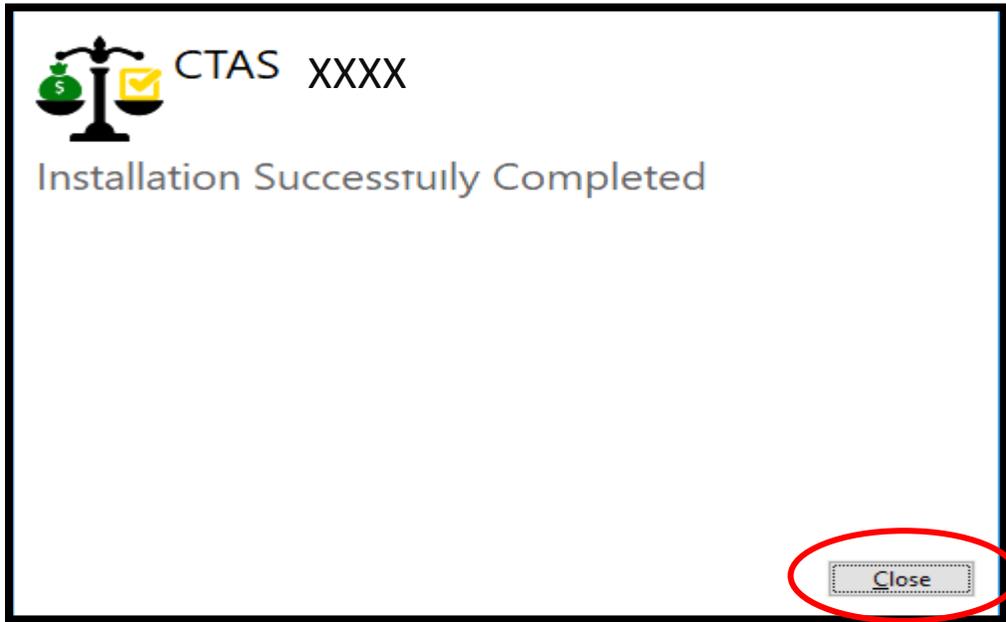
The CTAS Setup window will appear. Read the CTAS License agreement. To continue, check the “I agree to the license terms and conditions” (box). Next, left-click once on the Install button (circled).



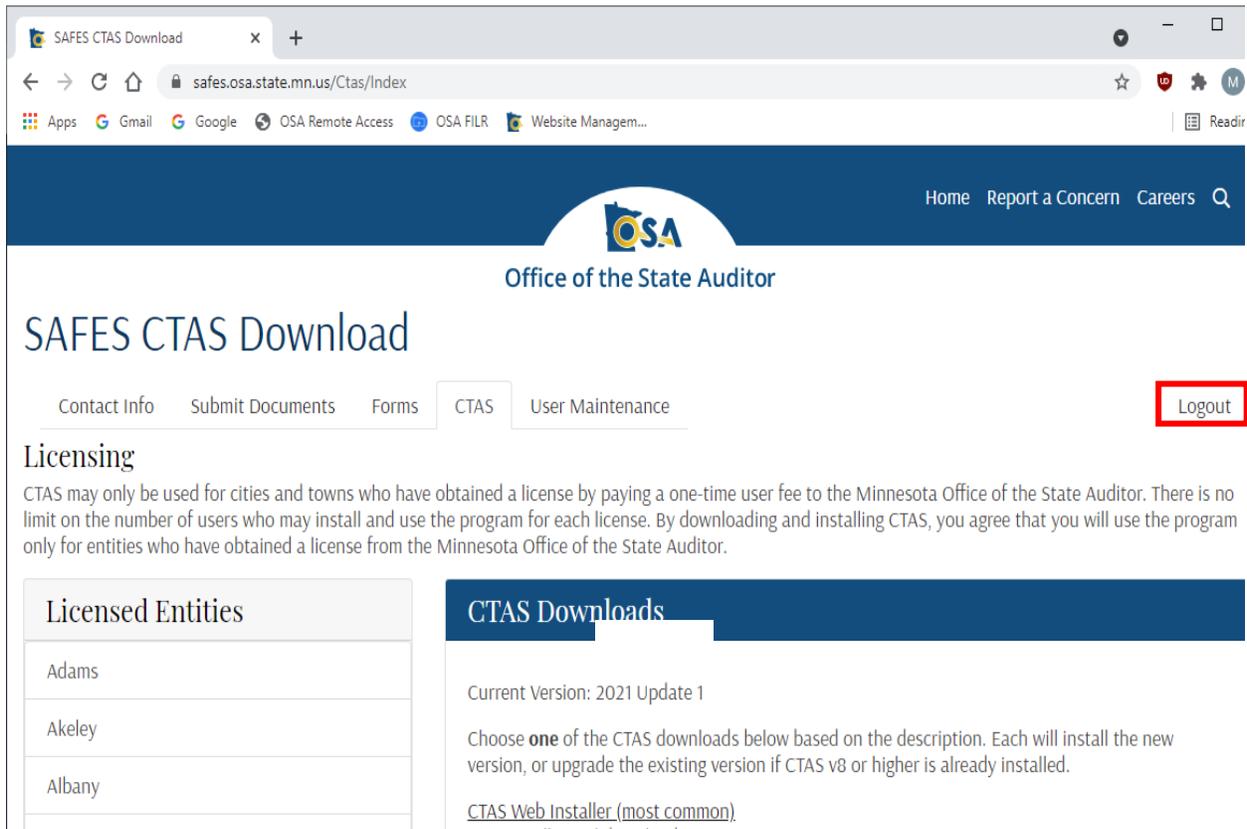
You may receive the following message window, if so, left-click once on “Yes” (circled).



CTAS will then install on your computer. When installation is complete, you will receive the “Installation Successfully Completed” message (below). Left-click once on the “Close” button (circled).



Logout of the “SAFES CTAS Download” window by one left-click on the Logout link (boxed).



Your CTAS program is now at the newest version.