



**Provider Guide to
Updating Filings in HHS Accelerator**

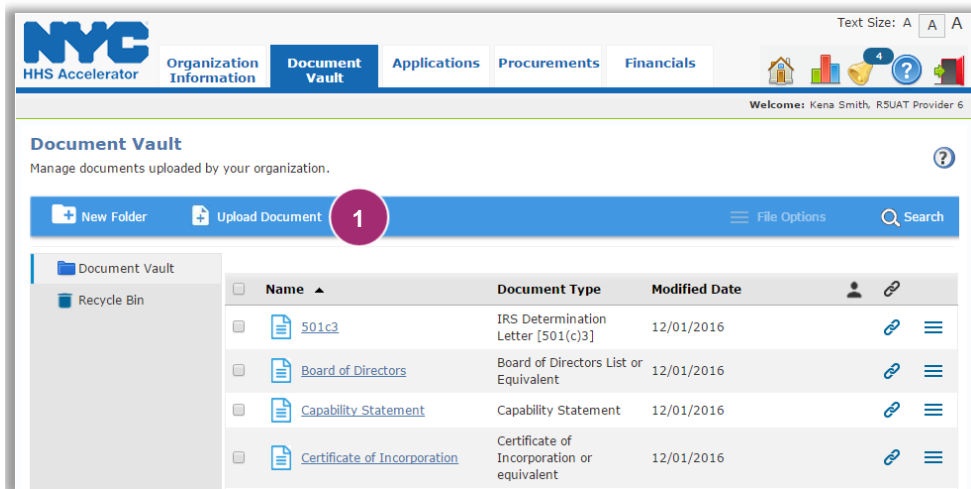
Charitable organizations operating in New York State must file annual financial reports with the Attorney General's Office. Please note that the actual filing is with the Charities Bureau. The City requests a record of your filing to verify your organization is in compliance. The annual filings deadlines can be found at the end of this guide.

The HHS Accelerator System sends notifications to your organization prior to your CHAR500 expiring in the system. In order to maintain your Approved Status to compete for Health and Human Service contracts in New York City, it is important that your organization takes the appropriate action to stay current in its filings. If your organization does not upload the record of the filing to the system by the deadline, your Application Status in the system will change to Suspended (Filings Expired).

Your organization can address this status change by uploading the NYS Form **Char500** (signed with 2 signatures), IRS **Form 990** and **Audit** report as one file. We no longer accept an extension document or the IRS Form 8868.

Uploading the Filing Document to the System

It is easy to upload your filing document to the system to maintain your Approved Status. The filings document must be uploaded to the correct location in your Document Vault. You must be logged into your account to upload a new document to your Document Vault. Once logged in, click the **“Document Vault”** button at the top of the page to access your Document Vault.



1. Click the **“Upload Document”** button to upload a new document.

Upload Document

Step 1: File Selection | Step 2: Document Information | Step 3: Document Location

Select a document type, then browse your computer for the file to upload.

* Indicates a Required Field

* Document Type: CHAR 500 + 990 + Audit

* Select the file to upload: Choose File No file chosen

Cancel Next

2. Select the Document Type “**CHAR500 + 990 + Audit.**”
3. Click “**Choose File**” and upload the required document.

Upload Document

Step 1: File Selection | Step 2: Document Information | Step 3: Document Location

Select a document type, then browse your computer for the file to upload.

* Indicates a Required Field

* Document Type: CHAR 500 + 990 + Audit

* Select the file to upload: Choose File Char 500.docx

* Document Name: Char 500 990 Audit

Cancel Next

4. Enter the desired “**Document Name.**”

*The “**Document Name**” field will default to the document’s file name.*

5. Click “**Next.**”

Upload Document

Step 1: File Selection | Step 2: Document Information | Step 3: Document Location

Please enter required Document Information, if applicable, and confirm the existing information.
Note: if this is replacing an existing document, any sharing privileges will be applied to this document.

* Indicates a Required Field

Document Type: CHAR 500 + 990 + Audit

Document Name: Char 500 990 Audit

File Type: DOCX

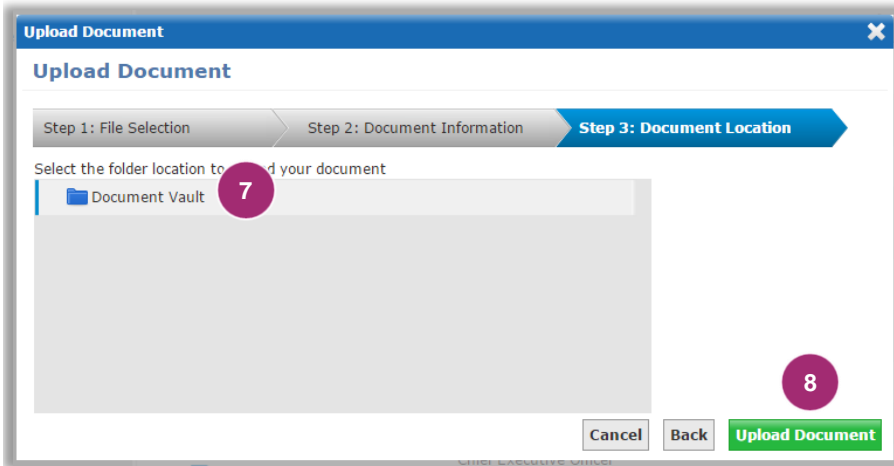
* Period Covered From: Oct 2015

* Period Covered To: Sep 2016

Cancel Back Next

The Period covered will automatically pre-populate.

6. Click “**Next.**”



7. Select the folder location to upload your document.

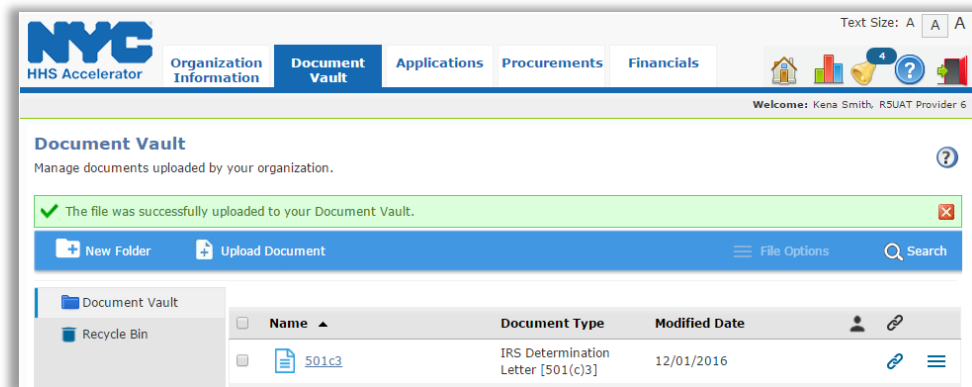
8. Click “**Upload Document.**”



It is important that you create unique file names for new files uploaded to your Document Vault, as newly uploaded documents with duplicate file names will **overwrite** preexisting documents.

Upload Confirmation

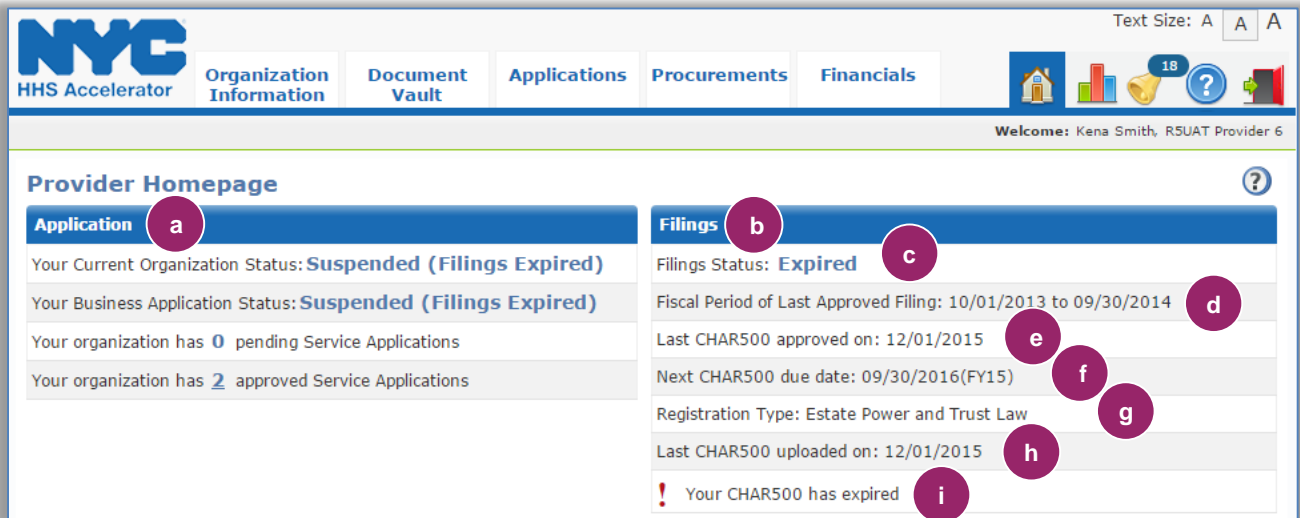
Once the upload is complete, you will be redirected to your Document Vault and receive system confirmation of your successful upload.



Once you have successfully updated the filings document to your Document Vault, your provider status on the homepage will display **Approved**. The filings expiration warning will no longer appear. This is your confirmation.

Monitoring Your Filing Status

It is easy to monitor your organization’s Filing status in HHS Accelerator. On the Provider Homepage you will see both the Application and Filings dashboards situated towards the top. The Applications dashboard displays your Organization and Application statuses. When your annual filings in the system is not current your account status will become temporarily suspended. The Filings dashboard will give you a better understanding on where your organization stands.



a	The Application dashboard displays your organization’s overall status plus your Applications’ statuses. See the “ <i>Submitting the HHS Accelerator Application</i> ” guide for more details.
b	The Filings dashboard displays your organization’s recent filings activity and status.
c	Your organization’s current Filing Status. This status is based on the most recent Approved CHAR 500 + 990 + Audit document.
d	Displays the filing (fiscal) period for the last Approved filing.
e	Displays the date the last approved filing was Verified and Approved by the HHS Accelerator Policy team.
f	Displays the extension deadline your next filing is due and the Fiscal Period of the filing.
g	Your organization’s NYS Charities Registration Type as Entered and Verified in your most recent HHS Accelerator Application.
h	Displays the date of the most recent filing document uploaded as the Document Type “CHAR 500 + 990 + Audit”.
i	Indicates your Filing Status is Expired. A message will display beneath when you upload a new document and it is Pending Review.



Below are two charts that outline the required deadlines for filing based on your organization’s filing type and fiscal year.

7A/Dual Annual Filings Deadlines to Submit Report on Completed Fiscal Year

Month Fiscal Year Ends	Last Day of Fiscal Year	7A/Dual	7A/Dual Extension Expires
1	January 31	June 15 (same year)	December 15 (same year)
2	February 28	July 15 (same year)	January 15 (next year)
3	March 31	August 15 (same year)	February 15 (next year)
4	April 30	September 15 (same year)	March 15 (next year)
5	May 31	October 15 (same year)	April 15 (next year)
6	June 30	November 15 (same year)	May 15 (next year)
7	July 31	December 15 (same year)	June 15 (next year)
8	August 31	January 15 (next year)	July 15 (next year)
9	September 30	February 15 (next year)	August 15 (next year)
10	October 31	March 15 (next year)	September 15 (next year)
11	November 30	April 15 (next year)	October 15 (next year)
12	December 31	May 15 (next year)	November 15 (next year)

EPTL Annual Filings Deadlines to Submit Report on Completed Fiscal Year

Month Fiscal Year Ends	Last Day of Fiscal Year	EPTL	EPTL Extension Expires
1	January 31	July 31 (same year)	January 31 (next year)
2	February 28	August 31 (same year)	February 28 (next year)
3	March 31	September 30 (same year)	March 31 (next year)
4	April 30	October 31 (same year)	April 30 (next year)
5	May 31	November 30 (same year)	May 31 (next year)
6	June 30	December 31 (same year)	June 30 (next year)
7	July 31	January 31 (next year)	July 31 (next year)
8	August 31	February 28 (next year)	August 31 (next year)
9	September 30	March 31 (next year)	September 30 (next year)
10	October 31	April 30 (next year)	October 31 (next year)
11	November 30	May 31 (next year)	November 30 (next year)
12	December 31	June 30 (next year)	December 31 (next year)