

Instructions on How to Submit your  
2025 USCCB High School Audit Compliance Report PILOT

- Click on the link [Home Page - Safeguard](#)
- Click on LOGIN
- Select your location
- Enter your Cost Code ID (this number is your parish code number; if it's a four-digit number, please add a 0 before. For example, if your cost code is 1230, please add a preceding zero, making it 01230. If you don't know your COST Code ID, please email [avichot@la-archdiocese.org](mailto:avichot@la-archdiocese.org) or [bmelendez@la-archdiocese.org](mailto:bmelendez@la-archdiocese.org))
- Enter the email address you will use to receive a verification confirmation email.
- Once you verify your email, it will redirect you to sign in again.
- Once you are logged in, click on Annual Reports
- Click on "Create New"
- Once you upload your report and enter the necessary information with all of your requirements, click SUBMIT.
- You will receive a confirmation email with your submission.
- Once we receive it, we will look through it, and you will get an
  - "APPROVE" if uploaded a complete report or
  - "DENIED" if something is missing
    - If DENIED, you will receive an email letting you know what you are missing.
    - You will need to submit your report with the missing items.
- Please allow a week after your submission for APPROVAL.