Instructions on How to Submit your

Mandatory 2026 USCCB Safe Environment High School Audit Compliance Report

- Click on the link https://apps10.la-archdiocese.org/safeguard/Home/Login
- Once you are on the site, "**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.)
- Once you click **Login**, you will be asked to enter your email address if this is your first time submitting the Parish Audit Report. It will be used to receive a verification confirmation email. (If there's no prompt to enter your email, the system will sign you in automatically.)
- Once you verify your email, it will redirect you to sign in again. (FIRST-TIME USERS ONLY)
- Once you are logged in, click on **Annual Reports,** then click on **High School Report**
- Click on "**Add a Report**" or "**Create New**."
- Fill out all the questions in the report and upload the required documents:
    - Include this "Signature Page" signed and dated below
    - Completed 2026 USCCB Safe Environment High School Audit Compliance Report
    - (2) Safeguard the Children Committee Meetings Minutes
    - (3) Newsletters or other Communications (only include the page where the "Newsletters" is being featured)
- Once you upload your report with the required documents and enter the information, click **SUBMIT**.
- You'll receive a **confirmation email** for your submission.
- Once we receive it, we will review it, and you'll get an
    - "**APPROVE**" if everything was submitted correctly
    - "**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**.