

**NEW Instructions on How to Submit your
Mandatory 2026 USCCB Safe Environment Parish Audit Compliance Report
(The Report is completely digital, except for the Signature Page)**

- 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 **Parish Report**
- Click on “**Add a Report**” or “**Create New.**”
- The system “**autosaves,**” so you won’t lose your information after you start the report.
- Fill out all the questions in the report and upload the required documents:
 - Signature Page – sign and date
 - (2) Safeguard the Children Committee Meetings Minutes
 - (3) Parish bulletins with “Did You Know” inserts **(only include the page where the “Did You Know?” is being featured)**
- Once everything is uploaded, 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, we will **“REOPEN.”**
 - If **REOPEN**, you will receive an email letting you know what you are missing or need to correct.
 - Log back into the system and update the missing information
 - You will need to submit your report with the missing items or corrections.
- Please allow a week after your submission for **APPROVAL**.