To sign in to the Closing Packages application:
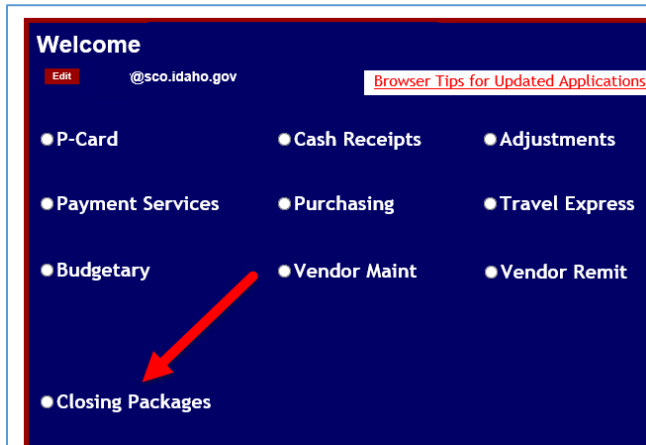
1. Go to www.sco.idaho.gov.
2. Click **Online Logon.**

3. Click **Statewide Accounting System**.

4. Select **Closing Packages**. (The other applications may not be available to you.)

5. On the Main Menu, <u>Originators</u> will only see the **Form Completion** link. Click **Form Completion** to start a new closing package or finish a closing package. <u>Approvers, Agency Head / Directors, and IT Managers</u> will only see the **Agency Approval** link.

6. Click the plus sign (+) next to **New Closing Package** and select a new closing package.
7. Click **Current Closing Packages** to select and finish a closing package.