WHAT IS DOCLINK?

DocLink is a secure, web-based submission management system from the **Fairfield County Auditor's Office**. It simplifies submissions, automates workflows, supports compliance, and makes it easier for local governmental entities to comply with multiple administrative processes required by the Ohio Revised Code.

Why DocLink?

DocLink replaces email-based submissions for several key processes with a centralized online workflow. Users can submit information and documentation electronically, track submissions, receive notifications, and respond when corrections are needed.

Who Uses DocLink?

Primary users include:

- Local governmental entities and taxing authorities
- Authorized local government staff and administrators
- Fairfield County Auditor's Office staff
- Fairfield County Budget Commission members

The system provides different access levels so users have tools appropriate to their responsibilities.

What Does DocLink Support?

DocLink currently supports submissions related to Budget Commission responsibilities and other local government processes:

- Certificates of Estimated Resources & Amendments
- Supporting documentation for codified processes
- Creation of electronic Budget Commission meeting packets
- Tax settlement distributions
- Local government distributions

How It Works

1. Preparation

Taxing districts and local government entities gather the required information and supporting documents.

2. Submission of documentation

They then complete the applicable information in DocLink and upload documents directly to the Auditor's Office.

3. Review

The County Auditor's Office team reviews the submissions and may return them for correction or additional information.

4. Tracking

Users monitor the submission status and receive email notifications as the submission moves through the process.

5. Approvals

Accepted documentation, such as Certificates of Estimated Resources, move into the Budget Commission review process, including electronic meeting packets.

Key Benefits

Efficiency
Reduces reliance on email and manual document exchanges.

Visibility
Users can see submission status and items requiring attention.

Consistency
Provides a standardized process for submitting and reviewing information.

Centralization
Brings submissions and supporting documentation together in one system.

Better Collaboration
Connects local governmental entities, the County Auditor's Office, and the Budget Commission through a shared workflow.

Communication
Automated notifications help users stay informed. Additional training tools can be found, too.

Learn More/Get Support

The County's DocLink page provides the User Guide and training/how-to videos for users – www.fairfieldcountyohio.gov/auditor/fc-DocLink.html

DocLink: Connecting local governments with the County Auditor's Office through an efficient digital workflow.