



An Introduction to the Virtual Audit Room

What is the Virtual Audit Room (VAR)?

The Virtual Audit Room has been created to help the audit process become more efficient and cost effective. It is built in a SharePoint environment and is available by **invitation** only. A secure folder will be created for each audit using the VAR, and is located at the State of Illinois public access portal.

The VAR is a secure, confidential environment where access is controlled and sensitive information is electronically shared. Your auditor will create a secure folder, where

- you can share books and records electronically with your auditor; and
- your auditor can share document requests, audit workpapers, and other information with you.

Key benefits

Using the Virtual Audit Room offers

- quick and convenient electronic access to your audit information; and
- the ability to share most common electronic file types (*e.g.*, .pdf, .doc, .xls, etc.) in a secure, confidential environment.

How will I know if a Virtual Audit Room will be used for my audit?

Your auditor will discuss the VAR and its uses with you during the initial audit meeting.

If it is determined that the VAR will be used for your audit, you will need to set up a login account.

1. Visit our website at <http://tax.illinois.gov/var>. Click on "Create a new Account." You will be required to create a username and password for this account and provide a valid email address. Once all fields are completed, click "Register."
2. After you have registered, provide your assigned auditor with the email address and username associated with this account. Your auditor will send an email invitation from the VAR system, which will contain a direct link to your personalized "Virtual Audit Room."

For assistance or additional information regarding your VAR account, call your assigned auditor.