Instructions on Accessing the IRS Data Exchange Application

http://www.p12.nysed.gov/irs/school_safety/application_portal_instructions.html

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Submitting Data Using the NYSED Application Business Portal

1. Navigate to the NYSED Application Business Portal home page (http://portal.nysed.gov)
2. Find and select the "Log In" link located in the top right corner.
3. Enter your user name and password and select "OK" to access your applications.
4. In the "My Applications" window, click the link to the "IRS Data Exchange Application" to open the data collection menu.
5. The SSEC form will appear on your Data Collection screen.
   - If you are from a Public School District, the District form will appear first.
   - To find the Public School forms, begin typing the word "Public" into the "Search by Form" box.
   - Choose the "SSEC - Public School Data Form" and click "Load" to see all of the Public School forms required.
6. After completing each page of the report, click the "Save" button to proceed to the next data entry page
7. When all pages of the form are complete and saved with no errors, the **Superintendent** must check the Attestation box and click the "Submit" button to complete the submission process.
   - You may edit your submission at any time **during the submission period** simply by accessing the form and clicking on the "Make Changes" button. If you do so, do not forget to click the "Save" and "Submit" buttons when your updates are complete.
   - Once the submission period is closed, no further updates of this data will be possible.