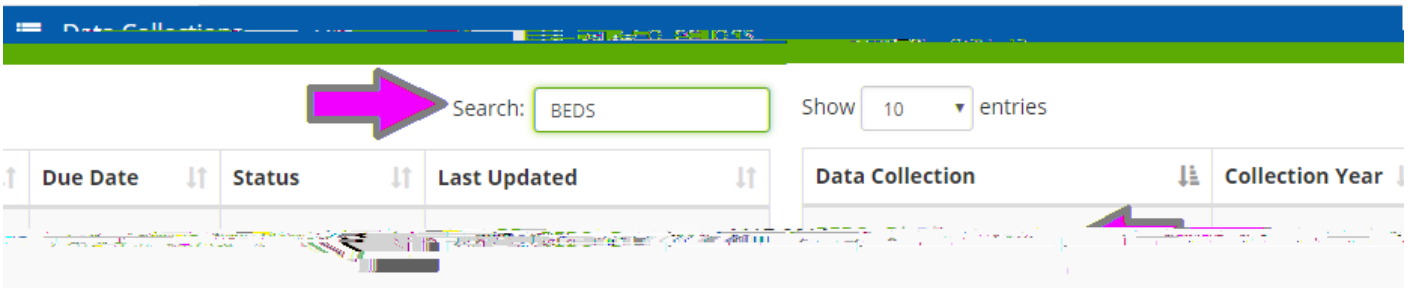


IRS Data Exchange (IDEx) Guidance For BEDS IMF Reporting

- ◀ Go to the NYSED Application Business Portal at <https://portal.nysed.gov>
- ◀ Log in and click on the IRS Data Exchange link.



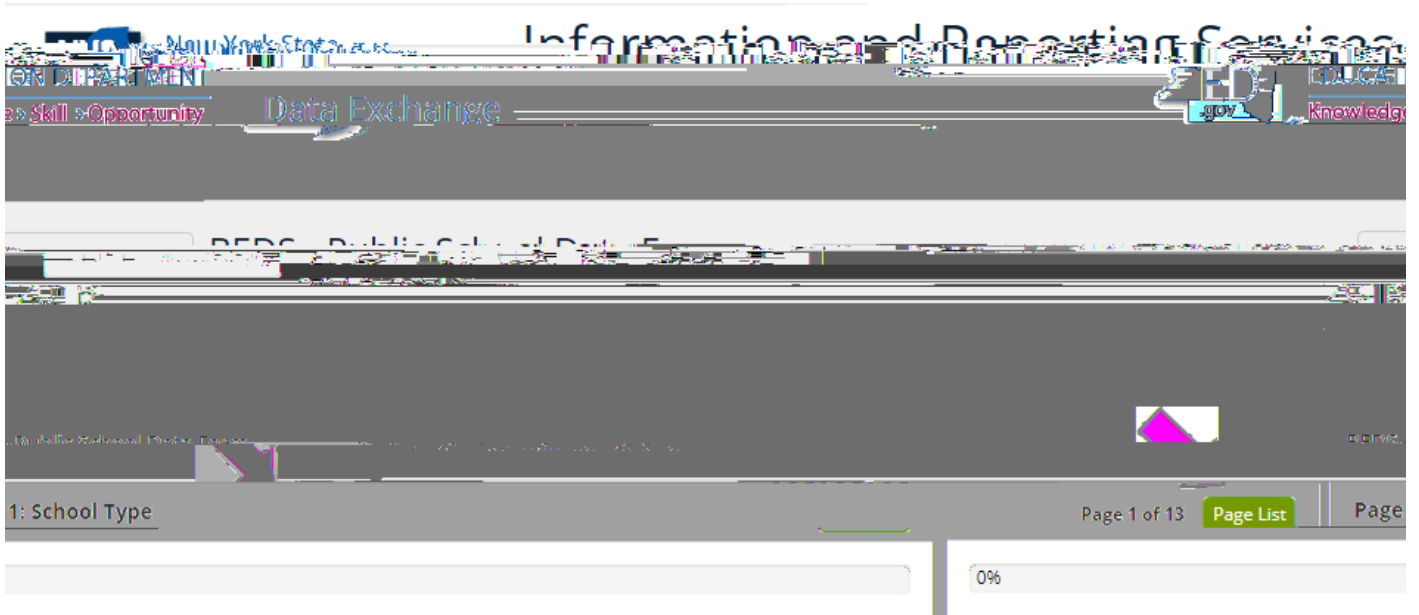
- ◀ You will see a list of [redacted] with the collection year, due date, submission status and the last user to update form. Click on the desired form to enter the online data collection.
- ◀ If you do not see the BEDS IMF form on the first screen, you can also use the



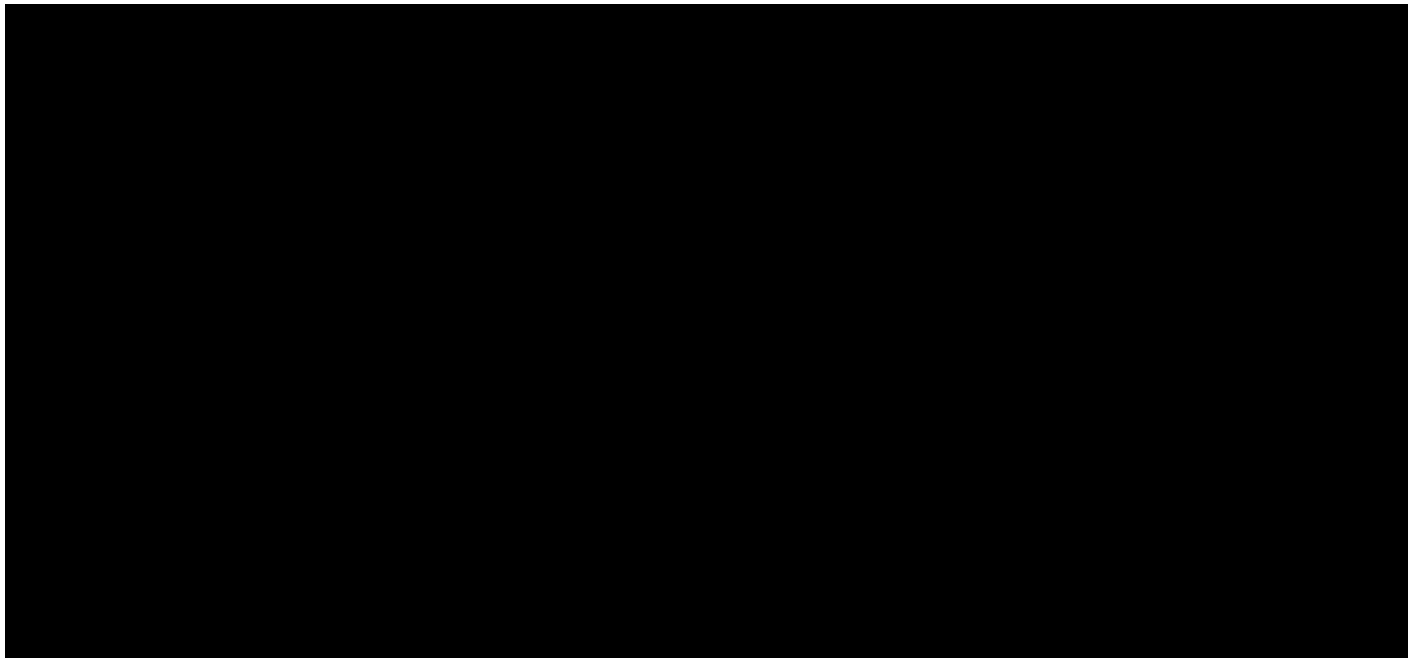
<


Page List

already saved.




- < When you complete the form and have saved the last question, a screen will appear with all of the questions and your responses. You will have the .



- After reviewing the responses, the principal or superintendent must check the Attestation box at the bottom of the page to certify the accuracy of your data. Then click  at the bottom of the page to complete your submission. **Only the CEO of the school will see the Attestation and Submit button.**

- Your submission will be confirmed and the data collection complete. This submitted page has all of your responses and can be **printed** (using Ctrl+P) from the website on this page.



- Once submitted,  be available to un-submit the form and allow for any corrections or updates up until the due date listed on the home screen of the IRS Data Exchange.
- For any further questions or assistance, please visit the help center <https://bedsvadirsupport.nysed.gov>