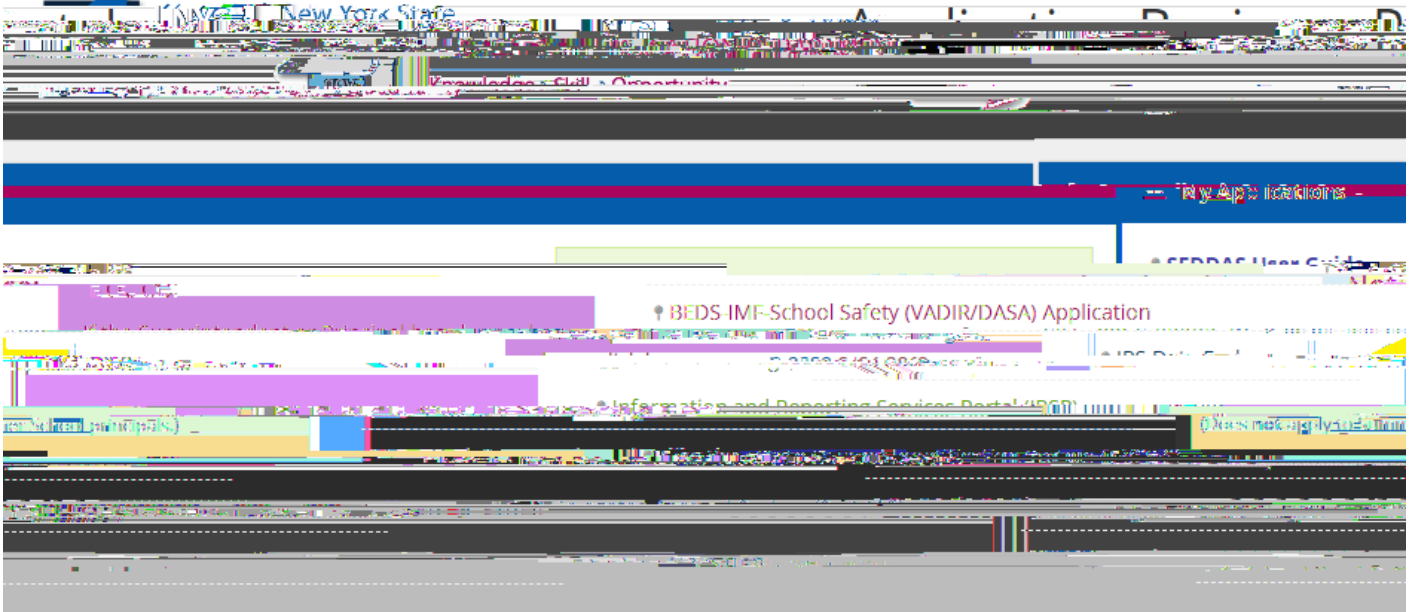
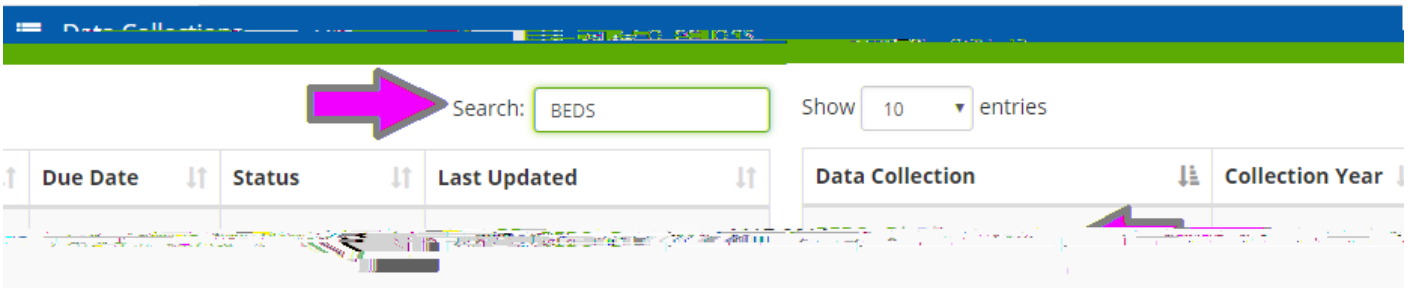


## IRS Data Exchange (IDEx) Guidance For BEDS IMF Reporting

- ◀ 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 forms 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.

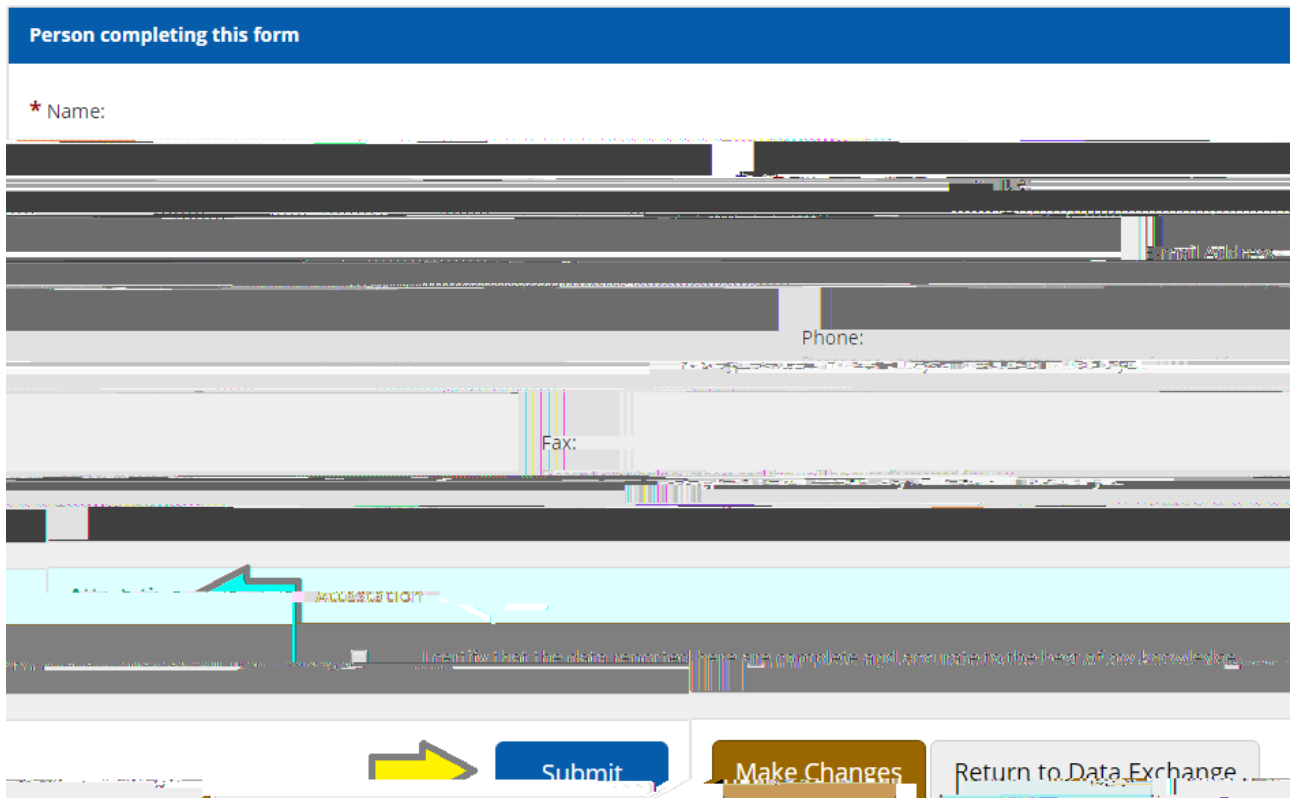
The screenshot shows a web application interface with a header area containing navigation links such as "New York State", "Information and Reporting Services", "EDUCATION DEPARTMENT", "Data Exchange", and "Knowledge". Below the header, there is a main content area with a dark background. At the bottom of the page, there is a navigation bar with the following elements:

- On the left: "1: School Type"
- In the center: "Page 1 of 13" and a green button labeled "Page List"
- On the right: "Page"

Below the navigation bar, there is a progress bar showing "0%".

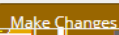


- After reviewing the responses, the principal or superintendent must check the Attestation box at the bottom of the page to certify the accuracy of your data. Then click  at the bottom of the page to complete your submission. **Only the CEO of the school will see the Attestation and Submit button.**



- 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>