New York State Education Department Office of Information and Reporting Services (IRS)

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 "Data Collections" 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 "Search" box to look for a "BEDS" in the list of data collections.

- If you are in a District and looking for a Public School form, use the "Search by Form" box and begin typing the word "Public". Then click on the correct year from the drop-down menu.

- Complete the required fields and click "Save" at the bottom of each question to move on to the next page. If there is any incorrect or missing data, the application will prompt you to correct it before allowing you to save the data or progress.

- You can also use the "Page List" button to navigate between the pages that you have 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 opportunity to "Make Changes".

- 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 "Submit" 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, the "Make Changes" button will 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 and click on the "BEDS IMF" section.