



Contact: admin@fedreporting.com

User Creation Instructions

Welcome to FedReporting.com! Please use this instructions document to provide information critical in creating a user account for the system.

1. Only one user account will be set up per PACSP applicant. Please do not send multiple requests for the same applicant entity.
2. Complete the following "New User Form" fields and send back a completed form to admin@fedreporting.com.
3. We will send back access instructions to the user within 24 hours of submission of a completed form.
4. Any questions or account issues please contact admin@fedreporting.com.



New User Form

Complete the following items and email back a **completed** form to admin@fedreporting.com.

We will send back access instructions to the user within 24 hours of submission of a completed form. Please make sure all fields are completed to ensure timely turnaround.

1. Check off **one** of the following type of applications your entity is preparing to submit:

- New Charter School
- Expansion of existing high-quality charter school
- Replication of existing high-quality charter school

2. User Account Set Up – please provide the following information for the person who you would like your entity’s FedReporting user account created.

First Name:

Last Name:

Email Address:

3. Chief Administrative Officer – please provide the following information for the proposed Chief Administrative Officer for your school.

First Name:

Last Name:

Phone Number:

Job Title:

4. School Information – please provide the following information for the school entity.

School Name:

Street:

City:

Zip Code: