



## Login – you may need to change your password

### From the District's Start Page:

- Accept security assurances
- Completion of the Local Board of Trustees Certification form
- Confirming district contacts, if these have not been reviewed/updated in the last 90 days
- Confirming district address, if this has not been reviewed/updated in the last 90 days
- Certify Allotment Funds to the State

### District Preparation:

- Consider district needs: immediate,
- Consider district needs: short-term (fall)
- Consider district needs: long-term (biennium)
- Consider Fiscal, Instructional Materials, and Technology Team Recommendations
- District decisions on uses of Allotment
- Calculate proposed orders to insure that District has not exceeded Allotment**

### EMAT Ordering:

- Allotment - Subscription Renewals – EMAT
- Allotment - New Adoptions – EMAT
- Allotment - Continuing Adoptions – EMAT
- Allotment - Supplemental – EMAT

### EMAT Disbursement:

- Disbursement - Non State-Adopted Instructional materials  
*Must have information for required fields*
- Disbursement - Technology Equipment  
*Must have information for required fields*
- Disbursement - Technology Services  
*Must have information for required fields*

- Create Allotment Report to track District's expenditures**