

USING ETO FOR FASTER AND MORE ACCURATE PAYMENT

It is the continuing goal of the Bureau of Contract Aid (BCA) to provide timely and accurate payments to all of our providers. As you know, towards that end, BCA has implemented a web-based billing application called ETO. Through use of this application, BCA is able to expedite and improve the accuracy of payment.

The following is an overview of the major steps necessary in order to use ETO:

1. First you must complete the application form entitled RSA-2 Form: Student, Parent/Guardian and Independent Provider Authorization. On this form, there is a line for social security number. This line must be completed. The form also contains a line for Employer Tax ID Number. This line must be completed if the application is for an individual working for an agency, or if the individual wants to bill through their tax ID number. Otherwise, this line must be left blank. When this form is completed, it must be sent, with all required documentation, to the Committee on Special Education (CSE).
2. When the CSE receives the application form, the information on the form will be entered by the CSE into the Special Education Component (SEC) system. SEC will then generate an electronic RSA-2 letter, which will include an assigned 11-digit pin number. Each student that you report will have his/her own pin number. This pin number is required in order for you to identify yourself, confirm the student and service, and record the first attend date of service.
3. The first attend date must now be called into SEC in order to be recorded and sent to ETO. Whenever you begin serving new students, the first attend dates for those students must be entered into SEC as soon as possible. In addition, at the beginning of each school year, you will have to call in your first attend dates for that year. You can do this by calling 718-596-4099. You will need the pin number located on your RSA-2 form. Detailed instructions for calling in your first attend date are located [here](#).
4. Information entered into SEC will be sent electronically to ETO¹. At this point, you may begin using ETO, which is located at: <https://fastrack.nycenet.edu/login.asp>. When logging into ETO, please note the following: your user name is your 9-digit Federal Tax ID number. Your password is comprised of the letter T followed by your Federal Tax ID number (example: t000000000). The site is your 9-digit Federal Tax ID number.
5. Once logged in, ETO will allow you to view your students and their mandates, enter the dates and times of service, and create monthly invoices. The invoice

¹ Please note: Information is batch processed from SEC to ETO beginning 4:00 PM on Thursdays. The loading process is usually completed by Friday morning. Therefore, information entered into SEC will not reach ETO until the next Friday.

number and invoice amount are generated by the system based on the service entries.

6. Please note: When using ETO, although your service information is automatically transferred to the accounting system on a daily basis, you will still have to print and sign invoices (RSA-7As) and send them, along with a copy of the monthly Sourcecorp attendance data sheet, to BCA in order for payment to be processed. Detailed, step by step instructions for using ETO are located [here](#).

If you encounter errors logging into this system, please email mmedina12@schools.nyc.gov and include your name and Tax ID. It is important that you e-mail the problem so we are better able to track your issue and find the solution in a timely manner.