# Charter School Depository Contract Submission in TEAL

## Step 1: Log in to TEAL and Access the Depository Contract Submission link

Begin by navigating to the <u>TEAL website</u>. Enter your username and password. Click Login to access your dashboard. Click the Depository Contract Submission link to access the Audit Main Menu. To access the Depository Contract Submission portal, you must have the Depository Contract User or the Charter AFR and Depository Contract User role in TEAL. If you do not have access, consult the "Help" guide in TEAL to request the necessary permissions.

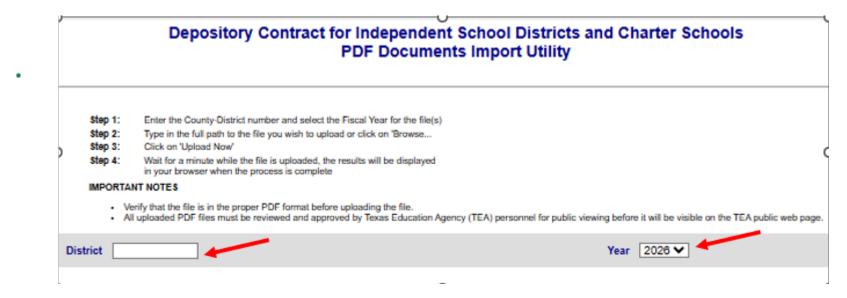
#### Step 2: Audit Main Menu

Click the "IMPORT Depository Contracts" option, then select Display to access the import page. The fiscal year entered on the Audit Main Menu will not affect the year you access. You will be able to select the appropriate fiscal year for submission on the import page in Step 3.



### Step 3: Charter School Import Page – CDN and Year

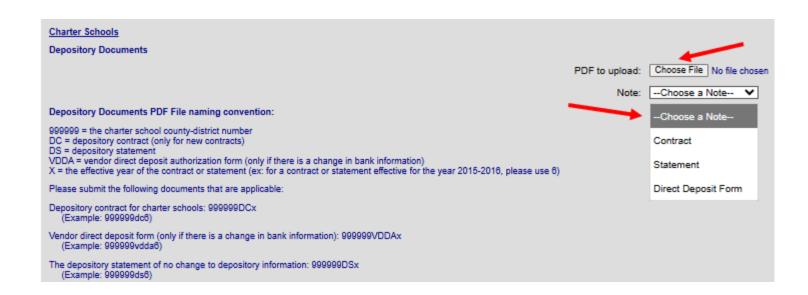
In the Import page, insert the Charter School's CDN and select the correct year in the drop-down menu. The current submission year is 2026.



Step 4: Charter School Import Page – Upload the Files

Select the file to upload and choose the appropriate document type from the drop-down menu ("Choose a Note"). One of the following three document types must be selected:

- Contract Depository Contract
- Statement Depository Statement
- Direct Deposit Form Direct Depository Authorization Form



#### Step 5: Upload the document

Upload the document by clicking "Upload Now" button.



# Questions?

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