# Paying for Educational Aides Online

Educator Preparation and Certification
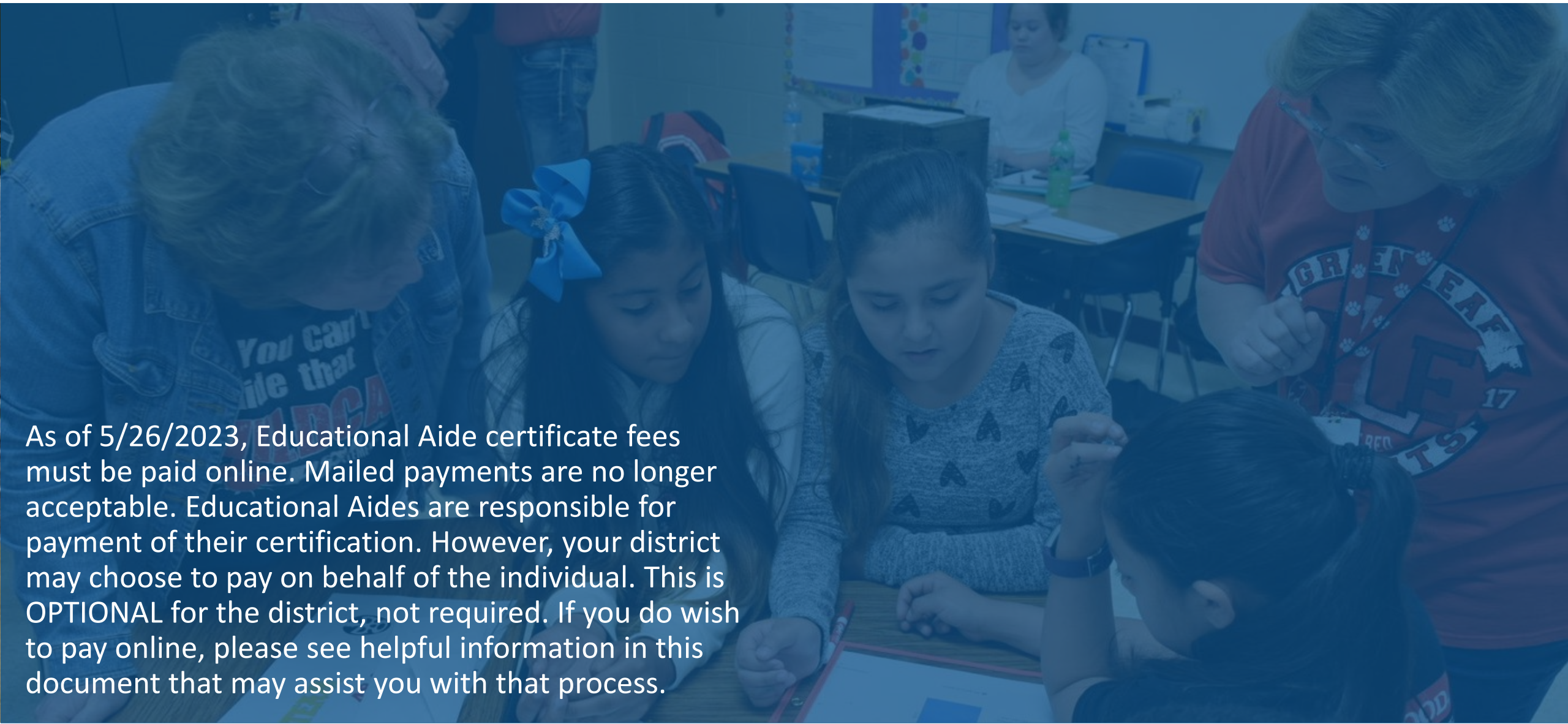
As of 5/26/2023, Educational Aide certificate fees must be paid online. Mailed payments are no longer acceptable. Educational Aides are responsible for payment of their certification. However, your district may choose to pay on behalf of the individual. This is OPTIONAL for the district, not required. If you do wish to pay online, please see helpful information in this document that may assist you with that process.

# Paying for Educational Aides Online

**1.** Login to your **TEAL** account and continue to **ECOS for Entities**
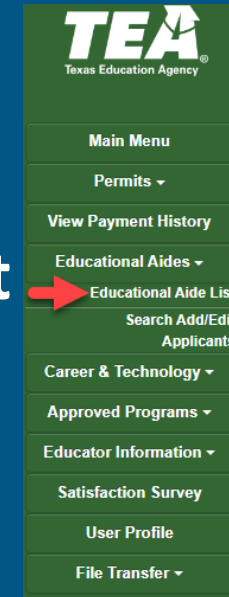


Educator Certification Online System for Entities

Educator Certification Online System for Entities

⭐ Please submit a Help Desk ticket for assistance. Educators can self-serve by checking the status of their documents and applications in their accounts. Certificates that are up-to-date will display today's date at the bottom of the page. Clear your cache if the date shown is older.

*ZZZ Entity for Testing and Training ISD*                    **Add/Modify Access**
Roles: General Access, District_Submit Permits, District_Permits Data Entry, District_Educator Aide

**2.** Select **Educational Aides**, then click **Educational Aide List**



TEA
Texas Education Agency

Main Menu
Permits ▾
View Payment History
Educational Aides ▾
  Educational Aide List
  Search Add/Edit Applicants
Career & Technology ▾
Approved Programs ▾
Educator Information ▾
Satisfaction Survey
User Profile
File Transfer ▾

**3.** Establish your search criteria.



Search                                                                              —

Filters              School Year           Select only            Days to show
School Year          2022-2023             Not Recommended        All                  🔍 Search    ⊗ Reset

4. You should now see a list. In the **Pay Fee** column, you will need to check the individual(s) for whom you wish to pay. If you would like to pay for everyone, check the box for **All** at the top of the column.

**Educational Aide List**

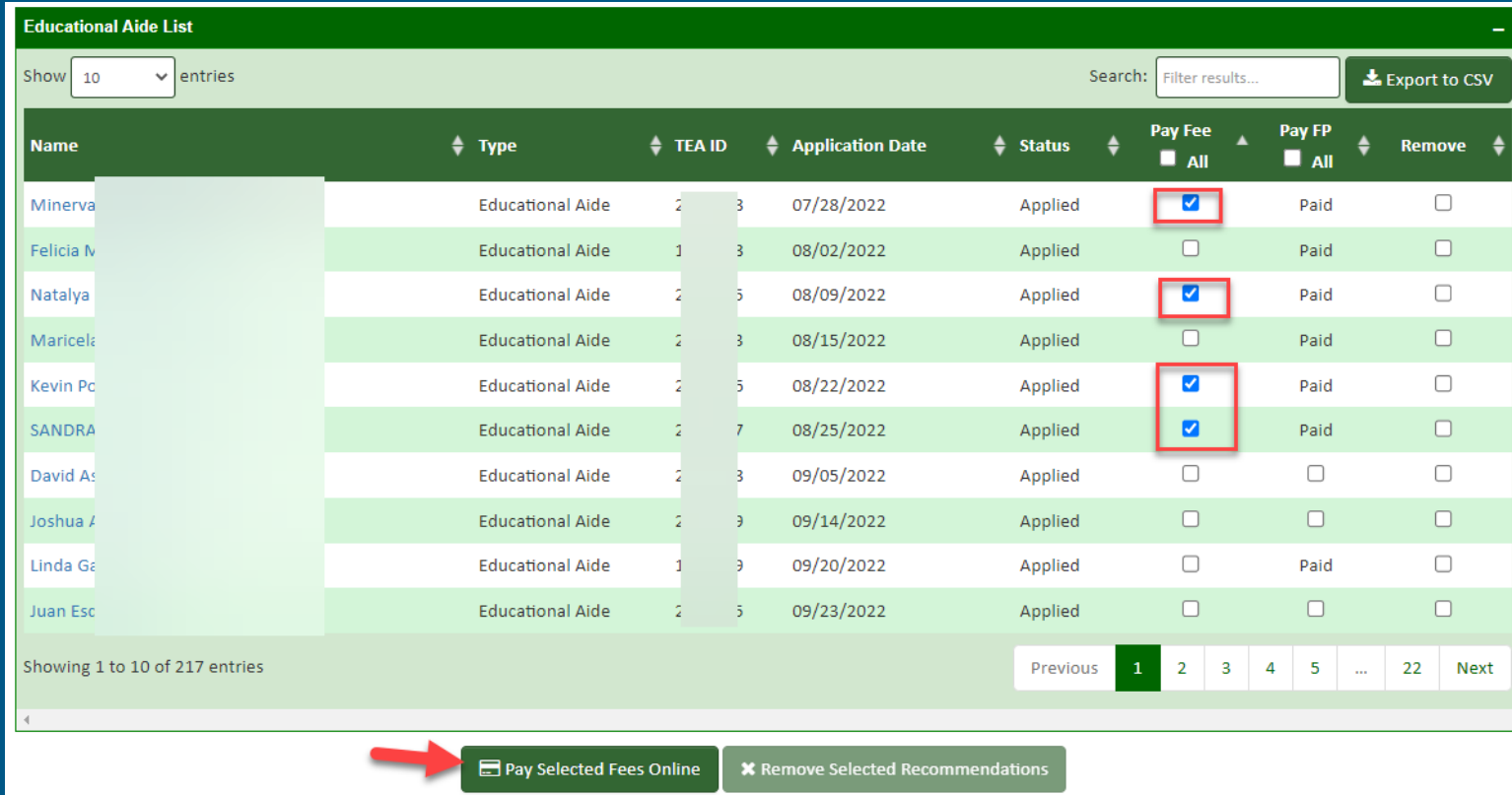Show 10 entries                                    Search: Filter results...    ⬇ Export to CSV

| Name | Type | TEA ID | Application Date | Status | Pay Fee ☐ All | Pay FP ☐ All | Remove |
|------|------|--------|-----------------|--------|---------|--------|--------|
| Madie O | Educational Aide | 1    4 | 09/09/2022 | Applied | ☐ | Paid | ☐ |
| Georgina | Educational Aide | 2    8 | 11/15/2022 | Applied | ☐ | Paid | ☐ |
| Marquet | Educational Aide | 2    3 | 01/05/2023 | Applied | ☐ | Paid | ☐ |
| Brenda | Educational Aide | 1    4 | 02/02/2023 | Applied | ☐ | Paid | ☐ |
| Rechelle | Educational Aide | 2    0 | 03/16/2023 | Applied | ☐ | Paid | ☐ |
| Yarelli G | Educational Aide | 2    5 | 04/14/2023 | Applied | ☐ | Paid | ☐ |
| MAURIC | Educational Aide | 2    9 | 07/04/2022 | Applied | Paid | Paid | ☐ |
| Ashley A | Educational Aide | 2    7 | 07/19/2022 | Applied | Paid | Paid | ☐ |
| Joshua T | Educational Aide | 2    9 | 07/19/2022 | Applied | Paid | Paid | ☐ |
| Lindsey | Educational Aide | 2    9 | 07/21/2022 | Applied | Paid | Paid | ☐ |

Showing 1 to 10 of 69 entries                    Previous **1** 2 3 4 5 6 7 Next

⊟ Pay Selected Fees Online    ✖ Remove Selected Recommendations

# Paying for Educational Aides Online Continued



5. Once you have selected the aides you wish to pay for, you may continue to the bottom of the page and select the **Pay Selected Fees Online** button.

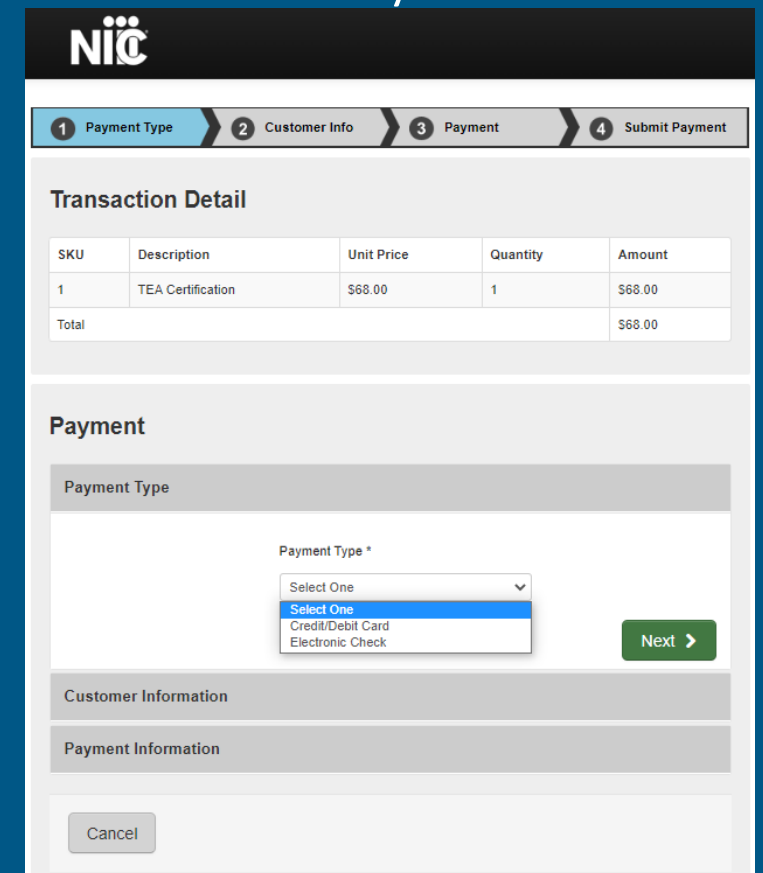6. Confirm you have selected all applications you wish to pay for, then click **Pay Now**.

7. Complete your payment. If paying by credit card, be sure that the zip code on file with the card company matches the zip code you enter in the customer information section. Failure to do so may result in a declined transaction.

# Paying for Educational Aides Online Continued

8. Congratulations! Your payment was successful. You may wish to **Return to Educational Aide List** by choosing the button at the bottom of the page or select the **View Payment History** button on your left to see the payment you just made or any previous payments.

# Frequently Asked Questions

## How do we pay if our district does not have a credit card?

All ISDs were required to register an electronic account with the Comptroller's office which means the district has an ACH that can be used (electronic check).

You may need to contact your business office for Account Number and Routing Number or have the business office representative complete payment.

As you go through the payment screens, you will see the option to enter in your Account Number and Routing Number. There is no pre-setup. Every time you are ready to pay for an aide/aides, you will enter your district payment information. *Please note: you are able to pay for multiple educational aides at the same time. Simply select the aides you wish to pay for in the "Pay Fee" column.*

**What happens if our business office generates a check?**

An ISD representative would need to enter the Account Number and Routing Number from the check and complete the online payment. This can be done by either the person responsible for recommending educational aides or the business office personnel. Your district will decide internally who is responsible for submitting payment.

If a check is mistakenly sent to TEA, it will immediately be refunded.

# Frequently Asked Questions Continued

## Why am I not able to submit payments?

Not every ISD employee is authorized to submit payments. If it has been determined at your district that you should be authorized, you will need to add access in TEAL to include "**District_Educator Aide**".

-To Add/Modify your access:

-Login to TEAL and Select "Access Applications" on your left.

-From there, click "Add/Modify Access" and then select the "Add Access" button.

-Follow the steps on the application access details page.

-Under Roles and Parameters select "**District_Educator Aide**"

-Be sure to click "Done" and save your changes.

**Do we still need to send a fee remittance form or purchase order?**

No. Fee remittance forms and purchase orders are no longer accepted. Do not mail anything to TEA. Please complete the payment online.

**If you have any questions, please call 512-936-8400 option 2 or submit a helpdesk ticket. Thank you!**