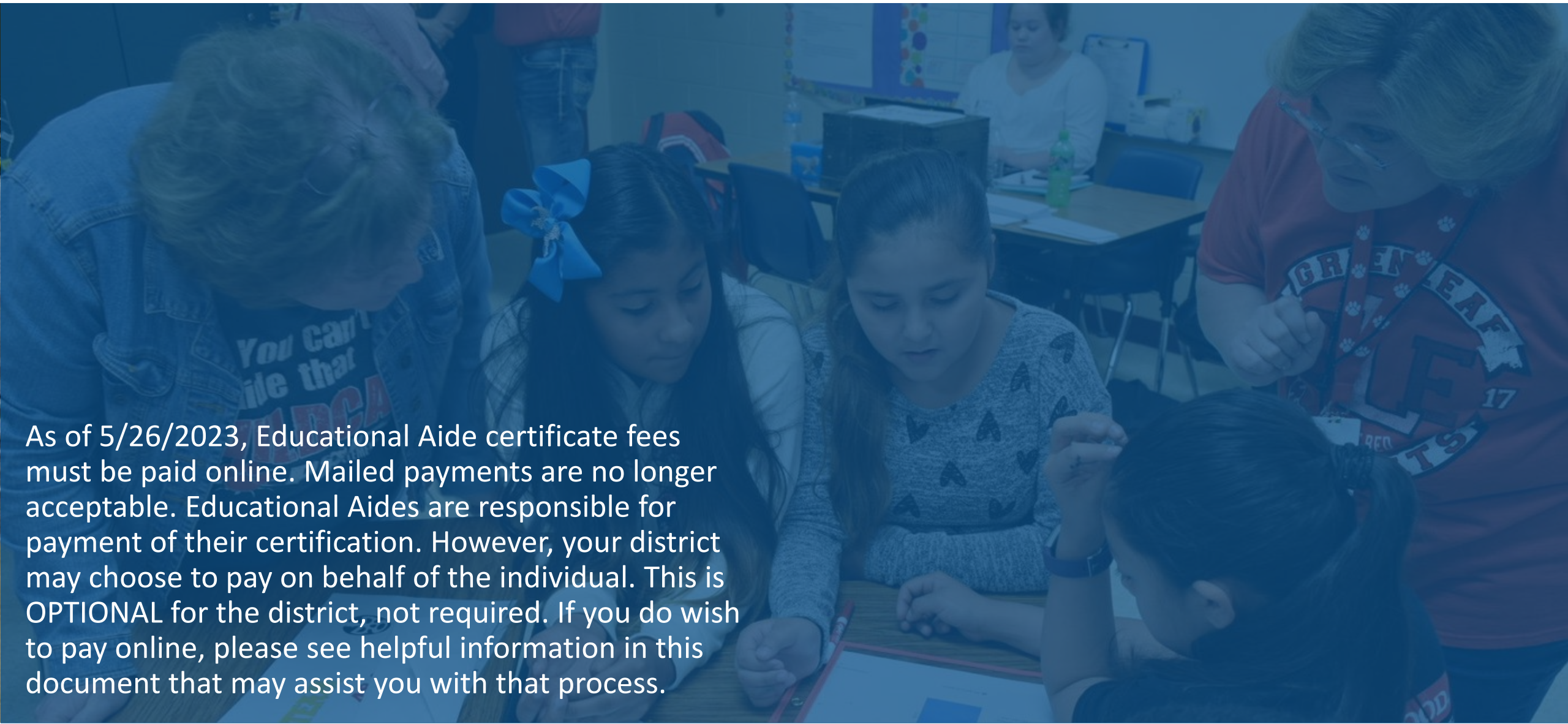


The background of the slide is a photograph of a school hallway. In the foreground, a wide staircase with metal railings leads up. Several students are walking on the stairs. In the background, a large window looks out onto a green landscape with trees. To the left, a hallway is visible with more students walking. A semi-transparent blue horizontal bar is overlaid across the middle of the image, containing the title text.

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.

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

Educator Certification Online System for Entities

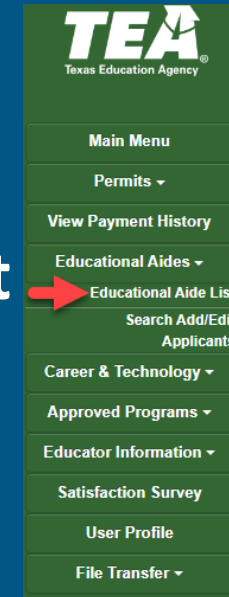
Educator Certification Online System for Entities

★ 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

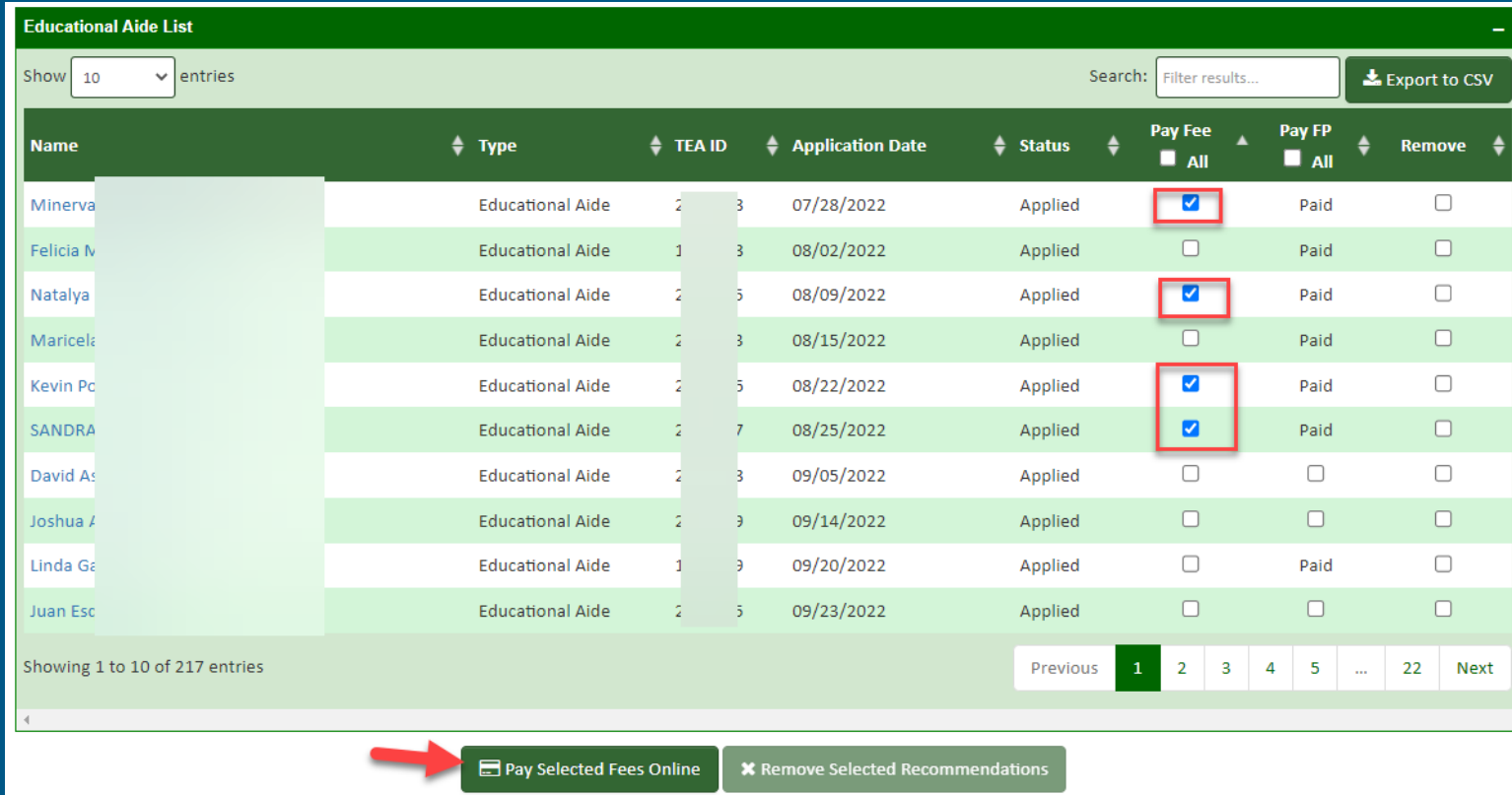
Name	Type	TEA ID	Application Date	Status	Pay Fee	Pay FP	Remove
Madie O	Educational Aide	1 4	09/09/2022	Applied	<input type="checkbox"/>	Paid	<input type="checkbox"/>
Georgina	Educational Aide	2 8	11/15/2022	Applied	<input type="checkbox"/>	Paid	<input type="checkbox"/>
Marquet	Educational Aide	2 3	01/05/2023	Applied	<input type="checkbox"/>	Paid	<input type="checkbox"/>
Brenda I	Educational Aide	1 4	02/02/2023	Applied	<input type="checkbox"/>	Paid	<input type="checkbox"/>
Rechelle	Educational Aide	2 0	03/16/2023	Applied	<input type="checkbox"/>	Paid	<input type="checkbox"/>
Yarelli Gi	Educational Aide	2 5	04/14/2023	Applied	<input type="checkbox"/>	Paid	<input type="checkbox"/>
MAURIC	Educational Aide	2 9	07/04/2022	Applied	Paid	Paid	<input type="checkbox"/>
Ashley A	Educational Aide	2 7	07/19/2022	Applied	Paid	Paid	<input type="checkbox"/>
Joshua T	Educational Aide	2 9	07/19/2022	Applied	Paid	Paid	<input type="checkbox"/>
Lindsey I	Educational Aide	2 9	07/21/2022	Applied	Paid	Paid	<input type="checkbox"/>

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




Educational Aide List

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

Name	Type	TEA ID	Application Date	Status	Pay Fee	Pay FP	Remove
					<input type="checkbox"/> All	<input type="checkbox"/> All	
Minerva	Educational Aide	23	07/28/2022	Applied	<input checked="" type="checkbox"/>	Paid	<input type="checkbox"/>
Felicia N	Educational Aide	13	08/02/2022	Applied	<input type="checkbox"/>	Paid	<input type="checkbox"/>
Natalya	Educational Aide	25	08/09/2022	Applied	<input checked="" type="checkbox"/>	Paid	<input type="checkbox"/>
Maricela	Educational Aide	23	08/15/2022	Applied	<input type="checkbox"/>	Paid	<input type="checkbox"/>
Kevin P	Educational Aide	25	08/22/2022	Applied	<input checked="" type="checkbox"/>	Paid	<input type="checkbox"/>
SANDRA	Educational Aide	27	08/25/2022	Applied	<input checked="" type="checkbox"/>	Paid	<input type="checkbox"/>
David A	Educational Aide	23	09/05/2022	Applied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joshua A	Educational Aide	23	09/14/2022	Applied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda G	Educational Aide	19	09/20/2022	Applied	<input type="checkbox"/>	Paid	<input type="checkbox"/>
Juan Esc	Educational Aide	25	09/23/2022	Applied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Showing 1 to 10 of 217 entries

Previous 1 2 3 4 5 ... 22 Next

 **Pay Selected Fees Online** **Remove Selected Recommendations**

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.

Paying for Educational Aides Online Continued


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

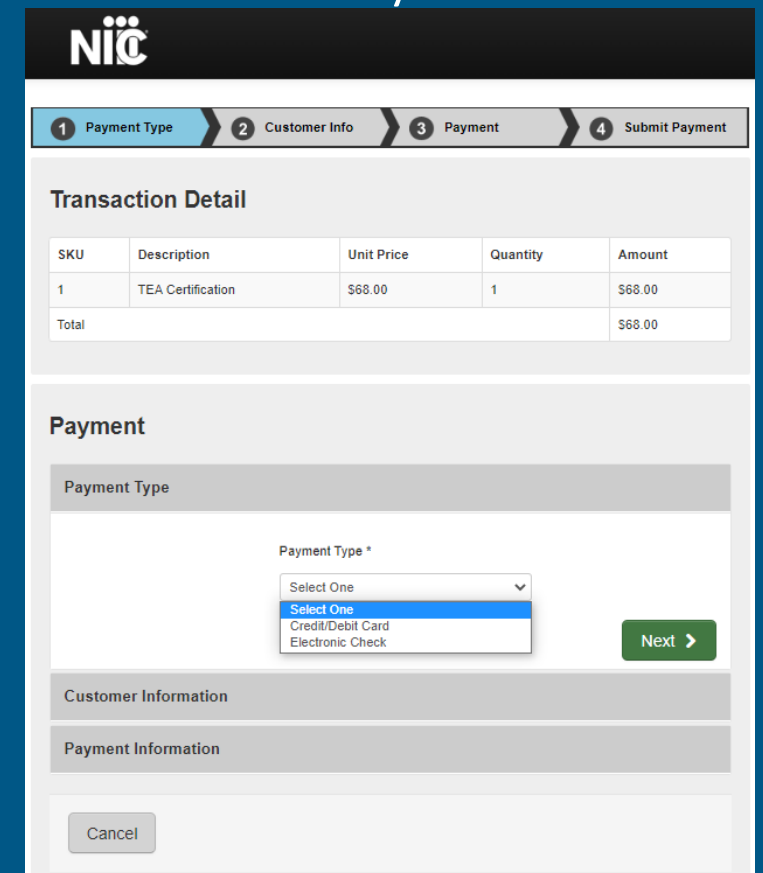
7. Complete your payment. If paying by credit card, be sure that the zip code on file with the card company matches the zip code you enter in the customer information section. Failure to do so may result in a declined transaction.

Entity Payment Confirmation

Application Date	Name	TEA ID	Fee Type and Amount	Total For Individual	
08/25/2022	S	2	Educational Aide \$17.00	\$17.00	Remove
08/22/2022	K	2	Educational Aide \$17.00	\$17.00	Remove
08/09/2022	N	2	Educational Aide \$17.00	\$17.00	Remove
07/28/2022	N	2	Educational Aide \$17.00	\$17.00	Remove
Total Payment Amount:				\$68.00	

The next screen will allow you to securely pay online with a credit card or checking account. Please have your payment information available before you continue as you may have a limited time to complete the information before you are timed out. To change the fees included in this payment, click the Cancel Payment button to return to your Educational Aide List.


Pay Now
Cancel Payment



The screenshot shows the Niic payment interface with a progress bar at the top: 1 Payment Type, 2 Customer Info, 3 Payment, 4 Submit Payment. The 'Payment Type' step is active.

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
1	TEA Certification	\$68.00	1	\$68.00
Total				\$68.00

Payment

Payment Type

Payment Type *

- Select One
- Select One
- Credit/Debit Card
- Electronic Check

Next >

Customer Information

Payment Information

Cancel

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.

Entity Payment Receipt Confirmation

Your payment was successfully processed.

Transaction Summary

Description	Amount
TEA Certification	\$68.00
Total Amount Paid	\$68.00

Customer Information

Customer Name	Test
Payor/User	jami
Local Ref ID/Trace#	701
Receipt Date	5/25/2023
Receipt Time	09:53:39 AM CDT

Payment Information

Payment Type	CC
Card Type	VISA
Expiration Date	04 / 2030
Card Number	***** 19
Order ID	

Billing Information

Billing Name	test
Address	
Address 2	
City, State	HOUSTON, TX
Postal Code	770928501
Country	US
Phone Number	00

This receipt has been emailed to the address below:
james.carmichael@tea.texas.gov

For fingerprint fees paid, an email from Identigo/MorphoTrust USA will be sent to the email provided in the educator's profile. This email contains information needed for scheduling their fingerprint appointment. Educators expecting this email should check the spam and junk folders in their email account.

[Return to Educational Aide List](#)

- [Main Menu](#)
- [Permits ▾](#)
- [View Payment History](#)
- [Educational Aides ▾](#)
- [Visiting Int'l Teacher ▾](#)
- [Career & Technology ▾](#)
- [Approved Programs ▾](#)
- [Educator Information ▾](#)
- [Satisfaction Survey](#)
- [User Profile](#)
- [File Transfer ▾](#)

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.

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.

A group of students are gathered around a table, engaged in a hands-on learning activity. They are using tablets to interact with a digital grid or graphing application. On the table, there are various colorful manipulatives, including small blocks and beads, arranged in trays and on a grid. One student is pointing at a tablet screen, while others look on with interest. The scene is brightly lit, suggesting a classroom or computer lab environment.

If you have any questions, please call 512-936-8400 option 2 or submit a [helpdesk](#) ticket. Thank you!