

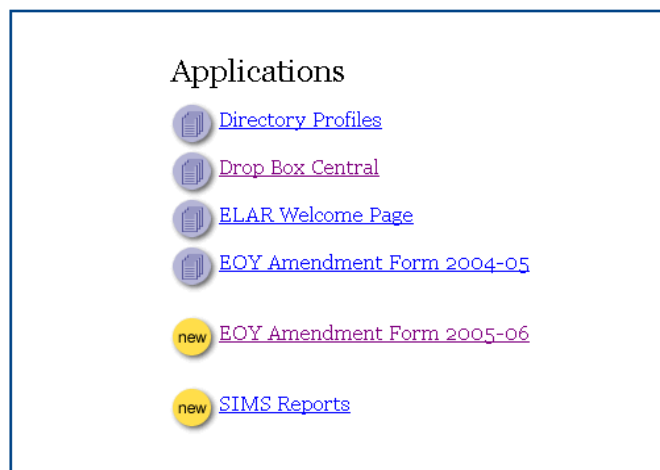
HOW TO DOWNLOAD AND UPLOAD THE END OF YEAR PUPIL AND FINANCIAL REPORT

All superintendents and any other district staff who have been assigned access to the finance files on the security portal have the ability to download and upload the End of Year Pupil and Financial Report from the security portal.

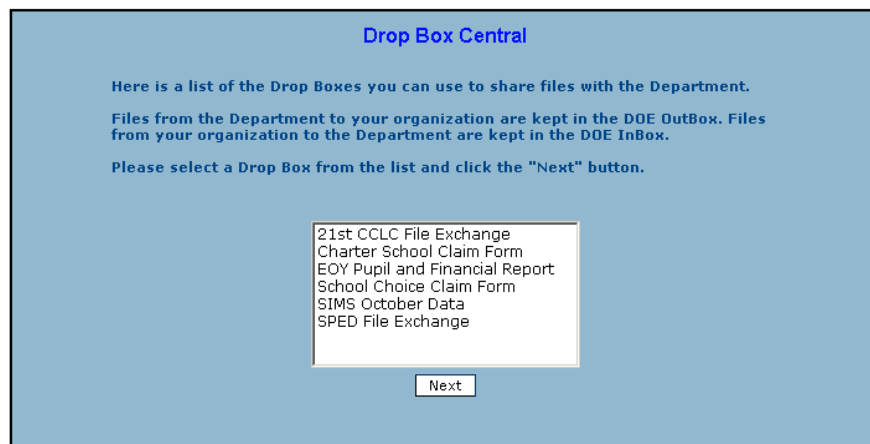
Follow these steps:

Step 1: Login to the security portal at www4.doe.mass.edu.

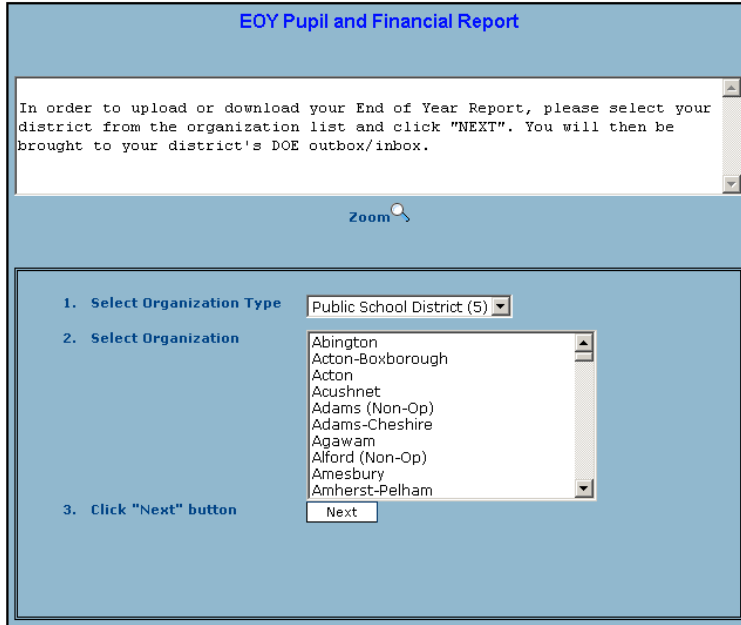
Step 2: Select Drop Box Central from the list of applications.



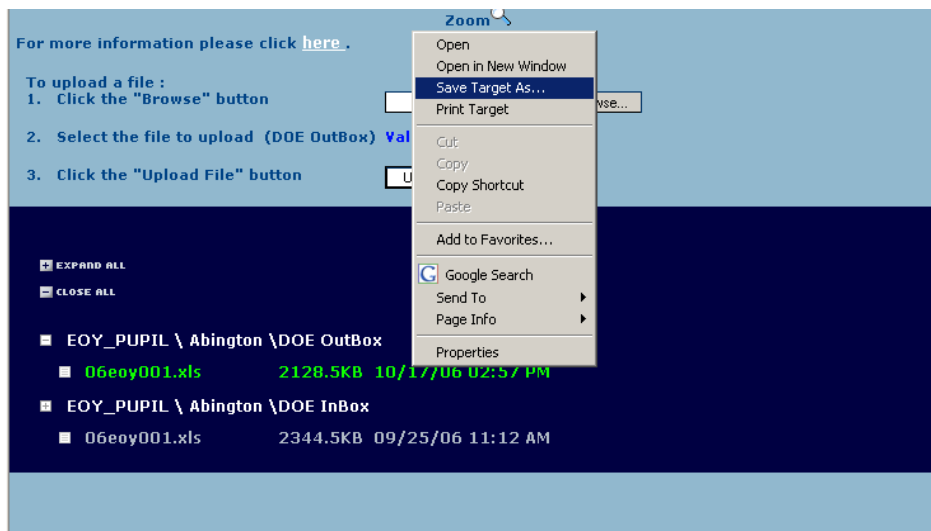
Step 3: Select EOY Pupil and Financial Report.



Step 4: Select your district from the organizations list.



Step 5: **Download** the file by right clicking on the filename in the outbox and selecting "save target as".



Step 6: **Upload** the file by following steps 1, 2, and 3.

EOY Pupil and Financial Report

Please follow steps 1, 2, and 3 to upload your file.

Soon after the workbook is submitted, DOE will populate Schedule 11 and place the

[Zoom](#)

For more information please click [here](#).

To upload a file :

1. Click the "Browse" button
2. Select the file to upload (DOE OutBox) **Valid file extensions: .xls**
3. Click the "Upload File" button

Other Items:

- Soon after the workbook is submitted, DOE will populate Schedule 11 and place the updated file in the outbox area. Districts should download that file so that they have the updated information.

If you have any questions, contact Hadley Cabral at (781) 338-6586 or hcabral@doe.mass.edu.