March 4, 2015
Instructions for properly uploading Financial Statements:

Many BPSS schools appear to be uploading their Financial Statements (LPCS) or Statements of Revenue (ESL), but not completing the entire process for submission, which results in their statement not being recorded as having been received.

While the BPSS web-based system permits uploading a hard copy of a financial statement, or statement of revenue, through the Manage Documents option, this step does not constitute the entire process.

To complete the entire process, you must also complete the online form: **Financial Statement Application** .

Follow these steps for completing and submitting the **Financial Statement Application** . You can also locate these step-by-step instructions, including screen shots, by selecting the HELP link at the top of each screen.

1.   Login to BPSS

2.   In the dropdown window select **Financial Statement Application**

3.   Select the fiscal year for which you are reporting. The current reporting year is Fiscal Year Ending (FYE) 2015

4.   Enter the statement type: Audited or Reviewed

5.   Enter the Certified Public Accountant (CPA) license number

6.   Enter the Accounting Firm registration number. This is the registration number for the firm, and is different than the CPA license number .

7.   Enter the reported Gross Tuition Income (GTI), Refunds, and Net Income for 2015 and the page number where this information can be found in the statement.

8.   Follow instructions to upload the pdf hard copy version of the FYE 2015 Financial Statement (LPCS) or Statement of Revenue (ESL)

9.   You should now see a message stating Your file is pending submission . Click **NEXT** to continue

10.   You will then be asked to review all of the information entered before submitting

11.   Click on **SUBMIT** .

12. A messag   e will appear stating: **You have successfully submitted your schoolâs financial information** .

Please email any questions to Connie.Tully@nysed.gov