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Introduction

Starting with the 2018 – 2019 school year, Palomar Council asks that all PTA units use PTAEZ to submit documents to Council, 9th District and State PTA. This reduces the chances of lost paperwork, and also gives all organizations in the PTA channel access to the documents when needed. Another advantage of having these important documents stored is that they can be retrieved for the unit if they ever need it for an IRS audit. **Units do not have to purchase the ledger component of PTAEZ to use this feature.**

**NOTE:** PTAEZ may not work properly when running Firefox or Safari. For best results, use Chrome with Adobe Flash and Pop-Ups allowed for www.ptaez.com.

The documents available for upload are:

- Audit_Mid-Year
- FTB_199_199N (CA state taxes)
- Annual Financial Report (this is the year-end report)
- Audit_Year-End
- IRS_990_990EZ_990N
- Budget (the first/proposed budget of the year)
- AG_RRF1

The Workers Comp Payroll Report should also be turned in on paper to Palomar Council treasurer or financial secretary.

Using PTAEZ to submit documents to Council

Please use PTAEZ to perform the following functions:

- Entering board roster after election (due May 1st by outgoing president)
- Resetting board member passwords if forgotten
- Uploading electronic documents (Word, Excel, PDF) in lieu of submitting hardcopies to council
- Running document reports
- Running financial reports (units who use the ledger functionality only)
Enabling Flash and Logging in

Often the most difficult part of using PTAEZ is getting successfully logged in! PTAEZ requires that Flash be enabled for most parts of the program to work correctly, so it must be enabled before logging in:

1. Open Chrome on your computer
2. Go to www.ptaez.com
3. Click the lock and change to Flash → Allow
4. Reload the page
5. Click the Login button. You will be redirected to www.ptaez.org
6. Click the lock again to ensure that Flash is also allowed for this site
7. Enter your login ID and password (contact your unit president or Palomar Council if you do not know your ID or password)
8. If the letter ‘F’ appears to the left of any of the drop-down menu options, Flash is not enabled and you should go back and follow the above steps again to enable it:
**Entering Board Roster**

Rosters should be entered after the unit election but no later than May 1st of each year. Unit rosters must include board member name, home address, email address and at least one phone number. Only Palomar Council, 9th District and CAPTA have access to the information (which is password protected and encrypted) to send important information to them pertaining to their PTA jobs. Having complete contact information also helps in the case of fiscal mismanagement and will be required by our insurance carrier to resolve claims.

*This information is required from all officers, but especially President, Treasurer, Secretary, Ways & Means/Fundraising, Auditor and anyone else that handles funds or crucial documents belonging to the association.*

The outgoing (continuing) president is responsible for entering the roster for the incoming board, including principal (only email address required for principal). The INCOMING president should assign roles and login IDs and passwords for the new term as needed, after June 30.

1. Select the ‘Admin’ button
2. Select ‘Officer/Board Member Contact’
3. Click the ‘Add Officer’ button
4. Select ‘Position’ from drop-down menu
5. Enter Name (last name first; existing members should appear) and optional Title
   - Optional title could be ‘1st VP of Membership’ under the position ‘Membership’
6. Click on the ‘Change Contact Info’ button
7. Click on ‘Address Info’ tab
8. Enter (or review) contact info (Email, Address, Phone and/or Alt. Phone [Cell] are required), making any changes as necessary
   - It is recommended that you use personal email address when entering officer contact information, rather than “generic” email address for the position. Generic addresses can be used on publicly accessible platforms
9. Click Save
Creating User IDs, Passwords and Assigning Roles

In addition to the board member contact information, some officers may require a user ID and password in order to upload documents and perform other functions related to their positions. This step should be done AFTER the new term begins (i.e., after June 30th) by the new president:

1. Select the board member name from the Officer/Board Member Contact list
2. Click the profile icon to display the ‘Create/Change Login’ window
3. Enter (or verify) email address in the ‘Username (Email)’ field
4. Enter a password in the ‘Password’ field (make a note of it so that you don’t forget it)
5. In the ‘Role’ field, click on the down arrow and select one of the following roles below.
6. Enter an expiration date of June 30 of the following year
7. Click OK
8. Notify the board member of their Username (Email) and Password and provide them with a copy of this How-To guide

List of PTAEZ Roles and Capabilities

NOTE: If your unit has not purchased the full version of PTAEZ, the only roles available to you will be ‘OC Admin’ and ‘OC Reporting’

**OC (Officer Contact) Admin**
- Can add, change and remove Officers
- Can add/change user passwords
- Can generate Reports

**OC Reporting**
- Can view Officers already listed
- Can generate Reports

**President**
- Change own Username/Password
- Can assign roles to any
- Can review all reports under Reports Tab
- Can utilize the Bulk Mailer
- Can access Individuals
Can access Officer/Board Member Contact
Can access “Our PTA”
Can manage Webstore

**Treasurer**
Can access all PTAEZ features
Assign roles to any

**Auditor**
Can review all reports under Report tab
Can utilize the Bulk Mailer

**Unit Assistant**
Change own Username/Password
Can Write/Record Receipts
View Deposit History
Can review all reports under Reports Tab
    Can access the Budget and Budget to Actual Report
Can utilize the Bulk Mailer
Can access Bank Reconciliation History
Can Import Members/Individuals
Can access Item Admin
Can access Webstore Admin
Can access Individuals
Can access Membership Management
Can set up Vendors
Can manage Webstore

**Financial Secretary**
Change own Username/Password
Can Write/Record Receipts
Can review the reports
Generate Financial Secretary Report
Category History Reports (for those Categories selected when role assigned)
Generate Budget to Actual
Can access Fundraisers/Programs Tool
Resetting Passwords
The PTA president can reset other user’s passwords.

1. Select the ‘Admin’ button
2. Select ‘Officer/Board Member Contact’
3. Select the board member requesting password reset
4. Click on the profile icon to display the Create/Change Login window
5. Select ‘Create/Change Login’ button
6. Enter a new password and click Ok
7. Email new password to board member

Uploading Documents
Forwarding documents to council is easy in PTAEZ. Simply:

1. Select the ‘Admin’ button
2. Select ‘Document Management’
3. Select the document from the list *(be sure to select correct fiscal year)*
4. Click ‘Upload’ and then the ‘Select File’ button to navigate to the document
5. Click ‘Open’
6. Notify Palomar Council that the files have been uploaded (audits: auditor@palomarcouncil.com, taxes/RRFs/budgets: treasurer@palomarcouncil.com)
7. File original documents for audit.
Downloading/Displaying Documents

Once a report has been uploaded to PTAEZ, it can be downloaded to your computer for viewing.

1. Select the ‘Admin’ button
2. Select ‘Document Management’
3. Click on the ‘Unit’ button, then enter the unit name in the pop-up window and click ‘OK’
4. Select the document from the list (note fiscal year)

In the ‘Status’ column, a code is displayed on the document report that indicates its status. The codes for documents are:

- **Blank** = Document has been uploaded and confirmed by CAPTA. The report will show the corresponding fiscal year.
- **U** = Document has been uploaded but not yet confirmed as received by CAPTA
- **C** = Confirmed as received by CAPTA, but unit hasn’t uploaded it yet
- **N** = Document neither uploaded nor confirmed by CAPTA.

5. Click ‘Download’ and document should display in the download section of your browser
Running Reports

You can run a variety of document reports in PTAEZ. They can be filtered by Fiscal Year, Document Type, and Unit.

Documents submitted for a particular unit

1. Select the ‘Admin’ button
2. Select ‘Document Management’
3. Click on the ‘Unit’ button, then enter the unit name in the pop-up window and click ‘OK’

On the report screen, under the ‘Status’ column, a code is displayed on the document report that indicates its status. The codes for documents are:

- **Blank** = Document has been uploaded and confirmed by CAPTA. The report will show the corresponding fiscal year.
- **U** = Document has been uploaded but not yet confirmed as received by CAPTA
- **C** = Confirmed as received by CAPTA, but unit hasn’t uploaded it yet
- **N** = Document neither uploaded nor confirmed.
Example of reports uploaded and confirmed by CAPTA

<table>
<thead>
<tr>
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<td>Meadowbrook Middle School PTA</td>
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Fiscal Year | Document Type | Government ID | Status
----- | -------- | -------------- | ---
2016 - 2017 | SOS_SI 100 | 6560830 | N
2016 - 2017 | Workers Comp Payroll Report | 6560830 | N
2016 - 2017 | Audit Mid-Year | 4801544 | N
2016 - 2017 | FTE_100_100N | 8019404 | N
2016 - 2017 | Annual Financial Report | 8019936 | N
2016 - 2017 | Audit Year-End | 8019936 | N
2016 - 2017 | IRS_940_940EZ_940N | 956208345 | N
2016 - 2017 | Budget | 956208345 | N
2015 - 2016 | AG_RRF1 | 70183580 | N

Status Legend: C: Confirmed, must be uploaded. V: Uploaded, must be confirmed. N: Neither uploaded or confirmed.
Example of reports received by CAPTA via mail (not uploaded)

1. To generate a report, click the ‘Reports’ button
2. Report settings:
   a. ‘Fiscal Year filter’ = usually the current year, but goes back to 2008
   b. ‘Document filter’ = All
   c. ‘Unit filter’ = the appropriate unit
3. Click ‘Report’ button
4. The report should display in the download section of your browser
Council board members only: Running unit reports for a particular document

To run a report for a particular report (i.e., budget, audit, etc) for all units, follow these steps:
1. Select the ‘Admin’ button
2. Select ‘Document Management’
3. Click on the ‘Reports’ button
4. Report settings:
   a. ‘Fiscal Year filter’ = any year between current and 2008
   b. ‘Document filter’ = the name of the report you wish to report on
   c. ‘Unit filter’ = ALL

Example report settings

1. Click ‘Report’ button
2. The report should display in the download section of your browser

Example report
<table>
<thead>
<tr>
<th>District</th>
<th>Council Name</th>
<th>CA ID</th>
<th>PTA Name</th>
<th>Document Name</th>
<th>Gov ID</th>
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<td>Los Penasquitos Elementary PTA</td>
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<td></td>
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</table>
Sending Bulk Emails

Emailing the Membership

You can send emails to all of your PTA members with PTAEZ (if you use PTAEZ for member management):

1. Select the ‘Tools’ button
2. Select ‘Bulk Mailer’
3. Click ‘Select’, then ‘PTA Officer Contacts’ (bottom left)
4. Click to choose the combinations of units and positions you wish to contact. Note that if you select all, the principal will also receive the email.
5. Click ‘My PTA’s Contacts’ (bottom left) and then click into the box to the right of ‘Individuals’. Type the last name, first name of individuals you wish to copy and always include yourself (this is the only way you will know what went out). This is where you want to copy the council president or another board member who might be involved with the unit, such as the mentor.
6. Click ‘Close’
7. Enter your own email address in the ‘Reply To’ field (if you don’t put anything here, they cannot reply)
8. Fill in the Subject field
9. Fill in the Body section, including salutation and signature. You can copy and paste from another document if you prefer
10. Click on ‘Attach File(s)’, then ‘Browse’. Select the files you wish to attach and then click ‘Upload’
11. Repeat step 11 until all your attachment files have been uploaded
12. Double-check your spelling, etc (there is no spell checker)
13. Click ‘Send’
14. Verify your email was sent by checking your email and reading what came through, check your attachments, etc.
Emailing the Units (council only)

1. Select the ‘Tools’ button
2. Select ‘Bulk Mailer’
3. To the right of the ‘To’ box, click on the ‘Select’ button
4. Select the ‘PTA Officer Contacts’ button
5. Click the ‘PTA Units’ button (to select all units), or select them individually
6. Under ‘Personnel Positions’, choose ‘Select All/None’ or select the positions individually
7. Select the ‘My PTA’s Contacts’ button
8. In the ‘Individual’ field, enter your name (last name, first name) so that you will be copied on the email (you can add other council board members here also)
9. Click ‘Close’ button
10. Enter the email address you want replies sent to in the ‘Reply To’ field
11. Enter a Subject and email Body
12. Change font, size, formatting, as desired
13. Add attachments as necessary, using the ‘Attach Files’ button
   a. Choose file using the ‘Browse’ button
   b. Click on ‘Upload’ to attach the file
   c. Repeat until all attachments have been uploaded to the email
   d. When uploaded successfully, click the ‘Close’ button
14. Proofread for spelling errors, etc (there is no spell checker)
15. Click the ‘Send’ button
Getting Help
PTAEZ provides detailed online manuals. Simply login to PTAEZ and follow these steps:

Managing Rosters and Resetting Passwords
1. Click the Help button (upper right)
2. Select ‘Online Manuals’
3. Click the ‘+’ sign next to ‘Admin Activities’ (on the left)
4. Select ‘Officer/Board Member Contact’

Uploading Documents
1. Click the Help button (upper right)
2. Select ‘Online Manuals’
3. Click the ‘+’ sign next to ‘Admin Activities’ (on the left)
4. Click the ‘+’ sign next to ‘Officer/Board Member Contact’
5. Select ‘Tax/Document Management’

If you have any other questions, please contact Palomar Council, www.palomarcouncil.com, for help.