i3 EDUCATION

Ohio Direct Certification

Step 1
Select Patrons > Direct Cert Export
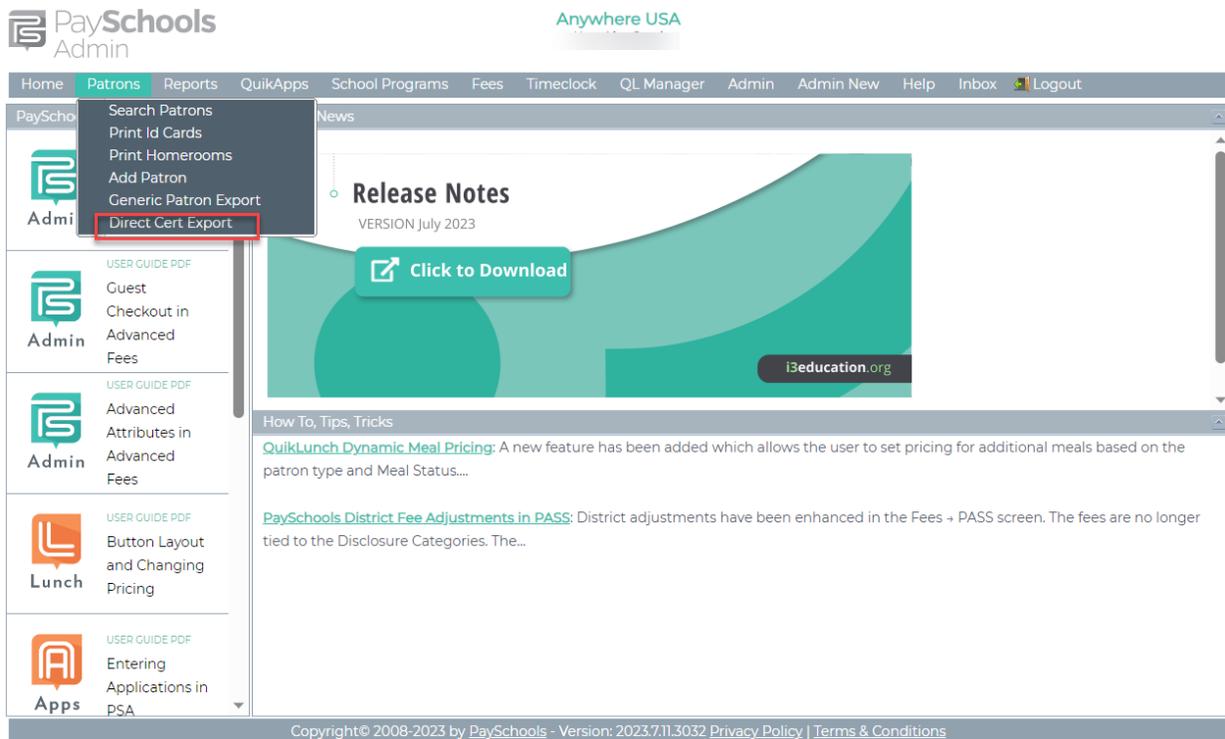
Step 2
For larger districts be sure to change page size before checking the select all box. You must select all on all pages if you have more than 51 sites on the first page > once schools are selected click Export.

Step 3
Your file will be, by default, in your downloads folder and/or you can save file to desktop, which is recommended.

Step 4
Log into CRRS. [Claims Reimbursement and Reporting System (cnpus.com)](#)

- ✓ Once logged in, Select Application > Direct Certification/Verification
- ✓ Click link Direct Certification/Direct Verification

Step 5

Upload exported file from PSA > Upload the downloaded/saved file > click Start Matching Process

| Import & Match | Search | Logout | Help |

Import School Data File

Upload a file

Start Matching Process... Cancel

Import Results

Records Imported: 241
Error Count: 0
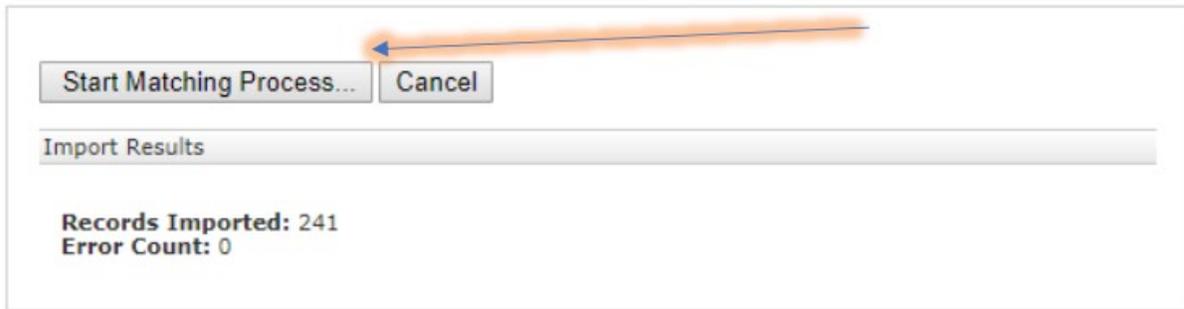
Step 6

Once the process is complete > Download results by selecting excel

Matching Completed

Download Results:
- Excel
- Tab-Delimited

Processing Log

```
Processing 369 loaded records
.........
Processed 369 students with 0 matches in 0.194 seconds
```

Step 7
The file downloads with **CNDC_(todayDate).txt format**. (This name will vary on the date). **IMPORTANT- Save this to your files for record keeping.**

Step 8
Back in PaySchools Admin > Select QuikApps > Direct Cert Import
- ✓ NEW drop down will allow type to be defined as Free or Reduced
  - ○ This feature will be needed for the NEW ODDEX import
- ✓ Select FREE when using CRRS Legacy import
- ✓ Select Source as **'Defined in File'**
- ✓ Recommended to enter today's date into **'Import Note'**
- ✓ Select the radio buttons as shown
- ✓ Upload your file > Choose the exported file with the format CNDC_(todaysDate).TXT

Step 9
Select the five dropdowns highlighted in **Red** below. Then click 'Process File'

Step 10
Ensure the source matches the Import Value. NOTE- If you have anything other than pictured, contact support.

Step 11

The system will default all to checked > Make sure that the records amount at the bottom right match the total records in the file uploaded to ensure correct file was uploaded > Select 'Accept Checked'

Step 11- Select 'Download Matches'

Step 12- Print Letters

Select QuikApps > Letters > Select Direct Certification Letter (Make sure your letter is up to date)

Step 13

Show/Hide Filers to True > Click 'Mail all letters' if you want to override emails >
Preview letters > if not mistakes on letter is found, generate selected letters (mark
sent)

Please do not hesitate to contact the PaySchools Support Staff for assistance
1-800-669-0792, support@payschools.com