

# eCONTRACTS USER GUIDE

Region 10 Education Service Center uses the eContract system for districts to commit or subscribe to products and services. This system may not include all district contracts, but it is getting closer to a full scope of services provided by Region 10.



## Step One: visit [econtracts.region10.org](https://econtracts.region10.org) to login

- Each district will have one account for the superintendent to login to eContracts. The username is the superintendent's email.
- The first time your district logs into the eContract system, you will need to review and accept the Terms and Conditions.
- The Superintendent has the ability to add and remove accounts for designees to approve district contracts by clicking the "Users" button.

## Step Two: Click on "Contracts" button

- From the Contracts page, you can view past contracts and sign up for new services.

## Step Three: Select the year from the drop-down menu to view the contracts available to your district

- The "Accept All Now" button will accept all the contracts your district had the previous year with the click of a button. It is encouraged that you review all of the contracts for changes and price increases before using this feature.
- The "Accepted Last Year" column will have a check mark in it for the services that your district subscribed to the previous year.

## Step Four: Click on the contract title to review the terms of the contract and select contract options. Please complete all fields with the information requested.

- You can click on the name of each contract to accept, hold for review, or decline that service for the year.

## Step Five: Click the green "Accept" button at the bottom of the page when you have completed filling out the contract.

- Once you act on a contract, the contract line will be color-coded for status. If the contract has no color, then your district did not accept, hold for review, or decline the contract for the year in question.
- It is not necessary to decline the contract if you do not want that service.

When you have completed a contract, you will be redirected back to the main contract list page. Accepted contracts will be highlighted in green. You will also be able to print copies of your contracts or view reports from this page.

### eContracts Tutorial Video



## Need support? We're here to help!



**Region 10 ESC**  
**Global Help Desk**

972.348.1234

[Create a Help Request Ticket](#)



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