



## eContracts Helpful Hints

eContracts is the system **Region 10** uses to verify local district and charter school annual commitment to participate in programs and services.

- eContracts can be accessed directly at [econtracts.region10.org](http://econtracts.region10.org).
- The default account for each district/charter belongs to the superintendent/CEO. The superintendent/CEO may designate additional staff to accept contracts on behalf of the district/charter by using the support information below.
- Upon initial login each year, the superintendent/CEO or designee will be asked one time to agree to a global Terms & Conditions statement for that year.
- Upon acceptance of the Terms & Conditions and for subsequent logins, the user will see a dashboard providing access to contracts, reports, and personal profile information.
- Each contract may be accepted or declined as appropriate for the district/charter.
- Beginning with the 2017-18 school year, superintendents/CEOs will be able to access a report in eContracts detailing the services and associated cost for which the district/charter has committed to participate.
- Commitments for some services may still be obtained outside of eContracts; in those instances, the commitment information will be entered manually into eContracts by **Region 10** staff to ensure inclusion in the report.
- Because 2017-18 was the baseline year for the upgraded eContracts system, service participation data previous to 2016-17 is incomplete.
- A short video tutorial for using eContracts may be found at [www.region10.org/programs/econtracts](http://www.region10.org/programs/econtracts)

For assistance, please contact:

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