

STEPS FOR REQUESTING A PAYMENT ON ePeGS

1. A user name and password must be assigned in order to access the DESE Web Applications System. There are 3 different levels of access to the Web Applications. Level 1 is view only and you would not be able to enter any data. Level 2 is data entry, which allows you to enter data but not submit it. Level 3 is authorized representative and this is the level which should be given to the authorized representative who will be submitting requests. If you need to have someone set up to access the Web Applications System, the DESE Web Systems User ID Request form can be found at: <https://k12apps.dese.mo.gov/webapps/securityforms/MO500-2377.pdf> . Directions are on the form.
2. Once you have the user name and password, the DESE Web Applications System log in page is found at: <https://k12apps.dese.mo.gov/webLogin/login.aspx> . Type your user name and password and click on the “log in” button.
3. Under the heading Cross-Divisional Systems, click on “ePeGS”.
4. On the Welcome to ePeGS page, click on the Funding Application Menu.
5. Click on “School Improvement Show”.
6. A listing of programs will appear for which your district is eligible to receive funding. Click on the specific program that you will be requesting payment (i.e., Homeless Education, Math and Science Partnership, Refugee Children).
7. Click on “Payment Request Show”.
8. Click on Create Payment Request. The preferable payment method is reimbursement. The district should not request funds in excess of what they can spend before the next payment. Any interest drawn on federal funds will have to be paid back to the U. S. Department of Education.
9. Enter “Funds Requested” and Submit.
10. The school payment is transmitted to the district by the 20th of each month. In order to be considered for a payment, the request must be submitted to DESE by the end of the fourth working day of the month.
11. The district can check the submitted or approved status on the Payment Request page.
12. After the Payment Request has been submitted and approved, the district may choose the option “Revise Payment Request” (located at the top right) to revise the payment request. Once the payment has been approved, the district will not be allowed to create a revision until the payment has been processed.
13. Once the payment has been processed, the district will choose the option “Create Payment Request” to submit subsequent payment requests.