

# eFORMAT

Electronic Free Or Reduced Meal Application Tracking

Browse to SDMS2 website listed below.

<http://evergreen.sdms2.com/Default.aspx>

Click 'New User Registration' and follow the onscreen prompts.

**SDMS**  
Student Data Management System

Evergreen LSD

Powered By:  
**DBS**

Home Help

Welcome to Your Student Data Management System

PayForIt.net

PaySchools  
Dollar Payment Processing System



QSP4  
eFORMAT

Username:  [New User Registration](#)  
Password:  [Password Recovery](#)



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The system will ask you if you are a Parent or Student.  
-SELECT- from the drop down list and then Click 'Continue'

## Create New User

In order to create a log in you will need to provide your or your child's first and last name and student id exactly as it is stored in SDMS. Please contact the school if you unsure about this information.

I am a:

- Select
- Student
- Parent

In order to create a user to log in with you will need to specify your information as well as your student's First Name, Last Name, and Student ID Number. Click 'Continue' when finished filling in the form.

**Create New User**

**In order to create a log in you will need to provide your or your child's first and last name and student id exactly as it is stored in SDMS. Please contact the school if you unsure about this information.**

Your First Name:

Your Last Name:

Email Address:

Student Id:

Student First Name:

Student Last Name:

Log In Information, here you will create a User Id, Password, and Security Question & Answer. Click 'Continue' when finished.

**Log In Information**

**Your student information has been verified.  
Please enter the following information to create a user account.**

User Id:

**Password must contain a number, a lowercase letter, an uppercase letter,  
and be between 8 and 20 characters long.**

Password:

Confirm Password:

**Your Security Question and Answer will enable you to reset your password if you forget it.  
Select a question that has an answer that can not be easily figured out by someone else.**

Security Question:

Security Answer:

Confirm Security Answer:

The system should return to the log in screen, you should be able to log in now.

Add additional students by clicking 'Add Student' in the Related Students section.

### Welcome to the SDMS Parent and Student Portal

Related Students						
Student Id	Last Name	First Name	Middle Name	Grade	Birth Date	School
12345	Smith	John		5	11/21/2001	Black River Education Center

Select Your Application

Add Patron, Enter Student Id, First Name, and Last Name.  
Click 'Continue' when finished.

**Add Patron**

In order to add a student you will need to know the first and last name and student id exactly as it is stored in SDMS.

Student Id:

Student First Name:

Student Last Name:

Under Select Your Application section, click 'Contact Info'.  
Preferred Delivery Method is how you would like your notifications, sent via mail or e-mail?  
Fill in your Address Line 1, Line 2 (if necessary), City, State, and Zip, E-mail, and Phone Number.  
Click 'Save' when finished.

**Contact Information**

Please enter your contact information and preferred delivery method.  
Address is required.  
Email address is required.  
Phone Number is optional.

Preferred Delivery Method:

Address:

City:   Zip:

Email Address:

Phone Number:

Add/Edit Application by clicking 'FORMAT' in the Select Your Application section.  
Select Students, Check Mark your students that are eligible for Free/Reduced Application.  
Click 'Continue'

**Select Students**

The following students are listed as part of the family. Check those that you want to add to the application.

[Student Name]

[Student Name]

**Continue** **Cancel**

Add Student, every question here requires an answer, click 'Save'.  
Repeat for the rest of the students listed in the family.

**Add Student**

Please fill in the information below about the student. If you select cancel the student will not be added to the application. You must select an answer to every question.

Student Id: 312384

First Name: [Field]

Last Name: [Field]

Assistance Type:  SNAP  TANF  FOP/IR  Other  None of These

Special Situation:  Homeless  Migrant  Runaway  None of These

Foster Child:  Yes  No

Head Start/Even Start:  Yes  No

Earns Income:  Yes  No

**Save** **Cancel**

Add Family Member, fill out the form for each member in the household that is not considered a student. This allows the software to determine household size. You can also enter Assistance Type and/or whether or not the member Earns Income. Click 'Save' when finished.

**Add Family Member**

Now, Let's add you to the application. Please fill in the information below about yourself.  
You must select an answer to every question.

First Name: Justin  
Last Name: Esber

Assistance Type:  SNAP  TANF  FDIPIR  Other  None of These

Earns Income:  Yes  No

Income From Work: 500.00  Monthly  Twice Monthly  Every Two Weeks  Weekly

Welfare/Child Support/Alimony:  Monthly  Twice Monthly  Every Two Weeks  Weekly

Pension, Retirement, SSI, VA, Social Security:  Monthly  Twice Monthly  Every Two Weeks  Weekly

Other Income:  Monthly  Twice Monthly  Every Two Weeks  Weekly

**Save** **Cancel**

Read the Statement, then click 'Next'.

Read the Instructions, then click 'Next'.

Students, to edit one click the pencil if you want to remove one click the red x, click 'Next'.

Household Members, to add a member click 'Add Member', pencil to edit, red x to remove, Click 'Next'.

Sign Application, you must electronically sign the application for it to be accepted.

Select Family Member from the drop down then enter the Last 4 of the SSN and click 'Sign'.

**FORMAT - Free and Reduced Application Processing**

Application Is Not Signed

Statements  
Instructions  
Students  
Household Members  
Sign Application

Please select the Signer for the application. They must be part of the family so if you did not add them as a family member return to that step and add them there.  
**You MUST click Sign to complete your application.**

Family Member: Justin Esber

Last 4 of SSN: \*\*\*-\*\*-1234  No SSN/Not Applicable

**Previous** **Sign**

Disclosure Method – Decide to break it up by each individual student or by all students. Make a selection to continue.

Fee Waiver - Opt in or out

Electronic Signature - you must enter your password to your username to submit your application.

Determination Letter – Download a PDF, E-mail, or Mail

Application is complete after signing and downloading your determination letter.