

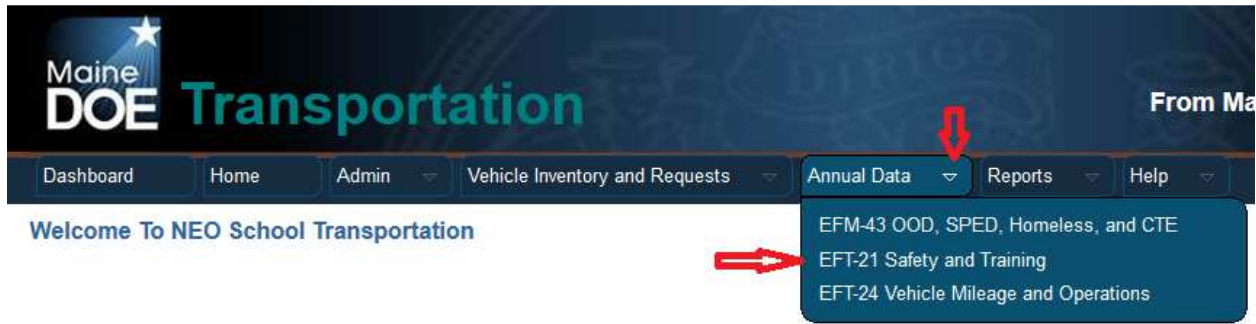
# NEO Transportation

EFT-21 Safety and Training Report  
Superintendent Certification Steps

## Q: What are the steps for a Superintendent to certify the annual NEO Transportation EFT-21 Safety and Training Report?

A: Log into the NEO data system. Follow the red arrows on the screen shots below:

1. NEO welcome page. Click tabs: Annual Data / EFT-21 Safety and Training.



2. EFT-21 landing page. Select your SAU. Select the reporting fiscal year. Click "Edit."



3. EFT-21 report and certify page. Scroll to the *bottom* of the EFT-21 report. Click "Certify." When complete, a time date stamp will display under "Certification Date" on the EFT-21 landing page.

