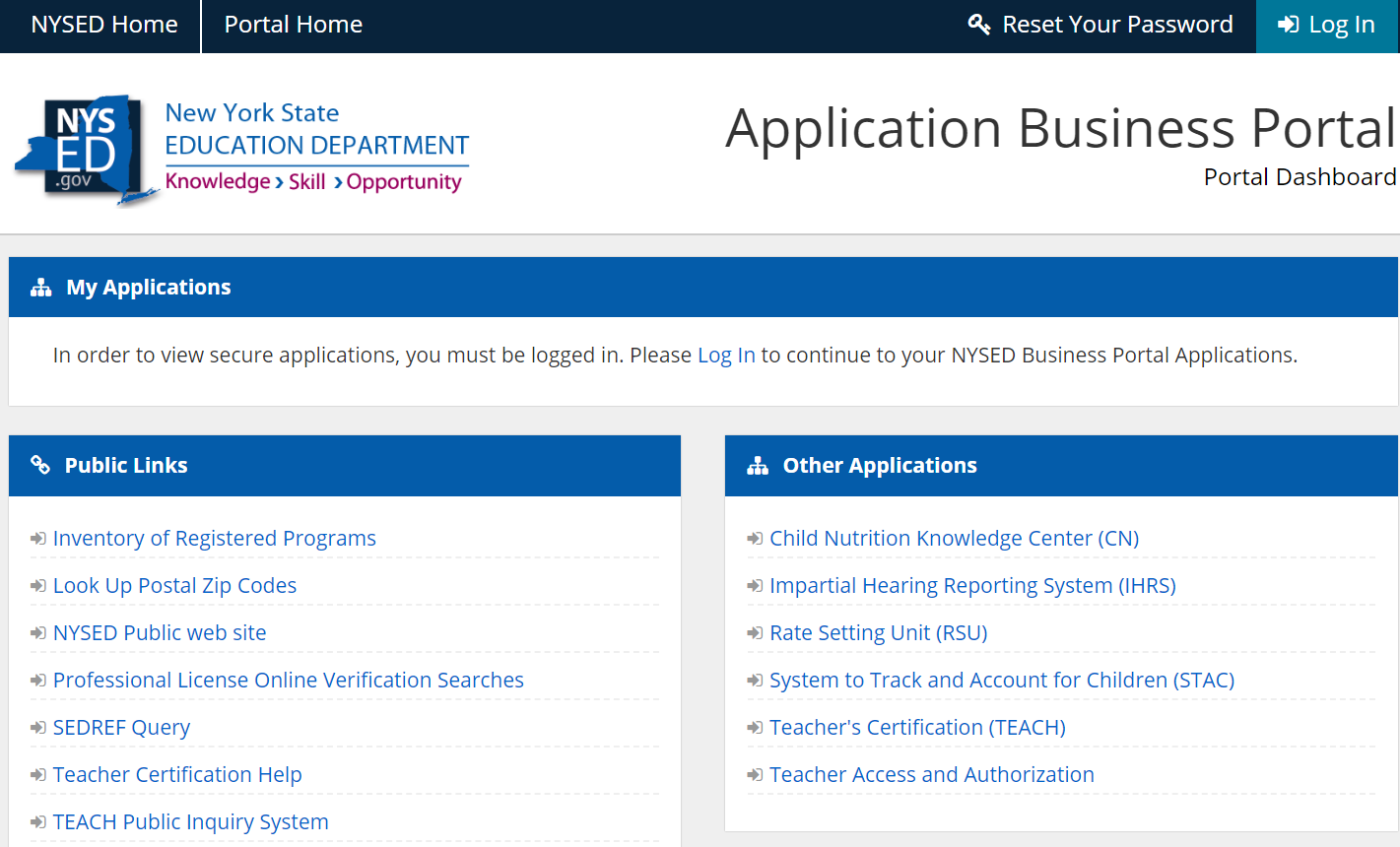
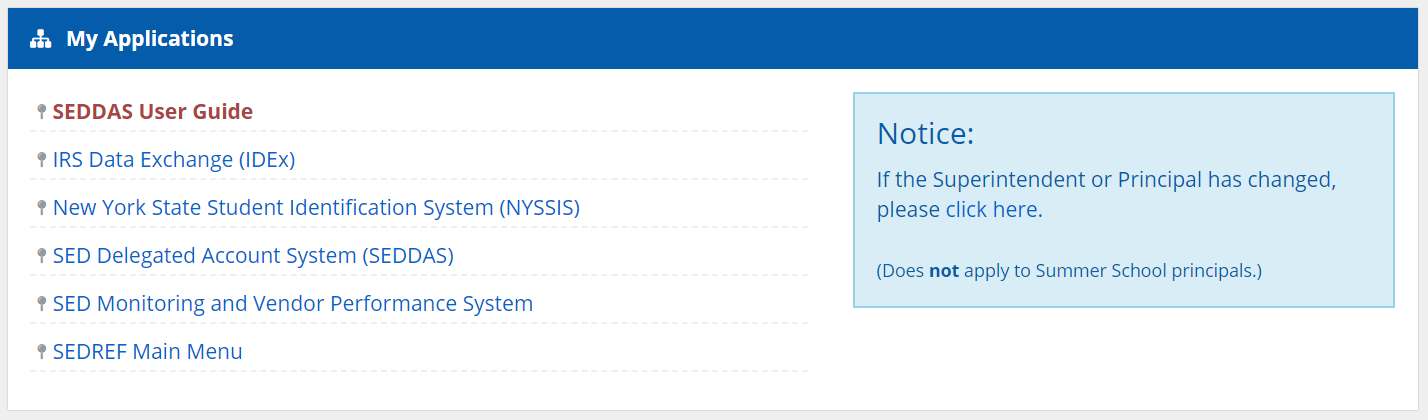
**Downloading the CTEA Templates**

1. Login to the Application Business Portal at <https://portal.nysed.gov/abp>



1. Select IRS Data Exchange under ‘My Applications’



1. Select the form you want to download the template for:



4. Click on Download template.