

Dear School Owners:

The NACCAS Board of Commissioners voted to extend the deadline for the submission of the NACCAS 2007 Annual Report to December 31, 2008, at 12:00 midnight, Eastern Standard Time (EST). Please note that a late filing penalty of \$505.00 will be assessed on January 1, 2009 for any Annual Report not filed electronically.

The 2007 NACCAS Annual Report Worksheets and Instructions are available on the homepage at [www.naccas.org](http://www.naccas.org). **Please read the instructions carefully.**

Helpful Hint:

The username and password you had last year will give you access to the 2007 annual report. If you forgot your username and password or you need a username and password send your request to Allen Harmon at [aharmon@naccas.org](mailto:aharmon@naccas.org). Please make sure to give the name of your school and the school's NACCAS reference number. Your username and password will be emailed back to you.

To submit your data online, read your instructions carefully. Go to [www.naccas.org](http://www.naccas.org) and click on "Member Menu." Then click on "NACCAS Member Login" to log onto the NACCAS database. You will see a listing of schools.

Select the school for which you would like to complete your Annual Report and click "View annual report information."

Click on "Program Information" and you will see a listing of the approved programs for your school. Check the list for accuracy.

Click the box next to each program to enter data for that program. You will need to enter data for each program individually. Make sure you click "save" after entering the data for each program.

**Make sure you have entered the correct data before clicking the "Submit" button. Once you submit your annual report you are locked out and cannot make any changes. To re-open your annual report you must contact Cliff Culbreath at [cculbreath@naccas.org](mailto:cculbreath@naccas.org) and the entire annual report data will need to be re-entered.**