

**From:** [ESSER.GEER.EANS.AnnualReport](#)  
**To:** [ESSER.GEER.EANS.AnnualReport](#)  
**Subject:** GEER Year 3 Reporting Submitter Confirmation  
**Date:** Wednesday, April 5, 2023 4:54:17 PM

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Greetings,

In preparation for the GEER Fiscal Year 2022 (Year 3) Annual Performance Reporting (APR) period, which opens Monday, June 5, 2023, we are reaching out as you are listed as a "Submitter" for your State for the purposes of the APR data collection, and we would like to confirm that you will still assume that role again in the upcoming collection.

If roles have shifted since last year's collection, please confirm within your team who should be granted access to the "Submitter" role and who should have access to the "Editor" role for your State this year. Editors have access to view, enter, and update their own State's data via the Data Collection Tool. Submitters have access to add, update, and remove Editor and Submitter accounts as well as access to view, enter, and update their own State's data via the Data Collection Tool. Please reach out to the ESF Reporting Helpdesk if there needs to be a change in Submitter accounts.

Please review the *Update User Account and Access Video* and the *Update User Account and Access Instructions*, which can be found on the main [ESF Grantee Help](#) page.

Contact [ESSER.GEER.EANS.AnnualReport@ed.gov](mailto:ESSER.GEER.EANS.AnnualReport@ed.gov) for assistance with user accounts and/or access.

Thank you,

**Education Stabilization Fund (ESF) Reporting Helpdesk**

Telephone: 1-866-890-0913

Email: [ESSER.GEER.EANS.AnnualReport@ed.gov](mailto:ESSER.GEER.EANS.AnnualReport@ed.gov)