NEO Transportation
EFT-24 Vehicle Mileage and Operations Report
Superintendent Certification Steps

Q: What are the steps for a Superintendent to certify the annual NEO Transportation EFT-24 Vehicle Mileage and Operations 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-24 Vehicle Mileage and Operations.

2. EFT-24 landing page. Select your SAU. Select the reporting fiscal year. Click "Edit."

3. EFT-24 report and certify page. Scroll to the *bottom* of the EFT-24 report. Click "**Certify**." When complete, a time date stamp will display under "Certification Date" on the EFT-24 landing page.