Certifying 2023-2024 Shared Service Request

WinCapWEB Instructions

Before having your District Superintendent certify, please do the following steps:

1. In the Filter Data section, click “Clear” to remove any filters and show all services.
2. Filter Data by Purchase Status “Unspecified.”

This will list all services that have **NOT** been marked “Yes or No.”

3. If you want to say “No” to all of the “Unspecified” services listed, go to the bottom of the page and click “Do Not Purchase Services.”
4. You will get a popup box that states “I understand that all Services will be verified under my username as “no.” Click “OK.”

After the system has processed the “No’s,” a green box will appear on the screen confirming the number of records that were updated as “No.”

5. Clear all filters and Filter Data by checking the “Records Preventing Certification” box. Address any services that appear after running this filter. Please refer to the “Cert Reason” column on your Service Request page which will note the issue that is preventing certification.
6. At the bottom of the Service Request page click “Finalize.” This will check that all services have been marked “Yes or No” and will recalculate the contract.

7. Your District Superintendent or appointed “designee” is now ready to certify your district’s 2023-2024 Service Request. Your District Superintendent or appointed “designee” will need to log in to WinCapWEB with their Username and Password.

8. To certify, go to BOCES Services > My District Profile > Service Request Certification. Click “Load Service Request for Certification.”
9. Go to the bottom of the Service Request page and **click “Certify.”**

10. Enter your password (the same one that you use to log in to WinCapWEB) and **click “OK.”**

You should see a popup message box that states “Successfully Certified….”
• Please note that our ESBOCES programs will review your service request selections and will contact you if they have any questions. In the event changes need to be made to your service request, Stacey Iaccarino will reach out to you to schedule a time to walk through the changes together. Typically, this should take less than 10 minutes.

• As a reminder, after the service request period has closed and your initial AS-7 has been executed, any changes to your district’s ESBOCES service contracts must be done via a Contract Modification Request form. Any services purchased through another BOCES requires a signed Cross Contract form.

• **All contracts are required to be signed by your District Superintendent or a board approved “designee.”** If a board approved “designee” is signing on behalf of your District Superintendent, please print their name below the signature line and indicate “as designee.”

• All Contract Modification Request and Cross Contract forms should be sent to our group email at contractadjustments@esboces.org. **No need to follow up with the original.**

**For questions or support, please contact:**

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