



LEA User Access Administrator Role

Melissa Brown

Director of Operations | Federal Programs and Oversight

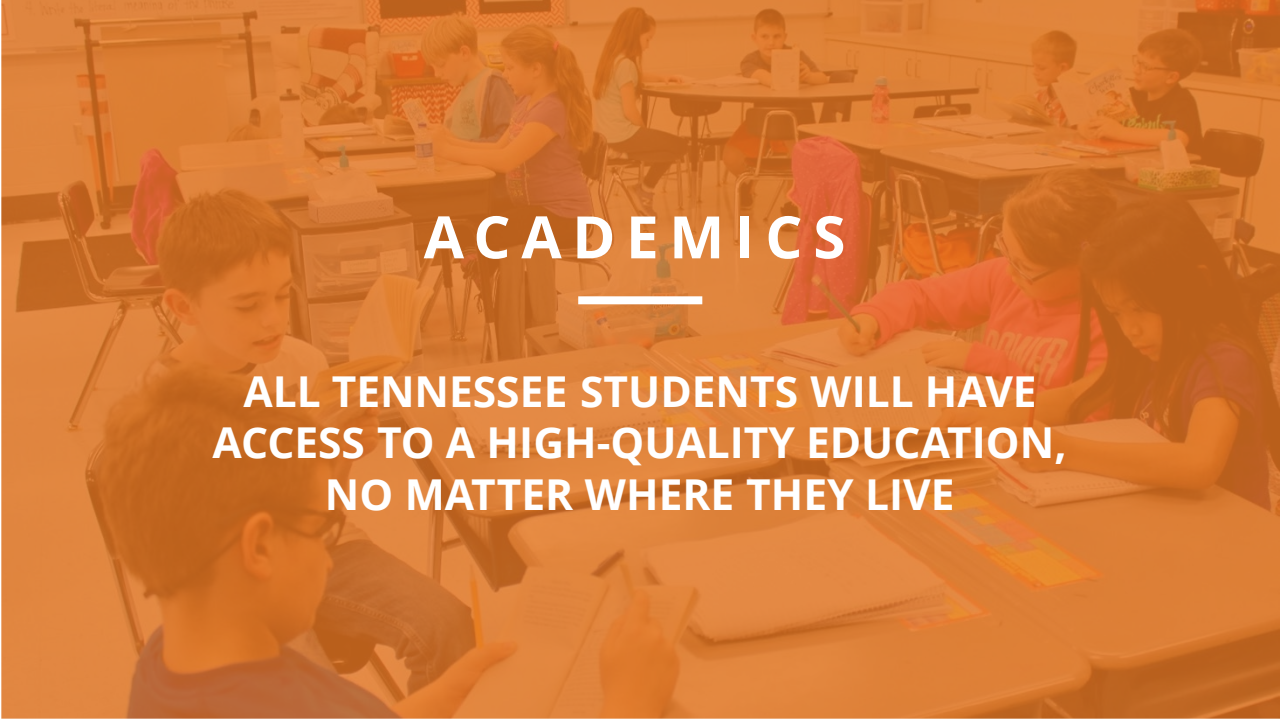
December 6, 2022





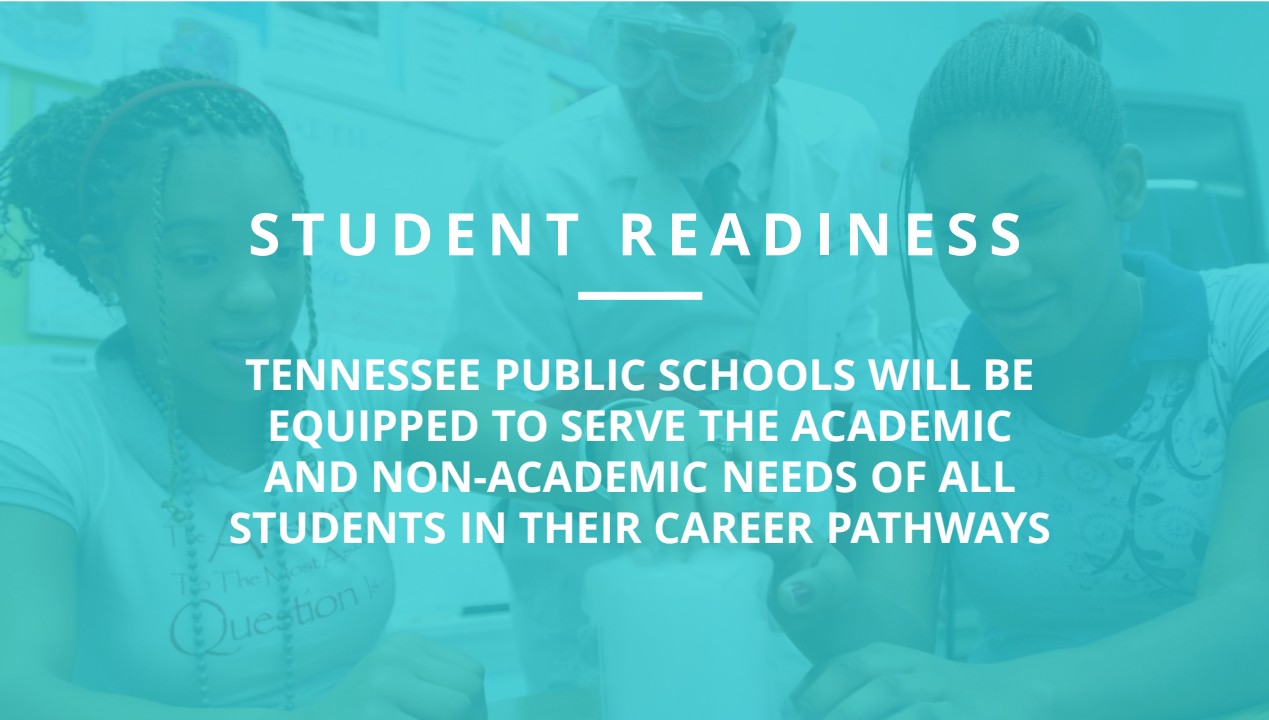
BEST FOR ALL

We will set all students on a path to success.



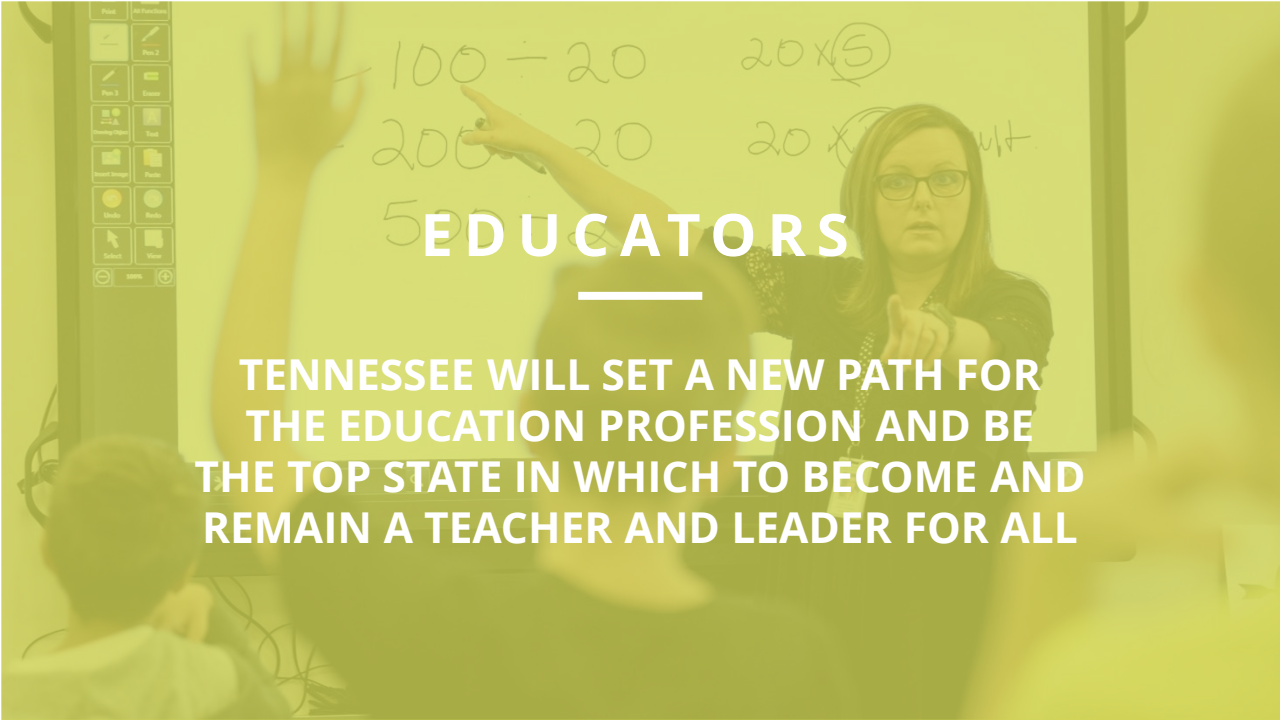
ACADEMICS

ALL TENNESSEE STUDENTS WILL HAVE ACCESS TO A HIGH-QUALITY EDUCATION, NO MATTER WHERE THEY LIVE



STUDENT READINESS

TENNESSEE PUBLIC SCHOOLS WILL BE EQUIPPED TO SERVE THE ACADEMIC AND NON-ACADEMIC NEEDS OF ALL STUDENTS IN THEIR CAREER PATHWAYS



EDUCATORS

TENNESSEE WILL SET A NEW PATH FOR THE EDUCATION PROFESSION AND BE THE TOP STATE IN WHICH TO BECOME AND REMAIN A TEACHER AND LEADER FOR ALL



- LEA User Access Administrators
- Terms and Conditions
- Uploading to the LEA Document Library
- User Administration
- Updating Contact Information and Passwords
- User Access Roles Report
- Reminders and Resources



LEA User Access Administrators



LEA User Access Administrator Abilities

Existing

- Add and remove school-level user access roles for school planning

New

- Add and remove LEA-level funding application roles, monitoring roles, and data & information collection roles
- Run user reports in ePlan to access a database list of LEA users

Terms and Conditions



ePlan User Access Form

1. All roles must be approved by the Director of Schools **before the role is assigned.**
2. For all user access roles assigned by the district, the user access forms must be signed and uploaded to the LEA Document Library **each month.**



Instructions:

1. Write and/or select **new user access role(s)**; do not include existing role(s). See [ePlan User Access Roles for LEAs for a complete list](#).
2. To remove or copy access from current/previous users, check the appropriate option and write in the previous user(s)'s full names.
3. Obtain the required signatures. *Adobe Certificated Signatures* are acceptable.
4. [LEA User Access Administrators](#) may add user roles (except those marked with a star) and then upload the completed forms to the LEA Document Library each month. Alternatively, this form may be emailed to ePlan.Help@tn.gov to request the role.
5. For user access roles marked with a star email the completed form to ePlan.Help@tn.gov.

User's Name: _____ LEA Name: _____ LEA ID #: _____

Email (ePlan User ID email, not SSO log-in): _____ Phone: _____

Funding Application/Grant Director Roles		Fiscal & Approve Roles	
1		<input type="checkbox"/> LEA Authorized Representative: <i>final approval of any funding app. & monitoring document (Only the Director of Schools (DOS) may have this role)</i> ★	
2		<input type="checkbox"/> LEA Fiscal Update* (Bookkeeper): request reimbursements from any funding app (CFO approval required for this role) ★	
3		<input type="checkbox"/> LEA Fiscal Representative (CFO/Finance Director): fiscal approve funding app.; Complete FER; submit state funds app; request reimbursements from any funding app. ★	
4		<input type="checkbox"/> Board Chair: approve state funds app.	
5		<input type="checkbox"/> County/City Clerk or SSD Recorder: approve state funds app.	
Monitoring Roles		LEA-Level Planning Roles	
1		<input type="checkbox"/> LEA Plan Data Entry: edit LEA Plan. (This role is not for editing individual school plans.)	
2		<input type="checkbox"/> LEA School Plan Reviewer: edit school- & LEA-approve school plan. (For LEA-level staff to review school plans)	
Other Roles		Data View	
1		<input type="checkbox"/> LEA Data View Only: view all ePlan components and upload to LEA Document Library but can't edit other ePlan components. (Allows the user to be selected as a contact in the CFA)	
2			

To replace or copy from current/previous user(s): Select the correct check box(es) and provide name(s) of previous user(s)

<input type="checkbox"/> Copy all access from the current/previous user	<input type="checkbox"/> Remove all access from current/previous user	Previous User(s):
	<input type="checkbox"/> Remove access indicated above <i>only</i>	

_____ New User Signature and Date	_____ New User Title	
_____ Director of Schools Signature and Date	_____ CFO Signature and Date *Required for Fiscal Update users	

*Roles marked with the star icon must be assigned by the ePlan Help team.

Terms and Conditions–Confidentiality

- **IMPORTANT**—When determining access for LEA staff and third parties, such as vendors (if applicable), **consult with your board attorney to ensure compliance with required user access forms and all confidentiality laws,** including the Family Educational Rights & Privacy Act (FERPA) and Privacy Act (PII).



Terms and Conditions–Random Checks

- The **Tennessee Department of Education (department)** will **conduct random checks** to make sure the LEA Document Library contains the monthly uploads.



Uploading to the LEA Document Library



LEA Document Library



Department of
Education

- ePlan Home
- Search ▶
- Reports
- Inbox ▶
- Planning ▶
- Monitoring ▶
- Funding ▶
- Data and Information
- Reimbursement Requests ▶
- Project Summary
- LEA Document Library**
- Address Book
- TDOE Resources
- Help for Current Page
- Contact TDOE

ePlan Home

Example County (###) Public District

Associated Organizations

Organization Number	Organization Name
###	Example County

Announcements

2023-24 District Planning in InformTN (11/3/2022)

Contact: Ginger.Leach@tn.gov

Districts will begin the annual planning process for the 2023-24 school year in the coming months. Last year, we offered an extended planning window. However, after careful consideration of how that planning window worked, the amount of data that was and was not populated at the start of the window, and the window's proximity to report card appeals, **we have adjusted the opening of 2023-24 district plans to Tuesday, January 3, 2023.** We will offer learning sessions to understand expectations and changes in planning components in December. The timing of these sessions is an effort to frontload learning, so you can begin planning immediately in January and to safeguard the planning window from sessions that might delay or reduce your planning time.

Reminders

Dates to Remember (9/20/2022)

** Dates are subject to change as things continue to update*

November

- **11/4:** Educator Preparation Working Group Application
- **11/7:** ePlan User Audit due in ePlan
- **11/8:** EL October 1 2022 Count (L, W, 1, 2): Final Count to LEAs same day or next day)
- **11/10:** ESSA Addendum Public Comment Deadline
- **11/14:** Comparability Form II and Form III close in ePlan
- **11/15:** Documentation for MOEquity Non-Exempt LEAs

Select the Correct Year and Expand Folder



Department of Education

- ePlan Home
- Administer
- Search
- Reports
- Inbox
- Planning
- Monitoring
- Funding
- Data and Information
- Reimbursement Requests
- Project Summary
- LEA Document Library
- Address Book
- TDOE Resources
- Help for Current Page **1**
- Contact TDOE
- Create Help Desk Ticket
- ePlan Sign Out

LEA Document Library

Example (###) Public District - FY 2023

LEA Document Library Search

Enter Search Text:

Root Folders:

- 2024
- 2023**
- 2022
- 2021

Search Folders

LEA Document Library [\[Expand All\]](#) [\[Collapse All\]](#)

- + General
- + 2023**

Scroll, Expand, and Click Edit Documents

[-] User Access Forms

Folders

[-] January 2023

Documents

[-] January 2023 Access Forms [\[Edit Documents\]](#)

[+] February 2023

[+] March 2023

[+] April 2023

[+] May 2022

[+] June 2023

Click Upload Document



Department of
Education

- ePlan Home
- Administer ▶
- Search ▶
- Reports
- Inbox ▶
- Planning ▶
- Monitoring ▶
- Funding ▶
- Data and Information
- Reimbursement Requests ▶
- Project Summary
- LEA Document Library
- Address Book
- TDOE Resources
- Help for Current Page

Update Documents And Links

Example County (###) Public District - FY 2023

Document Information	
Document Name	January 2023 Access Forms
Folder Hierarchy	2023 User Access Forms January 2023
Upload Begin Date ⓘ	10/13/2022
Upload End Date ⓘ	
Minimum Required Count	1
Maximum Allowed Count	

[Upload Document](#)

DOCUMENTS/LINKS

Click Select to Search for the Document



- ePlan Home
- Administer ▶
- Search ▶
- Reports
- Inbox ▶
- Planning ▶
- Monitoring ▶
- Funding ▶
- Data and Information
- Reimbursement Requests ▶
- Project Summary
- LEA Document Library
- Address Book
- TDOE Resources
- Help for Current Page
- Contact TDOE
- Create Help Desk Ticket
- ePlan Sign Out

Upload Document

Example County (###) Public District - FY 2023

Document Information	
Document Name	January 2023 Access Forms
Folder Hierarchy	2023 User Access Forms January 2023
Upload Begin Date ⓘ	10/13/2022
Upload End Date ⓘ	
Minimum Required Count	1
Maximum Allowed Count	

Upload Document

Document Name:

Document:

Document Description:

Click Open to Select the Document



Department of
Education

- ePlan Home
- Administer
- Search
- Reports
- Inbox
- Planning
- Monitoring
- Funding
- Data and Information
- Reimbursement Requests
- Project Summary
- LEA Document Library
- Address Book
- TDOE Resources
- Help for Current Page
- Contact TDOE
- Create Help Desk Ticket
- ePlan Sign Out

Upload Document

Example County (###) Public District - FY 2023

- Document
- Folder
- Upload Document
- Upload Document
- Minimum Required
- Maximum Allowed
- Upload Document
- Document
- Document
- Document Description

The screenshot shows a Windows File Explorer window titled "Open" with the address bar set to "This PC > Downloads". The left sidebar shows the "Downloads" folder selected. The main pane displays a list of files, with "ePlanUserAccessFormforLEAs_Updated2021-07-28.pdf" selected. The file name is also entered in the "File name" field at the bottom. The file type is set to "All Files (*.*)". The "Open" button is highlighted with a red box. A preview of the document is visible on the right side of the window.

File name: ePlanUserAccessFormforLEAs_Updated2021-07-28.pdf

All Files (*.*)

Open

Enter Document Name and Description



Department of
Education

- ePlan Home
- Administer ▶
- Search ▶
- Reports
- Inbox ▶
- Planning ▶
- Monitoring ▶
- Funding ▶
- Data and Information
- Reimbursement Requests ▶
- Project Summary
- LEA Document Library
- Address Book
- TDOE Resources
- Help for Current Page
- Contact TDOE
- Create Help Desk Ticket
- ePlan Sign Out


Upload Document

Example County (###) Public District - FY 2023

Document Information	
Document Name	January 2023 Access Forms
Folder Hierarchy	2023 User Access Forms January 2023
Upload Begin Date ⓘ	10/13/2022
Upload End Date ⓘ	
Minimum Required Count	1
Maximum Allowed Count	

Upload Document

Document Name:

Document:  ePlanUserAccessFormforLEAs_Updated2021-07-28.pdf ✕ Remove

Document Description:

Smitheal, Kate

Production

Save

Cancel

Upload Multiple Documents if Needed



Department of
Education

- ePlan Home
- Administer ▶
- Search ▶
- Reports
- Inbox ▶
- Planning ▶
- Monitoring ▶
- Funding ▶
- Data and Information
- Reimbursement Requests ▶
- Project Summary
- LEA Document Library
- Address Book
- TDOE Resources
- Help for Current Page
- Contact TDOE
- Create Help Desk Ticket
- ePlan Sign Out

Update Documents And Links

Example County (###) Public District - FY 2023

Document Information	
Document Name	January 2023 Access Forms
Folder Hierarchy	2023 User Access Forms January 2023
Upload Begin Date ⓘ	10/13/2022
Upload End Date ⓘ	
Minimum Required Count	1
Maximum Allowed Count	

[Upload Document](#)

Documents/Links

- [User Access forms Jan 2023](#)
- [user forms Jan 2023 part 2](#)

[Return to LEA Document Library](#)

User Administration



Administer > User Access



Department of
Education

- ePlan Home
- Administer**
- Search
- Reports
- Inbox
- Planning
- Monitoring
- Funding
- Data and Information
- Reimbursement Requests
- Project Summary
- LEA Document Library
- Address Book
- TDOE Resources
- Help for Current Page
- Contact TDOE
- ePlan Sign Out

ePlan Home

Administer > User Access

Example (###) Public District

Associated Organizations

Organization Number	Organization Name
###	Example Public District

Announcements

2023-24 District Planning in InformTN (11/3/2022)

Contact: Ginger.Leach@tn.gov

Districts will begin the annual planning process for the 2023-24 school year in the coming months. Last year, we offered an extended planning window. However, after careful consideration of how that planning window worked, the amount of data that was and was not populated at the start of the window, and the window's proximity to report card appeals, **we have adjusted the opening of 2023-24 district plans to Tuesday, January 3, 2023.** We will offer learning sessions to understand expectations and changes in planning components in December. The timing of these sessions is an effort to frontload learning, so you can begin planning immediately in January and to safeguard the planning window from sessions that might delay or reduce your planning time.

Other important changes to note include the mapping of the 2022-23 plan to the

Reminders

Dates to Remember (9/20/2022)

** Dates are subject to change as things continue to update.*

November

- 11/4: Educator Preparation Working Group Application Deadline
- 11/7: ePlan User Audit due in ePlan
- 11/8: EL October 1 2022 Count (L, W, 1, 2): Final Count (downloaded from EIS and emailed to LEAs same day or next day)
- 11/10: ESSA Addendum Public Comment Deadline
- 11/14: Comparability Form II and Form III close in ePlan
- 11/15: Documentation for MOEquity Non-Exempt LEAs due in ePlan; Last day to appeal EL October 1 2022 Count (L, W, 1, 2) (Valid appeals involve TDOE calculation/technology errors or natural disasters/similar situations. LEA errors and related EIS upload difficulties do not constitute

Finding an Existing User



Department of
Education

- ePlan Home
- Administer ▶
- Search ▶
- Reports
- Inbox ▶
- Planning ▶
- Monitoring ▶
- Funding ▶
- Data and Information
- Reimbursement Requests ▶
- Project Summary
- LEA Document Library
- Address Book
- TDOE Resources
- Help for Current Page **1**
- Contact TDOE
- ePlan Sign Out

User Access

[Create User](#)

Search Users

Last Name:

Email Address:

Role:

Organization Name:

Organization Number:

There are 1 matching record(s). Displaying 1 through 1.

Email Address	First Name	Last Name	Reset Password	Administer Roles	Delete All Roles	User History
ePlan.Help@tn.gov	ePlan	Help	Reset Password			View

Creating a New User



Department of
Education

- ePlan Home
- Administer ▶
- Search ▶
- Reports
- Inbox ▶
- Planning ▶
- Monitoring ▶
- Funding ▶
- Data and Information
- Reimbursement Requests ▶
- Project Summary
- LEA Document Library
- Address Book
- TDOE Resources
- Help for Current Page
- Contact TDOE

Create User

Create User

Email Address:

First Name:

Last Name:

Phone Number:

Phone Extension:

Fax Number:


Administering Roles

There are 1 matching record(s). Displaying 1 through 1.

Email Address	First Name	Last Name	Reset Password	Administer Roles	Delete All Roles	User History
ePlan.Help@tn.gov	ePlan	Help	Reset Password			View



Department of
Education

- ePlan Home
- Administer ▶
- Search ▶
- Reports
- Inbox ▶
- TDOE Resources
- Help for Current Page
- Contact TDOE
- Create Help Desk Ticket
-  ePlan Sign Out

Administer Roles

[Return to User Access](#)

[Create Role](#)

Roles			
Email Address	Organization	Role	Delete
ePlan.Help@tn.gov	Example Public District (###)	LEA Plan Data Entry	
ePlan.Help@tn.gov	Example Public District (###)	LEA Data View	



[Return to User Access](#)

Administering Roles

Administer Roles

[Return to User Access](#)

[Create Role](#)

Roles			
Email Address	Organization	Role	Delete
ePlan.Help@tn.gov	Example Public District (###)	LEA Plan Data Entry	
ePlan.Help@tn.gov	Example Public District (###)	LEA Data View	

[Return to User Access](#)

Creating Roles

Create Role

Create Role

Email Address: ePlan.help@tn.gov

Organization: LEA: Alamo (171) School: ALL

Role: 3 Option(s) selected.

[Select All](#) / [Deselect All](#)

- LEA Resource Allocation Review (RAR) Monitoring Director
- LEA Resource Allocation Review Monitoring Director
- LEA Results-based Monitoring Data Entry
- LEA Results-Based Monitoring Risk Analysis Director
- LEA Safe Schools Director
- LEA School Improvement Grant Director
- LEA School Level Improvement Grant Director
- LEA School Plan Reviewer
- LEA School Turnaround Pilot Program GrantDirector
- LEA State Funds Director
- LEA Student Support and Academic Enrichment Director

Deleting Individual Roles

ePlan Home
Administer
Search
Reports
Inbox
TDOE Resources
Help for Current Page
Contact TDOE
Create Help Desk Ticket

Administer Roles

[Return to User Access](#)

[Create Role](#)

Roles			
Email Address	Organization	Role	Delete
ePlan.Help@tn.gov	Example Public District (###)	LEA Plan Data Entry	
ePlan.Help@tn.gov	Example Public District (###)	LEA Data View	

ePlan Home
Administer
Search
Reports
Inbox
Planning
Monitoring
Funding
Data and Information

Delete Role

Delete Role

Email Address:	user@district.org
Organization:	Example Middle School (###-#####)
Role:	School Plan Data Entry

Roles that cannot be deleted by an LEA Admin



Department of
Education

- ePlan Home
- Administer ▶
- Search ▶
- Inbox ▶
- Planning ▶
- Monitoring ▶
- Funding ▶
- Data and Information
- Reimbursement Requests
- Project Summary
- Address Book
- TDOE Resources
- Help for Current Page
- Contact TDOE
- ePlan Sign Out

Administer Roles

[Return to User Access](#)

[Create Role](#)

Roles			
Email Address	Organization	Role	Delete
any@user.com	Any LEA (Any #)	LEA Authorized Representative	
any@user.com	Any LEA (Any #)	LEA Fiscal Representative	
any@user.com	Any LEA (Any #)	LEA Fiscal Update	
any@user.com	Any LEA (Any #)	User Access Administrator	

[Return to User Access](#)

Deleting All Roles

Address Book

TDOE Resources

Help for Current Page **1**

Contact TDOE

ePlan Sign Out

There are 1 matching record(s). Displaying 1 through 1.

Email Address	First Name	Last Name	Reset Password	Administer Roles	Delete All Roles	User History
ePlan.Help@tn.gov	ePlan	Help	Reset Password			View



Department of
Education

ePlan Home

Administer ▶

Search ▶

Reports

Inbox ▶

TDOE Resources

Help for Current Page

Contact TDOE

Create Help Desk Ticket

ePlan Sign Out

Delete All Roles

The following Roles will be deleted for USER NAME (user@district.org)

Roles		
Organization Name	Organization Number	Role
District	###	School Plan Data Entry
District	###	School Plan Reviewer

Delete All Cancel

Updating Contact Information and Passwords



Updating Contact Information

User Access

[Create User](#)

Search Users

Last Name:

Email Address:

Role:

Organization Name:

Organization Number:

Search

Reset

There are 2 matching record(s). Displaying 1 through 2.

Email Address	First Name	Last Name	Reset Password	Account Locked	Administer Roles	Delete All Roles	User History
Kate.J.Smitheal@tn.gov	Kate	Smitheal	Reset Password				View
kate.smitheal@tn.gov	Kate	Smitheal	Password Set in TDOE Orion				View

Resetting Passwords

User Access

[Create User](#)

Search Users

Last Name:





Email Address:

Role:

Organization Name:

Organization Number:

There are 2 matching record(s). Displaying 1 through 2.

Email Address	First Name	Last Name	Reset Password	Account Locked	Administer Roles	Delete All Roles	User History
Kate.J.Smitheal@tn.gov	Kate	Smitheal	Reset Password				View
kate.smitheal@tn.gov	Kate	Smitheal	Password Set in TDOE Orion				View

User Access Roles Report



Reports



Department of
Education

- ePlan Home
- Search
- Reports**
- Planning
- Monitoring
- Funding
- Data and Information
- Reimbursement Requests
- Project Summary
- LEA Document Library
- Address Book
- TDOE Resources
- Help for Current Page
- Contact TDOE
- ePlan Sign Out

ePlan Home

Example County (###) Public District

Associated Organizations

Organization Number	Organization Name
###	Example County

Announcements

2023-24 District Planning in InformTN (11/3/2022)

Contact: Ginger.Leach@tn.gov

Districts will begin the annual planning process for the 2023-24 school year in the coming months. Last year, we offered an extended planning window. However, after careful consideration of how that planning window worked, the amount of data that was and was not populated at the start of the window, and the window's proximity to report card appeals, **we have adjusted the opening of 2023-24 district plans to Tuesday, January 3, 2023.** We will offer learning sessions to understand expectations and changes in planning components in December. The timing of these sessions is an effort to frontload learning, so you can begin planning immediately in January and to safeguard the planning window from sessions that might delay or reduce your planning time.

Reminders

Dates to Remember (9/20/2022)

** Dates are subject to change as things continue to update.*

November

- 11/4: Educator Preparation Working Group Application Deadline
- 11/7: ePlan User Audit due in ePlan
- 11/8: EL October 1 2022 Count (L, W, 1, 2): Final Count (downloaded from EIS and emailed to LEAs same day or next day)
- 11/10: ESSA Addendum Public Comment Deadline
- 11/14: Comparability Form II and Form III close in ePlan
- 11/15: Documentation for MOEquity Non-Exempt LEAs due in ePlan; Last day to appeal EL October 1 2022 Count (L, W, 1, 2) (Valid appeals involve TDOE calculation/technology errors or natural disasters/similar situations. LEA errors and related EIS upload difficulties do not constitute grounds for an appeal.)

Users Report



Department of
Education

- ePlan Home
- Administer ▶
- Search ▶
- Reports
- Inbox ▶
- TDOE Resources
- Help for Current Page **1**
- Contact TDOE
- Create Help Desk Ticket
- ePlan Sign Out

Smitheal, Kate

Production

Session Timeout

00:28:51

Reports

Please select a report

▼ Users

▶ Users

▼ LEA

▶ District Funding Summary

Select User Type



Department of
Education

- ePlan Home
- Administer ▶
- Search ▶
- Reports
- Inbox ▶
- TDOE Resources
- Help for Current Page
- Contact TDOE
- Create Help Desk Ticket
- ePlan Sign Out

Smitheal, Kate

Production

Session Timeout

Users

Tennessee - Users

[Return to Reports](#)

User Type

Smitheal, Kate

Production

Session Timeout

Download the Report as an Excel File



Users

Tennessee - Users

[Return to Reports](#)

User Type

1 of 941 Find | Next

LEA User List

User	Email Address	Orion ID	Orion Email
User 1	user1@district.org		
User 2	user2@district.org	d586ec4b-21bd-43f4-bb19-bfc6c56632c1	user2@tneducation.net
User 2	user2@district.org		

- XML file with report data
- CSV (comma delimited)
- PDF
- MHTML (web archive)
- Excel**
- TIFF file
- Word

User Report Details

User	User's first and last name: users with multiple roles will appear multiple times
Email Address	User's email address
Authentication Mode	ePlan or Orion. Individual users or the LEA User Access Administrator can make updates to contact information for users authenticated in ePlan. DT Support must make changes for Orion accounts.
Orion ID	Code that allows the system to connect with Orion Single Sign On. This can be ignored.
Orion Email	For users authenticated in Orion, this is the Single Sign On Account email address.
Phone	User's phone number
Ext.	User's phone extension
Org Code	The LEA number
Organization	The LEA name
Org Type	LEAs are coded as Public Districts, State Agencies, or State Special Schools.
Role	The user access role assigned to the user
Date Added	When the role was added
Added By	The User Access Administrator who added the role

Reminders and Resources



Useful Resources

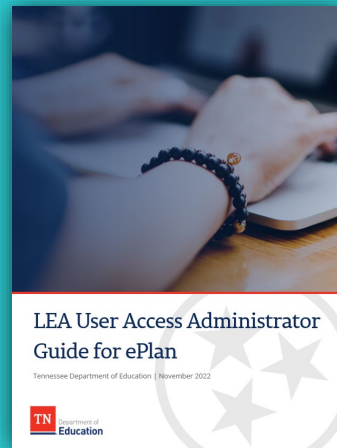
User Access Forms

linked on the [ePlan Homepage](#) and in [TDOE Resources](#)

The image shows a screenshot of the 'LEA ePlan User Access Form' from the Tennessee Department of Education. It includes sections for 'Instructions', 'User Information', 'Parenting Applications/Grant Director Roles', 'Monitoring Roles', 'Other Roles', and 'Notes'. There are checkboxes for various roles and a section for 'New User Signature and Date'.

Technical Guide

and other resources are linked in [TDOE Resources](#)



ePlan Help Team

ePlan.Help@tn.gov



ePlan Office Hours

Tuesdays
11 a.m. CT | 12 p.m. ET

[MS Teams link on ePlan Homepage](#)





Reminders

- Ensure that **only authorized users** can access LEA information.
- Obtain forms with signatures **before** adding/deleting roles.
- **At least monthly,** upload user access forms to the LEA Document Library.



Questions?

Fraud, Waste or Abuse

Citizens and agencies are encouraged to report fraud, waste, or abuse in State and Local government.

NOTICE: This agency is a recipient of taxpayer funding. If you observe an agency director or employee engaging in any activity which you consider to be illegal, improper or wasteful, please call the state Comptroller's toll-free Hotline:

1-800-232-5454

Notifications can also be submitted electronically at:

<http://www.comptroller.tn.gov/hotline>