

FISCWEB INSTRUCTIONS

1. Open Internet Explorer
2. Type in web address www.mveca.org and enter
3. Click on FISCAL icon
4. Click on FISCWEB option
5. Click on district name
6. User password box will open. Enter your username and password and ENTER. DO NOT SELECT "SAVE PASSWORD".
7. Click on group assigned.
8. Choose report and click on it.
9. Adobe Acrobat Reader required. It will open now if not already open.
10. View report using tools on web browser toolbar.
11. The only way to EXIT or LOGOUT of FISCWEB is to CLOSE your Internet Explorer browser.