



# **F.Y.I.**

**from the Policy Unit**

**FYI-330**

**Date: Thursday, March 4, 2021**

**SUBJECT: Retrieving Electronic Document Exchange (EDE) Documents from the State Services Portal (SSP)**

Please contact the Policy Unit if you have any questions regarding these or any other changes at [DCSS\\_POLICYQUESTIONS@azdes.gov](mailto:DCSS_POLICYQUESTIONS@azdes.gov) or call 602-771-8127

The purpose of this F.Y.I. is to inform staff that Policy recently added a desk aid and standard work to the PORT, that will help simplify the process of retrieving EDE documents from the State Services Portal. The documents can be found in the PORT under desk aids from the following file path: DESK AIDS > Global > [EDE Desk Aid](#); [EDE Standard Work](#).

*DCSS colleagues are urged to view this information directly on The PORT and not create a separate personal file.*

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