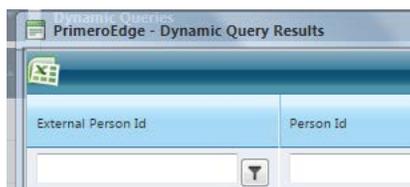**Directions for Exporting Direct Certification & Foster Lists from PrimeroEdge**

1. Go to **SYSTEMS** tab on the PrimeroEdge Home Page
2. Choose **Administration**
3. Choose **Dynamic Queries** from the dropdown list
4. Click **Apply** button
5. Go to **Pre Approval – DC Foster** and click **EXECUTE** button
6. Click on **Excel Icon** in upper left hand corner (example below)
7. **OPEN/SAVE** document (example below)
8. **Go back to Step 5 and do the same for:**
   o **Pre-Approval - DC SNAP,**
   o **Pre-Approval - Direct Cert (TANF)**
   o **Pre-Approve - DC Unmatched**
9. Apply benefits to students

***Please Note: your export will only be as good as your latest SRM import.

Example of Excel Icon:

Options to Open/Save Excel File: