

Instructions for Submitting State Plans Using MAX.gov

The U.S. Department of Education (the Department) will accept submission of ESEA consolidated State plans or individual program State plans through the Office of Management and Budget's [MAX.gov](https://max.gov) web-based system.

The Department selected MAX.gov to make the process as streamlined as possible, while also providing a secure environment for submissions. You or your colleagues may already have experience using MAX.gov as many Federal agencies and offices at the Department use MAX.gov.

The Department will grant permission to three users from each State to access the State plan page on MAX.gov. States must use MAX.gov to upload the final consolidated State plan or the final individual program State plans, and if necessary following peer review, final revised consolidated or individual State plans.

These instructions provide the steps for accessing the State plan page on MAX.gov and for uploading the final consolidated or individual State plans.

Step 1: Gain Access to the consolidated State plan page on MAX.gov

Identify your three users by:

- Coordinating within your SEA to identify the three users who will have permission to upload the final consolidated State plan or the final individual program State plans; and
- Have **one** person email the names and email addresses for the three users to stateplans@luxsourcesolutions.com. We ask that you have only one person submit the information for the three individuals who will access the system. Please include your State name in the subject line of the email (e.g., Subject: Request for sponsorship for MAX.gov for Texas).

Each of the three State users will receive an email that contains a secure link to complete his or her registration on the MAX.gov website.

- Each user should follow the link to connect to the MAX registration website;
- Review the User and Non-Disclosure Agreement; and
- Complete the requested information and press the SUBMIT button on the website to accept the user agreement.

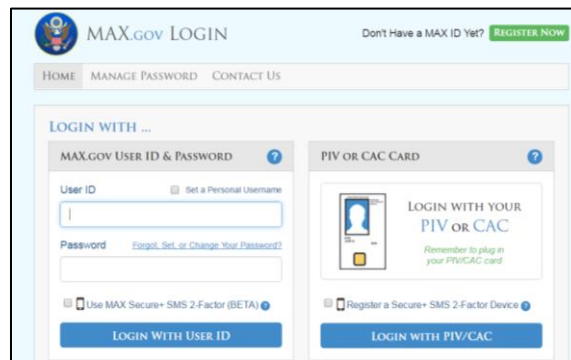
Step 2: Upload your final consolidated or individual State plans.

Log into MAX.gov

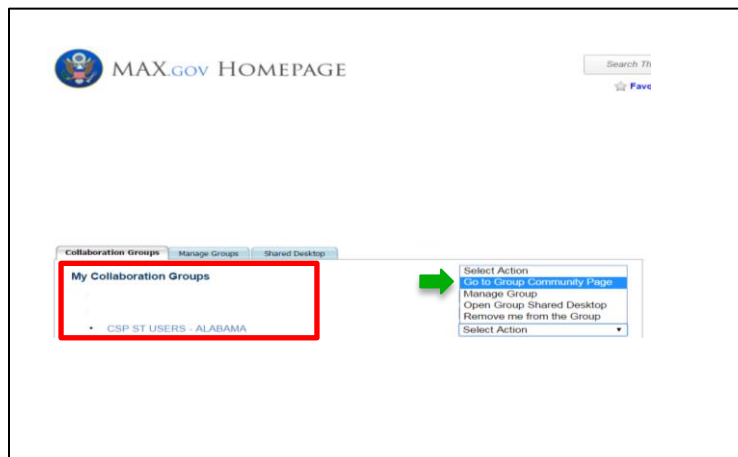
- Go to www.MAX.gov.
- Click the “Login” button.



- Enter your login information.

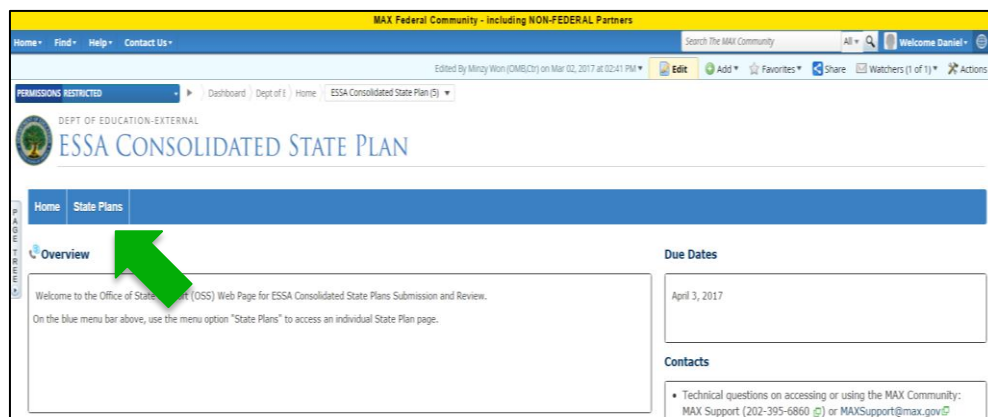


Go to the ESSA Consolidated State Plan community page



- Go to the ESSA Consolidated State Plan community page by clicking the hyperlink for the State's consolidated State plan under "My Collaboration Groups" or by selecting "Go to Group Community Page" from the dropdown menu.

Go to the State plan page



- On the ESSA Consolidated State Plan community page, click on the "State Plans" tab to select the State's page.
- State users will only be able to access their State's consolidated State plan page.

Upload the consolidated State plan or individual program State plans



- After accessing the State's State plan page, a State user will be able to add an attachment or attachments to upload the consolidated State plan or individual program State plans.
- Files in PDF format can be uploaded up to a maximum of 100 MB per file. Our testing indicates that 100 MB is about 4 to 5 thousand pages. We anticipate this should be an ample capacity to accommodate State plans. If a State plan is greater than 100MB then a State may split the file into smaller parts.
- Files in .zip format CANNOT be uploaded to Max.gov.
- Files cannot be deleted once uploaded. If a State must update a document, the State should name the document indicating the correct version, note the date/time stamp of upload, and notify their State program officer in the Office of State Support of the correct version information.
- Please use the following naming convention: [State Abbreviation]_[State plan]_[Identify part if uploading more than one file].pdf.

Examples:

NV_consolidatedStateplan.pdf;
SC_consolidatedStateplan_part1.pdf.