



# Step Up For Students

## Parent/Guardian: How to Submit a Pre-Authorization in EMA







# Step Up For Students



Welcome!

Username [Forgot Username?](#)

Password [Forgot Password?](#)

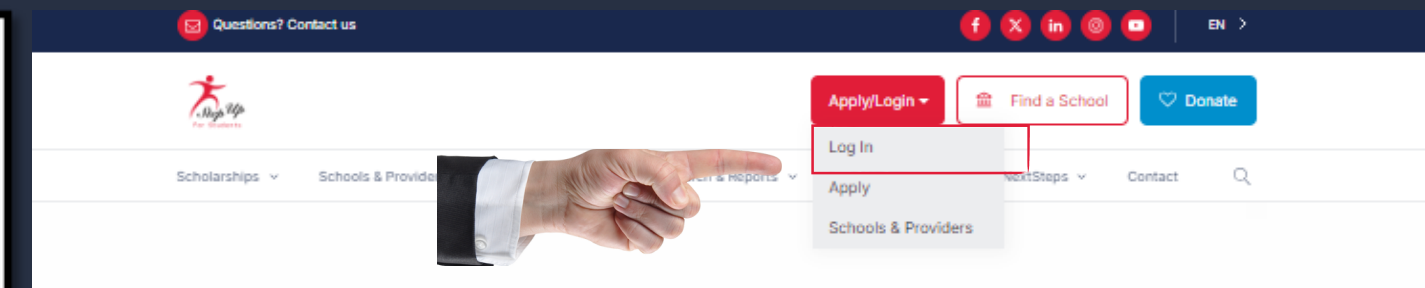
[Show](#)

☐ Keep me signed in

LOG IN

Don't have an account? [Sign Up](#)

SUFS Team Member? [Sign In](#)



Please visit  
[apply.stepupforstudents.org](https://apply.stepupforstudents.org)  
to access your account, or log in  
on our website by selecting the  
option provided below.



# Step Up For Students

1. Enter your username.
2. Enter your password.
3. Click the red 'Log In' button.



EMA  
Education Market Assistant  
Welcome!

1 Username [Forgot Username?](#)

2 Password [Forgot Password?](#) [Show](#)

☐ Keep me signed in

3 **LOG IN**

Don't have an account? [Sign Up](#)

---

SUFS Team Member? [Sign In](#)



# Step Up For Students



Dashboard



My Students



Expenditure Requests

Marketplace

Reimbursements

Pre-Authorizations



Recent Transactions



Help



Select Pre-Authorizations from the list.





# Step Up For Students

The logo for the Education Market Assistant (EMA), featuring a stylized owl wearing glasses and the letters "EMA" in a bold, sans-serif font, with "Education Market Assistant" written below it.

Dashboard

My Students

Expenditure Requests

Marketplace

Reimbursements

Pre-Authorizations

Recent Transactions

Help

Scholarship Portal

3

NEW

Search

SEARCH

From 1 to 1 of 1

100

Click the  button to initiate a Pre-Authorization request.



# Step Up For Students

**Scholarship Portal**

EMA  
Education Market Assistant

Dashboard  
My Students  
Expenditure Requests  
Marketplace  
Reimbursements  
Pre-Authorizations  
Recent Transactions  
Help

Student Selection (selected)  
Item/Service Details  
Educational Benefit  
Summary

**Which student is this pre-authorization for?**

Select a student

CONTINUE TO ITEM/SERVICE DETAILS

Select the student's name from the dropdown menu for whom you wish to generate a Pre-Authorization.





# Step Up For Students

The logo for the Education Market Assistant (EMA) shows a stylized owl wearing a graduation cap, with the letters 'EMA' in a bold, red font and 'Education Market Assistant' in a smaller font below it.

Dashboard

My Students

Expenditure Requests

Marketplace

Reimbursements

Pre-Authorizations

Recent Transactions

Help

Scholarship Portal

2

Student Selection

Item/Service Details

Educational Benefit

Summary

Which student is this pre-authorization for?

Go Fish : FES-UA

CONTINUE TO ITEM/SERVICE DETAILS

Once you have chosen your student from the dropdown menu, please click the


CONTINUE TO ITEM/SERVICE DETAILS

button to continue.



# Step Up For Students

Ensure that all fields are filled out thoroughly and that all supporting documents are uploaded.



Education Market Assistant

- Dashboard
- My Students
- Expenditure Requests
- Marketplace
- Reimbursements
- Pre-Authorizations
- Recent Transactions
- Help

## Scholarship Portal

Student Selection

Item/Service Details

Educational Benefit

Summary

### Tell us about the item or service you plan on purchasing

Provide as many details as you have about the item or service in this pre-authorization request. If you are unsure of any details, please refer to the Purchasing Guide for your student's scholarship. New Worlds Scholarship Accounts parents/guardians should refer to the New Worlds Parent/Guardian Handbook.

If approved, the items or services associated with your purchase must match the information on this pre-authorization. If they do not, your reimbursement request or MyScholarShop purchase may be denied.

**ITEM/SERVICE DETAILS**

Category\* ⓘ

Select a Category

Quantity\* ⓘ

1


Cost per Item/Service\* ⓘ

\$0.00

\$0.00 total

**Supporting Documentation Required\* ⓘ**

Please upload at least one document to verify the item/service and price, such as a **product advertisement** (flyer, brochure, or promotional image), a **product listing** (website screenshot), or a **vendor quote**.



Drag and drop files here or [Browse](#) to select files

BACK

CONTINUE TO EDUCATIONAL BENEFIT





# Step Up For Students

Once you have thoroughly completed all fields and uploaded all necessary supporting documents, click the **CONTINUE TO EDUCATIONAL BENEFIT** button to move forward.

The EBF no longer needs to be uploaded, it will be completed in EMA.

The screenshot shows the EMA Scholarship Portal interface. On the left is a sidebar with navigation links: Dashboard, My Students, Expenditure Requests, Marketplace, Reimbursements, Pre-Authorizations, Recent Transactions, and Help. The main content area is titled "Scholarship Portal" and has a progress bar with four steps: Student Selection (completed), Item/Service Details (active), Educational Benefit, and Summary. The "Item/Service Details" section is titled "Tell us about the item or service you plan on purchasing" and includes instructions. Below this is a form with the following fields: "Category" (dropdown menu showing "Instructional Material"), "Type" (dropdown menu showing "Select a Category Type"), "Item/Service Description" (text input), "Quantity" (input field with "1" and a dropdown arrow), "Cost per Item/Service" (input field with "\$0.00" and a total of "\$0.00 total"), and "Who will you pay?" (dropdown menu showing "Select a Vendor"). Below the form is a section for "Supporting Documentation Required" with instructions and a dashed box for file upload, including a "Browse" link. At the bottom right are two buttons: "BACK" and "CONTINUE TO EDUCATIONAL BENEFIT" (highlighted with a red border).



# Step Up For Students

Please complete all fields thoroughly and provide as much detail as possible. Additionally, make sure to check the box confirming your agreement with the scholarship program compliance.

The screenshot shows the 'Scholarship Portal' interface. The left sidebar contains navigation links: Dashboard, My Students, Expenditure Requests, Marketplace, Reimbursements, Pre-Authorizations, Recent Transactions, and Help. The main content area is titled 'Scholarship Portal' and has a progress bar with four steps: Student Selection, Item/Service Details, Educational Benefit (current step), and Summary. The 'Educational Benefit' section is titled 'Educational Benefit of Requested Item/Service' and includes instructions: 'Please provide details about how the requested item or service will benefit the student's education. Include the relevant learning subject area and specific benefits. If applicable, provide an item URL.' The form fields are: 'Learning Subject Area(s)\*' (a dropdown menu), 'How will this item/service help your student learn?\*' (a text area), and 'Item/Service URL' (a text field). Below these is a 'Scholarship Program Compliance Agreement\*' section with a checkbox and the text: 'I affirm that scholarship program funds are used only for authorized purposes as described in Florida Statutes 1002.394(4) or 1002.395(6), as applicable, and serve the listed student's educational needs.' A 'PLEASE NOTE' section follows, stating that violations may result in loss of scholarship and providing links for more information. The form concludes with a 'Please Sign Here' section, including a 'Signature Of\*' label and a text field for 'Your Full Name'. At the bottom right are 'BACK' and 'CONTINUE TO SUMMARY' buttons.

**Scholarship Portal**

Student Selection | Item/Service Details | **Educational Benefit** | Summary

### Educational Benefit of Requested Item/Service

Please provide details about how the requested item or service will benefit the student's education. Include the relevant learning subject area and specific benefits. If applicable, provide an item URL.

**EDUCATIONAL BENEFIT**

Learning Subject Area(s)\*

How will this item/service help your student learn?\*

Item/Service URL

**Scholarship Program Compliance Agreement\***

☐ I affirm that scholarship program funds are used only for authorized purposes as described in Florida Statutes 1002.394(4) or 1002.395(6), as applicable, and serve the listed student's educational needs.

**PLEASE NOTE:** Any violation of scholarship statute, rules, policies, or procedures may result in the loss of the scholarship, ineligibility for future scholarships, or financial or criminal penalties. For more information, please review the Parent/Guardian Handbooks for [FES-UA](#), [FTC/FES-EQ](#) (including PEP) or [NWSA](#).

**Please Sign Here**

Signature Of\*

**BACK** **CONTINUE TO SUMMARY**





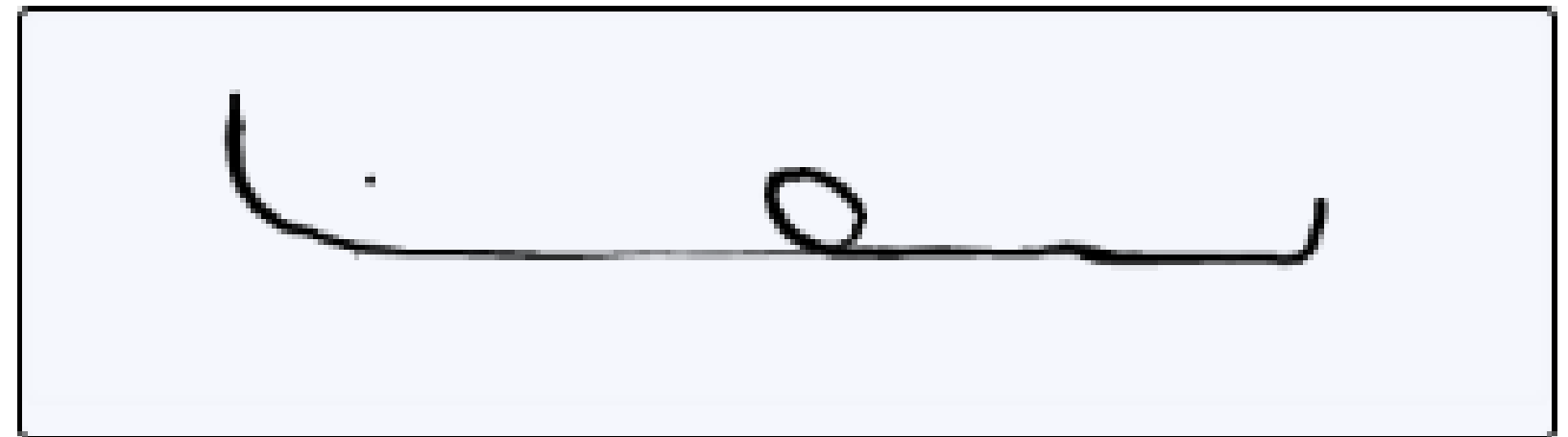
# Step Up For Students

After signing, please choose either the **KEEP** button or the **CLEAR** button to clear your signature and sign again.

Please Sign Here

Signature Of \*

Sunny Day



KEEP

CLEAR



# Step Up For Students

Once you have completed all the fields, signed the form, click the **CONTINUE TO SUMMARY** button to move forward.

### Educational Benefit of Requested Item/Service

Please provide details about how the requested item or service will benefit the student's education. Include the relevant learning subject area and specific benefits. If applicable, provide an item URL.

#### EDUCATIONAL BENEFIT

Learning Subject Area(s) \*

Science, + 1 more

How will this item/service help your student learn? \* ⓘ

Visiting the Smithsonian will benefit my child by teaching him the history of our planet.

Item/Service URL ⓘ

<https://www.si.edu/museums/natural-history-museum>

#### Scholarship Program Compliance Agreement \*


☒ I affirm that scholarship program funds are used only for authorized purposes as described in Florida Statutes 1002.394(4) or 1002.395(6), as applicable, and serve the listed student's educational needs.

**PLEASE NOTE:** Any violation of the FES/FTC scholarship statutes, rules, policies, or procedures may result in the loss of the scholarship, ineligibility for future scholarships, or financial or criminal penalties. Please review the Parent Handbooks for [FES-UA](#) or [FESEO/FTC](#).

#### Please Sign Here

Signature Of \*

Sunny Day



KEEP

CLEAR

BACK

CONTINUE TO SUMMARY





# Step Up For Students

You can now submit your request for approval by clicking the **SUBMIT FOR APPROVAL** button, or if you need to make changes, you can navigate back to edit the Pre-Approval form by clicking the **BACK** button.

## Review your Pre-Authorization for Go Fish

Instructional Material (x1)	\$100.00
-----------------------------	----------

TOTAL	\$100.00
-------	----------

BACK

SUBMIT FOR APPROVAL



# Step Up For Students

**Important to note: A reimbursement request should only be made once the pre-authorization has been approved.**

## Next Steps:

- Click the **REQUEST A REIMBURSEMENT** button to request a reimbursement.
- Alternatively, click the **REQUEST ANOTHER PRE-AUTHORIZATION** button to submit another Pre-Authorization.
- You can also click on the [Check the status of your pre-authorization requests](#) link to check the status of your Pre Authorizations.

### Thank you! We've received your pre-authorization request!

Thank you for submitting your pre-authorization request.

#### Next Steps:

1. You will receive an email once your pre-authorization request has been reviewed. You may also view the status of your pre-authorization request at any time by viewing the Pre-Authorization page in EMA.
2. If approved, you can then make your purchase out of pocket or through MyScholarShop, if available. If you are purchasing out of pocket and requesting reimbursement, please select Finish Request on the approved pre-authorization.

You may not submit a reimbursement request or make a MyScholarShop purchase for an item/service requiring a pre-authorization request until the request has been approved.

**REQUEST A REIMBURSEMENT**

**REQUEST ANOTHER PRE-AUTHORIZATION**

[Check the status of your pre-authorization requests](#)



# Step Up For Students

## Pre- Authorization: Approved Status

**If Pre-Authorization is approved, you will receive the following email message:**

**Thank you for submitting a pre-authorization request for the following:**

- Student Name
- Item/Service Name
- Approved Reimbursement Category
- Item/Service Quantity
- Pre-Authorization ID Number

**The pre-authorization request for this item/service has been approved.**

**Next Steps:**

- Log in to EMA. Go the Pre-Authorization tab on the left panel of the Dashboard.
- Click the Finish Request button next to the approved pre-authorization.
- Choose how to complete the Pre-Authorization. You can select one method: Reimbursement or MyScholarShop. Once selected, please follow the on-screen instructions to complete the process.







# Step Up For Students



This is the email you  
will receive if your  
Pre-Authorization is  
Approved

## Scholarships for Florida Schoolchildren



### PRE-AUTHORIZATION NOTIFICATION

Dear Parent/Guardian,

The pre-authorization request(s) for the item or service below is approved.

### NEXT STEPS:

- To purchase this item through the Marketplace, please log in to your [EMA](#) account.
- To seek reimbursement after purchasing the item/service, please submit reimbursement requests in [EMA](#).

IMPORTANT: You must add the pre-authorization number (listed above) for requests in the reimbursement comments section. This will allow Step Up to verify if the pre-authorization request(s) was approved.

### Questions?

Chat with a live agent at [www.sufs.org](http://www.sufs.org).  
Please [click here](#) to view our contact information.

Thank you,

Step Up For Students



# Step Up For Students



The logo for the Education Market Assistant (EMA), featuring a stylized owl wearing glasses and the text "EMA Education Market Assistant".

Dashboard

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Scholarship Portal

Pre-Authorizations

A pre-authorization is needed for certain items, as indicated in the Purchasing Guide, or when an item or service is not listed in the Purchasing Guide\* (this includes items on MyScholarShop requiring a pre-authorization).

If approved, you can then make your purchase out of pocket or through MyScholarShop, if available. If you are paying out of pocket and requesting reimbursement, please select Finish Request on the approved pre-authorization.

When submitting a pre-authorization, we encourage you to check that your payment method information is up to date. You can update your payment method information at any time [here](#). **Note:** This step should only be completed if you intend to submit reimbursement requests.

*\*Note for New Worlds Scholarship Accounts Families: New Worlds Scholarship Accounts are ineligible for reimbursement, but families can use their scholarship funds for MyScholarShop purchases. New Worlds Scholarship Accounts families should refer to the New Worlds Parent/Guardian Handbook.*

NEW

Search

SEARCH

ID	PROGRAM	SUBMITTED	PROVIDER	STUDENT	TOTAL	STATUS	ACTIONS
30000012	FES-UA	05/20/2024	logitech.com	Elana Cardano	\$226.25	Approved	FINISH REQUEST

From 1 to 1 of 1

100

Once your Pre-Authorization is approved, you will see the **FINISH REQUEST** button. Please click the **FINISH REQUEST** button to continue with the reimbursement process.



# Step Up For Students




**This pop-up will appear, prompting you to choose the option that meets your needs and then click **CONTINUE** button.**

**Please note: New Worlds Scholarship Account families will NOT have the reimbursement option.**

X


### Choose How to Complete Your Pre-Authorization

You may only select one of the following options to proceed with your approved pre-authorization request:



#### Reimbursement

Choose this option if you have already purchased the item and wish to submit a reimbursement request.



#### MyScholarShop®


Choose this option to purchase the approved item directly from MyScholarShop®.

CANCELCONTINUE



# Step Up For Students



After choosing the reimbursement option and clicking continue, a pop-up will appear. Please click the  button to move forward.

**Note:** You will then be redirected to the reimbursement screen.

## Are You Sure You Want to Create a Reimbursement from this Pre-Authorization?

Once you CONTINUE TO REIMBURSEMENT, you may still choose to use MyScholarShop® to complete this Pre-Authorization, but you will first need to cancel your submitted Reimbursement.

BACK

CONTINUE TO REIMBURSEMENT





# Step Up For Students




On the reimbursement screen,  
upload your supporting  
documents and then click  
the **CONTINUE** button.

The screenshot shows the Scholarship Portal interface. On the left is a sidebar with the EMA logo and navigation links: Dashboard, My Students, Reimbursements, Marketplace, Reimbursements, Pre-Authorizations, Recent Transactions, and Help. The main content area is titled "Scholarship Portal" and shows a progress bar with two steps. Step 1 is completed, and Step 2 is active, displaying the message: "Please upload supporting documents for Elana". Below this, it states: "You must submit a receipt and/or invoice in order to properly process your reimbursement." and "Failing to provide this documentation now could cause delays." It also says: "Please submit one reimbursement per receipt and/or invoice." At the bottom, there is a dashed box containing an upload icon and the text: "Drag and drop files here or [Browse](#) to select files".



# Step Up For Students



Next, please enter your receipt information and click  button.

**Please note:** all the information from the Pre-Authorization has been transferred and filled out, and it cannot be edited.



2



**Next, you'll enter information for your Receipt...**

**CONTINUE**



# Step Up For Students



On the reimbursement screen, please fill in the following fields:

- Purchase Date
- Invoice number
- Amount
- Who did you pay
- Provider Name
- Educational Benefit

Please Note the following boxes cannot be changed

- Category
- Type
- Description

Then upload your supporting documents and click the **DONE** button.

✓


✓

3

**Please enter the requested information below**

Providing accurate details now, ensures no delays occur while processing reimbursements.

Please use 'Add Item' for each line item of your receipt/invoice.

sept office hours 24.png Your Receipt

ITEM 1

Purchase Date

mm/dd/yyyy

Invoice #

Category ⓘ

Instructional Material

Type ⓘ

Digital Devices

Description ⓘ

E-Reader

Amount

\$150.00

Who did you pay? ⓘ

Provider not Listed

Provider Name


BB

Educational Benefit ⓘ

BBB

Attach Additional Documents

You may attach any additional supporting documentation for this reimbursement at this time which includes proof of payment.



Drag and drop files here or  
Browse to select files

DONE



# Step Up For Students



Next, click the **CONTINUE** button, and you'll be directed to this screen. Please then select the **SUBMIT FOR APPROVAL** button.

✓

✓

✓

**Review your purchases for**

Print	\$50.00
<b>TOTAL</b>	<b>\$50.00</b>

**SUBMIT FOR APPROVAL**





# Step Up For Students



**You have successfully submitted your approved pre-authorization request for reimbursement.**



**Thank you! We received your reimbursement request.**

One of our team members will review your reimbursement request soon. You will receive a notification via email once your reimbursement has been processed, or you can check back here for status updates.

**REQUEST ANOTHER REIMBURSEMENT**

[Check the status of your reimbursements](#)



# Step Up For Students

## Pre-Authorization Status

### If Pre-Authorization is placed on hold:

Thank you for submitting a pre-authorization request for the following:

- Student Name
- Item/Service Name
- Item/Service Quantity
- Pre-Authorization ID Number



This pre-authorization request for this item is on hold for the following reason:

- On hold reason stated

Please log in to EMA to provide the required information and resubmit the pre-authorization.



# Step Up For Students



This is the email you  
will receive if your  
Pre-Authorization is  
placed **On Hold**

## Scholarships for Florida Schoolchildren



### PRE-AUTHORIZATION NOTIFICATION

Dear Parent/Guardian,

Your pre-authorization request(s) for the item or service below are currently on hold.

To re-submit your pre-authorization request, please [click here](#) to access the on hold form. Please be sure to include the information in the on hold reason above.

### Questions?

Chat with a live agent at [www.sufs.org](http://www.sufs.org).

Please [click here](#) to view our contact information.

Thank you,

Step Up For Students





# Step Up For Students



## Pre-Authorizations

A pre-authorization is needed for certain items, as indicated in the Purchasing Guide, or when an item or service is not listed in the Purchasing Guide\* (this includes items on MyScholarShop requiring a pre-authorization).

If approved, you can then make your purchase out of pocket or through MyScholarShop, if available. If you are paying out of pocket and requesting reimbursement, please select Finish Request on the approved pre-authorization.

When submitting a pre-authorization, we encourage you to check that your payment method information is up to date. You can update your payment method information at any time [here](#). *Note: This step should only be completed if you intend to submit reimbursement requests.*

*\*Note for New Worlds Scholarship Accounts Families: New Worlds Scholarship Accounts are ineligible for reimbursement, but families can use their scholarship funds for MyScholarShop purchases. New Worlds Scholarship Accounts families should refer to the New Worlds Parent/Guardian Handbook.*

NEW

Search

SEARCH

ID	PROGRAM	SUBMITTED	PROVIDER	STUDENT	TOTAL	STATUS	ACTIONS
30000012	FES-UA	05/20/2024	logitech.com	Elana Cardano	\$226.25	On Hold	<a href="#">View</a>

## What to Do If Your Pre-Authorization Is On Hold:

Click the [View](#) button to unlock the Pre-Authorization.





# Step Up For Students



Next, find the "On Hold" reason and the comments at the bottom of the page. Once you're ready to move forward, please click the  button.

Reason for Hold:

Documentation provided is password protected

Comments:

Please upload Documentation that is not password protected.

 EDIT



# Step Up For Students



After you have completed the necessary corrections or uploaded the required documents, please click the **RESUBMIT** button at the bottom of the page or select the **CANCEL** button to return.

[Delete](#) [jw.png](#)

[Delete](#) [agreed u](#)

Reason for Hold:

Documentation provided is password protected

Comments:

Please upload Documentation that is not password protected.

**CANCEL**

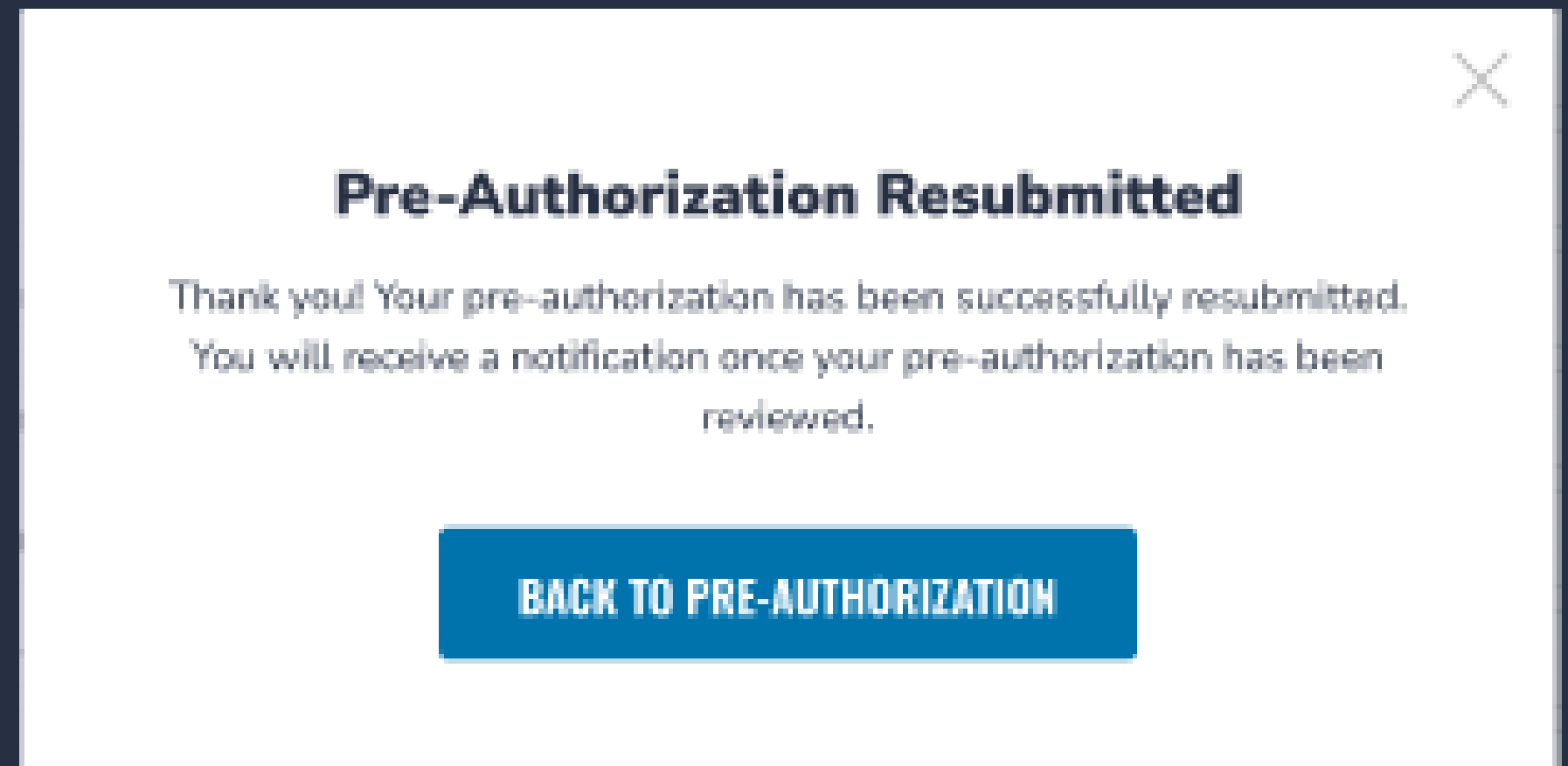
**RESUBMIT**



# Step Up For Students



If you choose the  button you would see this pop up.





# Step Up For Students



If you click the **CANCEL** button this pop-up will appear. Please choose the action you would like to proceed with.

×

### Are You Sure You Want to Cancel?

You're editing your pre-authorization. If you cancel now, your edits will not be saved. Please confirm if you wish to proceed without saving your changes.

**GO BACK****DISCARD CHANGES**



# Step Up For Students

**Please Note:** No further action is needed due to the fact Denied Pre-Authorization Requests cannot be appealed.

## Pre-Authorization Status

### **If Pre-Authorization is denied:**

Thank you for submitting a pre-authorization request for the following item:

- Student Name
- Item/Service Name
- Item/Service Quantity
- Pre-Authorization ID Number



The pre-authorization request for this item has been denied because of the following reason:

- Denial reason stated





# Step Up For Students



This is the email you  
will receive if your  
Pre-Authorization is  
**Denied**

## Scholarships for Florida Schoolchildren



### PRE-AUTHORIZATION NOTIFICATION

Dear Parent Guardian,

Your pre-authorization request(s) for the item or service below was **denied**.

To appeal a denied pre-authorization request, please complete this [form](#). Select "yes" on the appeal drop-down, and include the pre-authorization request number in the appeal description box. The appeal can only be completed once per item.

#### Questions?

Chat with a live agent at [www.sufs.org](http://www.sufs.org).

Please [click here](#) to view our contact information.

Thank you,

Step Up For Students



# Step Up For Students



## Pre-Authorizations

A pre-authorization is needed for certain items, as indicated in the Purchasing Guide, or when an item or service is not listed in the Purchasing Guide" (this includes items on MyScholarShop requiring a pre-authorization).

If approved, you can then make your purchase out of pocket or through MyScholarShop, if available. If you are paying out of pocket and requesting reimbursement, please select Finish Request on the approved pre-authorization.

When submitting a pre-authorization, we encourage you to check that your payment method information is up to date. You can update your payment method information at any time [here](#). *Note: This step should only be completed if you intend to submit reimbursement requests.*

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<a href="#">+ NEW</a>						<input type="text" value="Search"/>		SEARCH
ID	PROGRAM	SUBMITTED	PROVIDER	STUDENT	TOTAL	STATUS	ACTIONS	
30000012	FES-UA	05/20/2024	logitech.com	Elana Cardano	\$226.25	Denied	<a href="#">View</a>	

## What to Do If Your Pre-Authorization is Denied:

Click the [View](#) button to reopen the Pre-Authorization request.



# Step Up For Students



**Next, find the reason for Denial and comments at the bottom of the page. This will clarify why the Pre-Authorization was denied. Please note that no further action can be taken.**

**Reason for Denial:**

Outside of purchase frequency guidelines

**Comments:**

Only one per student every two years



# Step Up For Students

## Contact Us

Monday-Friday 8:00am-5:00pm EST



Chat with us through [sufs.org](https://www.sufs.org)



Call us at 877-735-7837