



# Step Up For Students

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





# Step Up For Students



The image shows a young boy with dark hair, wearing a dark blue zip-up hoodie with a small logo on the chest. He is looking down at a globe, specifically at the North American continent. The background is slightly blurred, showing what appears to be a classroom or library setting.

**EMA**  
Education Market Assistant

Welcome!

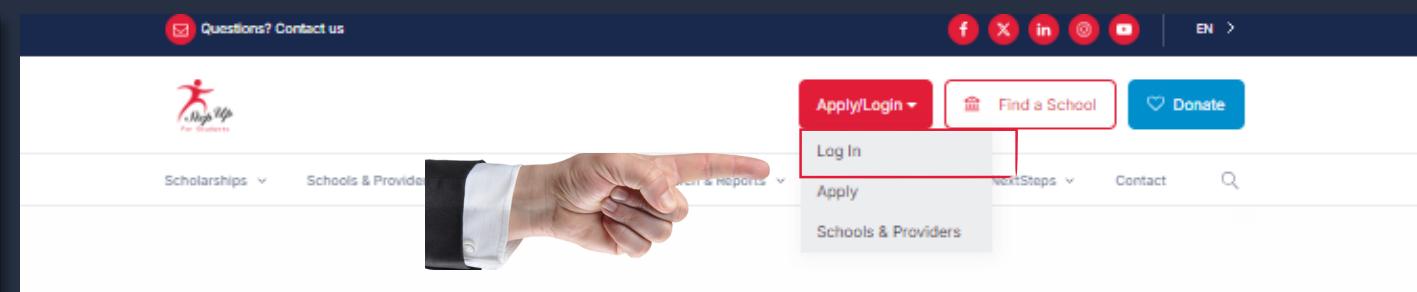
Username  Forgot Username?

Password  Forgot Password?

Keep me signed in

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

SUFS Team Member? [Sign In](#)



Please visit  
[apply.stepupforstudents.org](http://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.



1

2

3

Username  [Forgot Username?](#)

Password  [Forgot Password?](#)  Show

Keep me signed in

**LOG IN**

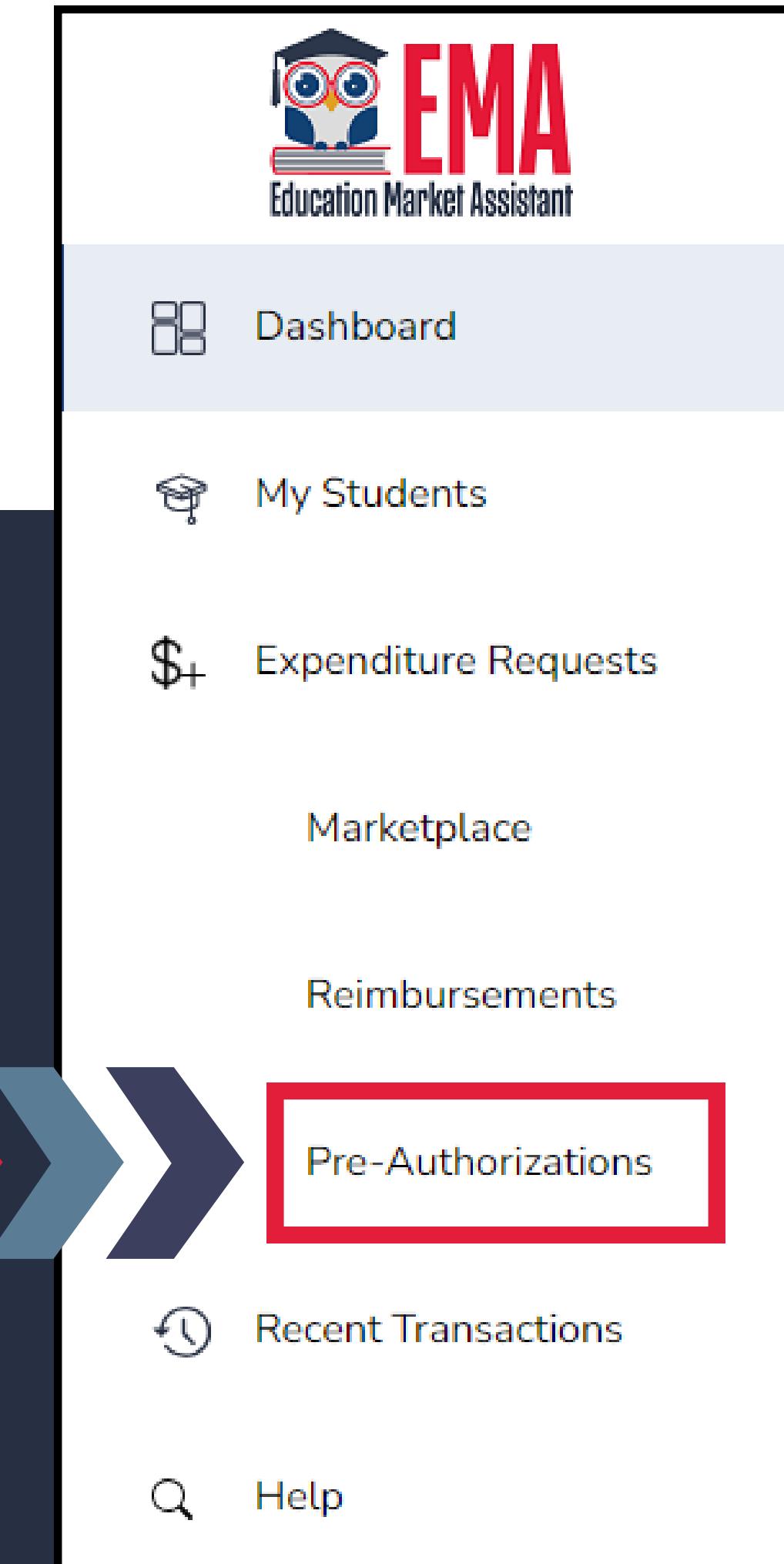
Don't have an account? [Sign Up](#)

SUFS Team Member? [Sign In](#)



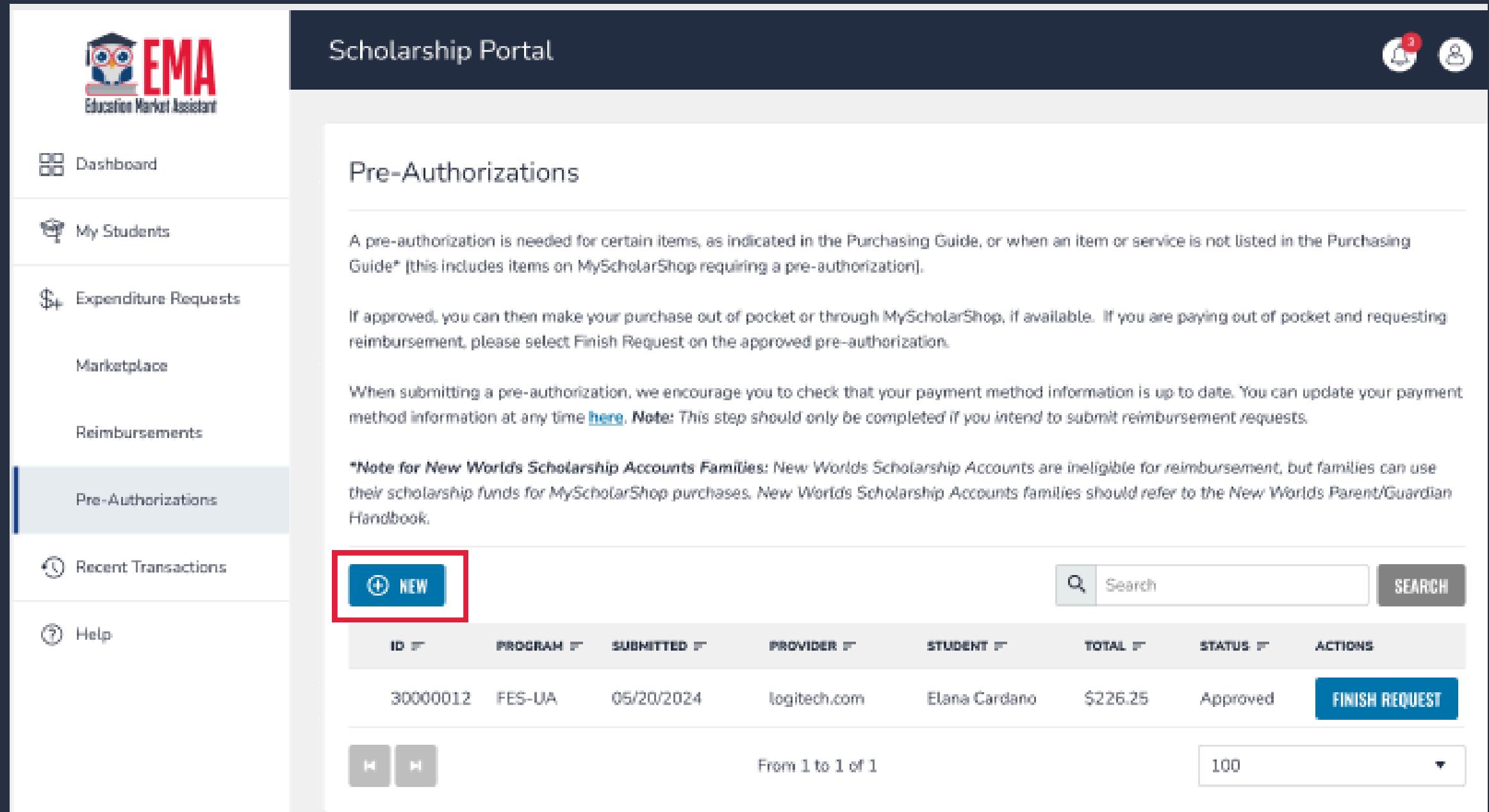
# Step Up For Students

Select Pre-Authorizations from the list.





# Step Up For Students



The screenshot shows the "Scholarship Portal" interface. On the left is a sidebar with the "EMA" logo (Education Market Assistant) and links: Dashboard, My Students, Expenditure Requests, Marketplace, Reimbursements, Pre-Authorizations (which is highlighted with a blue bar), Recent Transactions, and Help. A red box highlights the "NEW" button in the Pre-Authorizations section. The main content area is titled "Pre-Authorizations" and contains instructions for what a pre-authorization is and how to use it. It also includes a note for New Worlds Scholarship Accounts Families. Below this is a table with one row of data and a "FINISH REQUEST" button. At the bottom are navigation buttons and a search bar.

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

Click the **NEW** button to initiate a Pre-Authorization request.



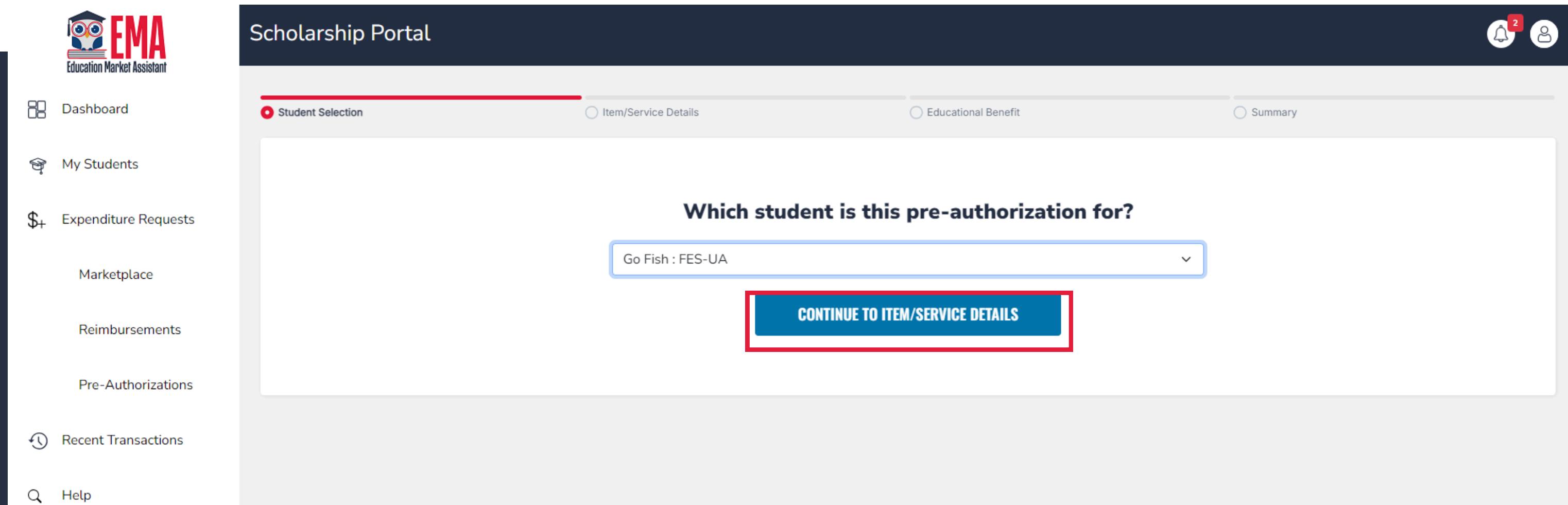
# Step Up For Students

A screenshot of the Scholarship Portal interface. The top navigation bar is dark blue with the text "Scholarship Portal" and the EMA (Education Market Assistant) logo. Below the navigation is a progress bar with four steps: "Student Selection" (red dot, active), "Item/Service Details" (light blue dot), "Educational Benefit" (light blue dot), and "Summary" (light blue dot). The main content area has a heading "Which student is this pre-authorization for?" and a dropdown menu with the placeholder "Select a student". A red box highlights the dropdown menu. Below the dropdown is a "CONTINUE TO ITEM/SERVICE DETAILS" button. On the left side, there is a sidebar with the following menu items: Dashboard, My Students, Expenditure Requests, Marketplace, Reimbursements, Pre-Authorizations, Recent Transactions, and Help. The "Pre-Authorizations" item is also highlighted with a red box.

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



# Step Up For Students

A screenshot of the Scholarship Portal interface. The top navigation bar is dark blue with the text "Scholarship Portal" on the left and a user icon with a "2" notification on the right. Below the navigation is a horizontal progress bar with four tabs: "Student Selection" (red, indicating the current step), "Item/Service Details", "Educational Benefit", and "Summary". The main content area has a white background. It asks "Which student is this pre-authorization for?" and shows a dropdown menu with "Go Fish : FES-UA". Below the dropdown is a blue button with the text "CONTINUE TO ITEM/SERVICE DETAILS" in white. On the left side, there is a sidebar with the "EMA" logo at the top, followed by a list of menu items with icons: Dashboard, My Students, Expenditure Requests, Marketplace, Reimbursements, Pre-Authorizations, Recent Transactions, and Help. The "Pre-Authorizations" item is highlighted with a blue border.

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.**

The screenshot shows the "Scholarship Portal" interface. On the left, a sidebar lists "Dashboard", "My Students", "Expenditure Requests", "Marketplace", "Reimbursements", "Pre-Authorizations", "Recent Transactions", and "Help". The main content area is titled "Scholarship Portal" and has tabs for "Student Selection" (checked), "Item/Service Details" (selected), "Educational Benefit", and "Summary". A sub-section titled "Tell us about the item or service you plan on purchasing" contains instructions and a note about matching purchase details. The "ITEM/SERVICE DETAILS" form is highlighted with a red border and contains fields for "Category\*", "Quantity\*", and "Cost per Item/Service\*". Below this is a section for "Supporting Documentation Required\*" with a file upload area. At the bottom are "BACK" and "CONTINUE TO EDUCATIONAL BENEFIT" buttons.

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\*

Quantity\*

Cost per Item/Service\*   
\$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.



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* ⓘ	Instructional Material
Type* ⓘ	Select a Category Type
Item/Service Description* ⓘ	
Quantity* ⓘ	1
Cost per Item/Service* ⓘ	\$0.00
Who will you pay?* ⓘ	Select a Vendor

\$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

**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.**

Scholarship Portal

EMA Education Market Assistant

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)\* Select 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-EO](#) (including PEP) or [NWSA](#).

**Please Sign Here**

Signature Of\*

Your Full Name

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



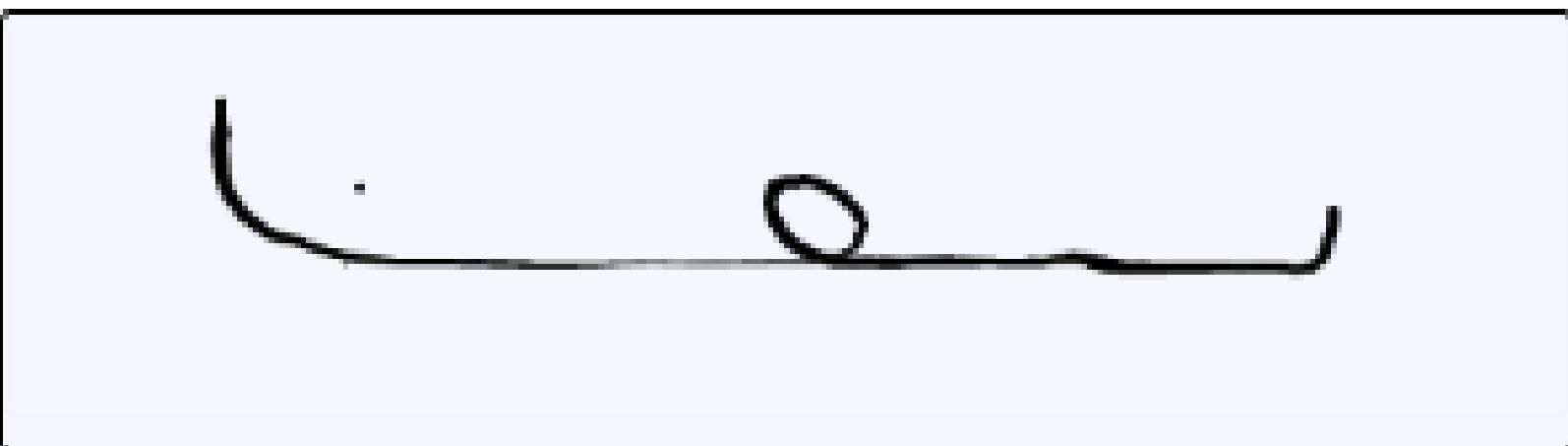
# Step Up For Students

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

A large, empty rectangular box with a black border, intended for a handwritten signature.

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.

**CONTINUE TO 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) \*

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



**EMA**  
Education Market Assistant

Scholarship Portal

Dashboard

My Students

Expenditure Requests

Marketplace

Reimbursements

Pre-Authorizations

Recent Transactions

Help

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**

Q Search SEARCH

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

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®.

**CANCEL** **CONTINUE**

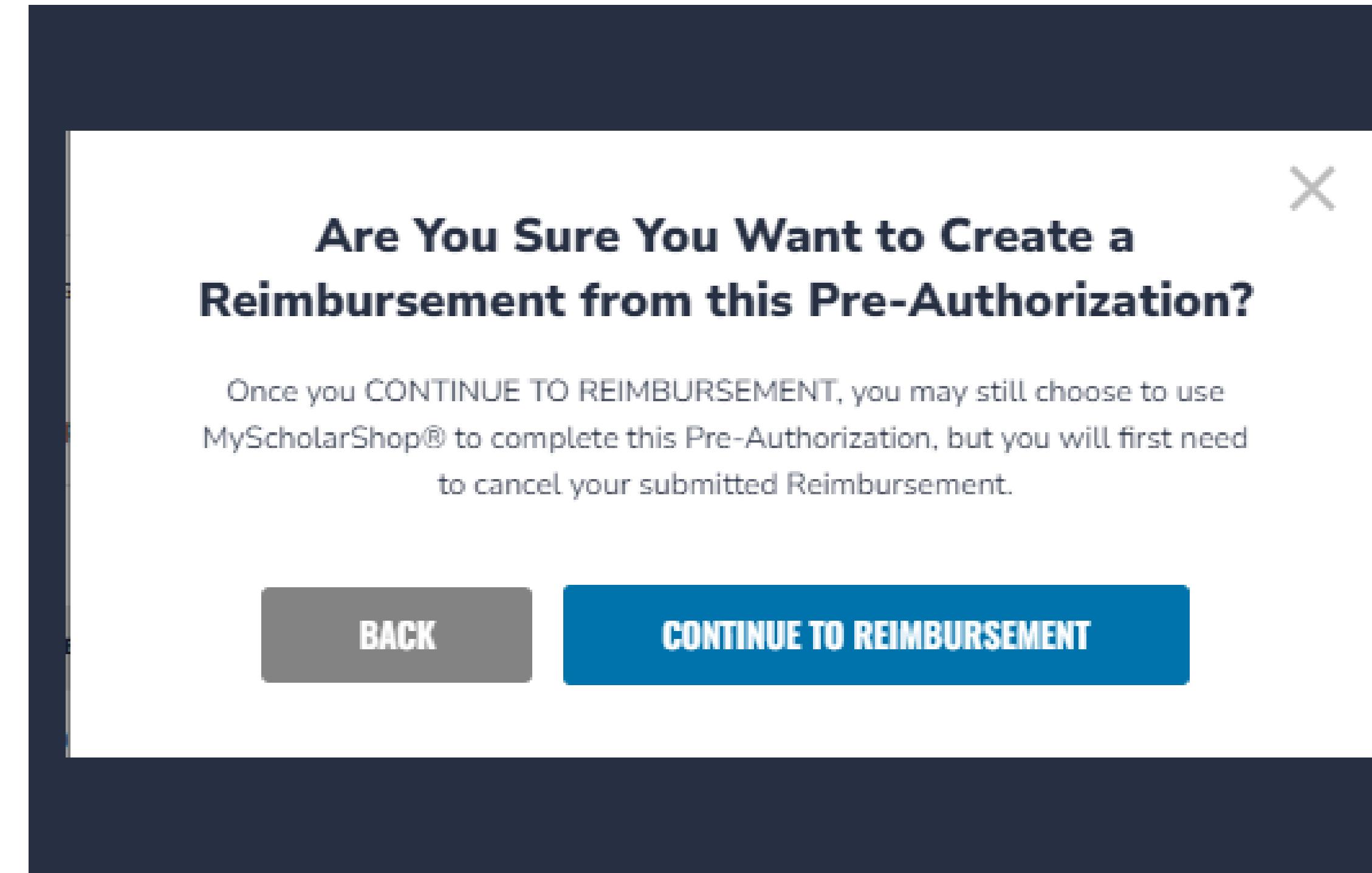


# Step Up For Students



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

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





# 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, a sidebar menu includes 'Dashboard' (selected), 'My Students', 'Reimbursements', 'Marketplace', 'Reimbursements', 'Pre-Authorizations', 'Recent Transactions', and 'Help'. The main content area is titled 'Scholarship Portal' and displays a step-by-step process: '1' (checkmark) and '2' (circle). A message reads: 'Please upload supporting documents for Elana. You must submit a receipt and/or invoice in order to properly process your reimbursement. Failing to provide this documentation now could cause delays. Please submit one reimbursement per receipt and/or invoice.' Below this is a dashed box with an upward arrow 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 [CONTINUE](#) button.

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



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.

1 ✓ 2 ✓ 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 <small>①</small>	Instructional Material
Type <small>①</small>	Digital Devices
Description <small>①</small>	E-Reader
Amount	\$150.00
Who did you pay? <small>①</small>	Provider not Listed
Provider Name	BB
Educational Benefit <small>①</small>	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**

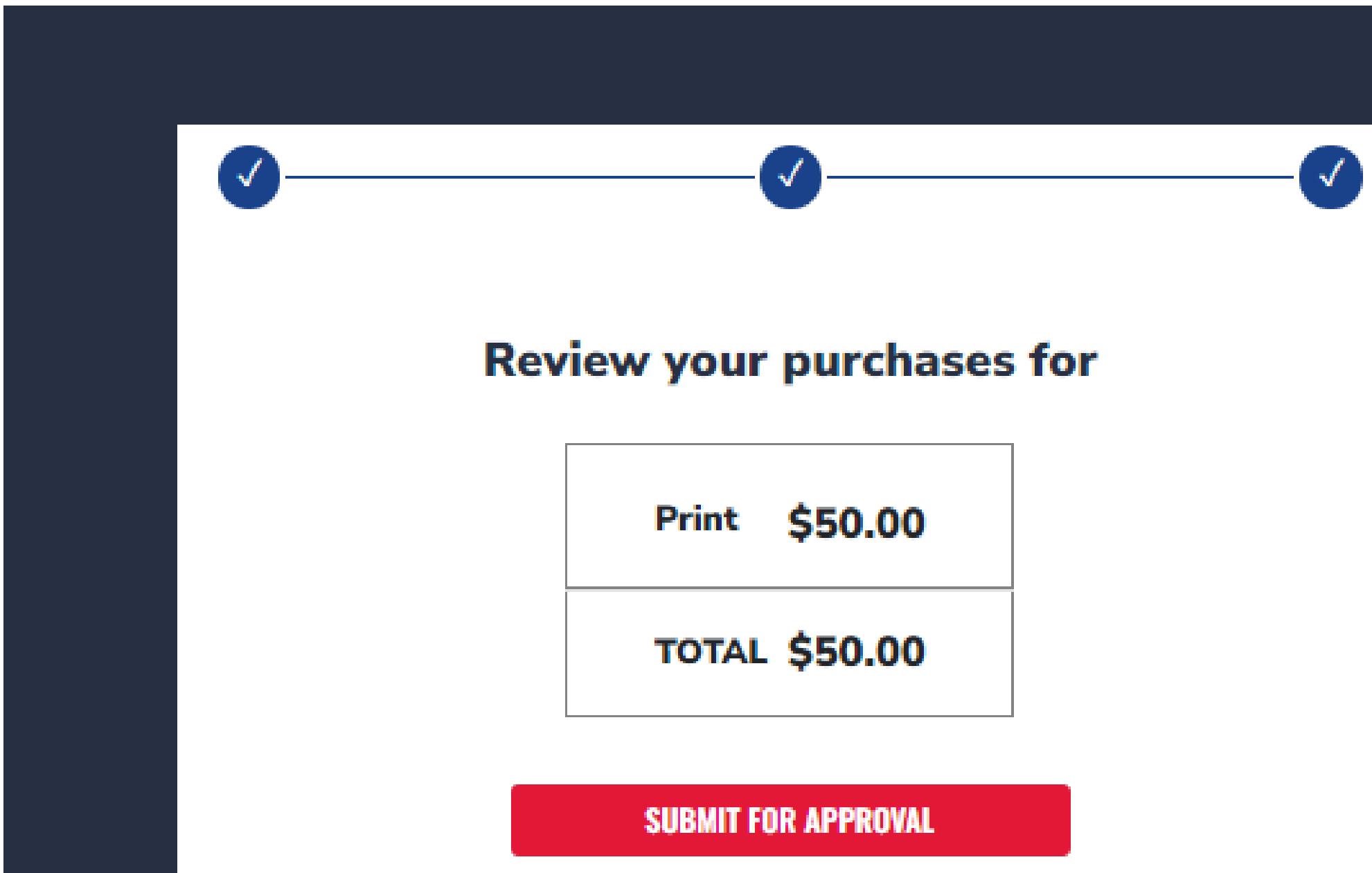


# Step Up For Students



Next, click the **CONTINUE** button, and you'll be directed to this screen.

Please then select the **SUBMIT FOR APPROVAL** button.





# 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.*

A screenshot of a web-based application interface for managing pre-authorizations. At the top, there is a blue button labeled "+ NEW" and a search bar with a magnifying glass icon and the word "Search". Below the search bar is a "SEARCH" button. The main area displays a table of pre-authorization records. The table has columns: ID, PROGRAM, SUBMITTED, PROVIDER, STUDENT, TOTAL, STATUS, and ACTIONS. The first row of the table is highlighted with a red border around the "Actions" column. The data for the first row is: ID 30000012, PROGRAM FES-UA, SUBMITTED 05/20/2024, PROVIDER logitech.com, STUDENT Elana Cardano, TOTAL \$226.25, STATUS On Hold, and ACTIONS View.

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  EDIT button.**

**Reason for Hold:**

Documentation provided is password protected

**Comments:**

Please upload Documentation that is not password protected.





# 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.

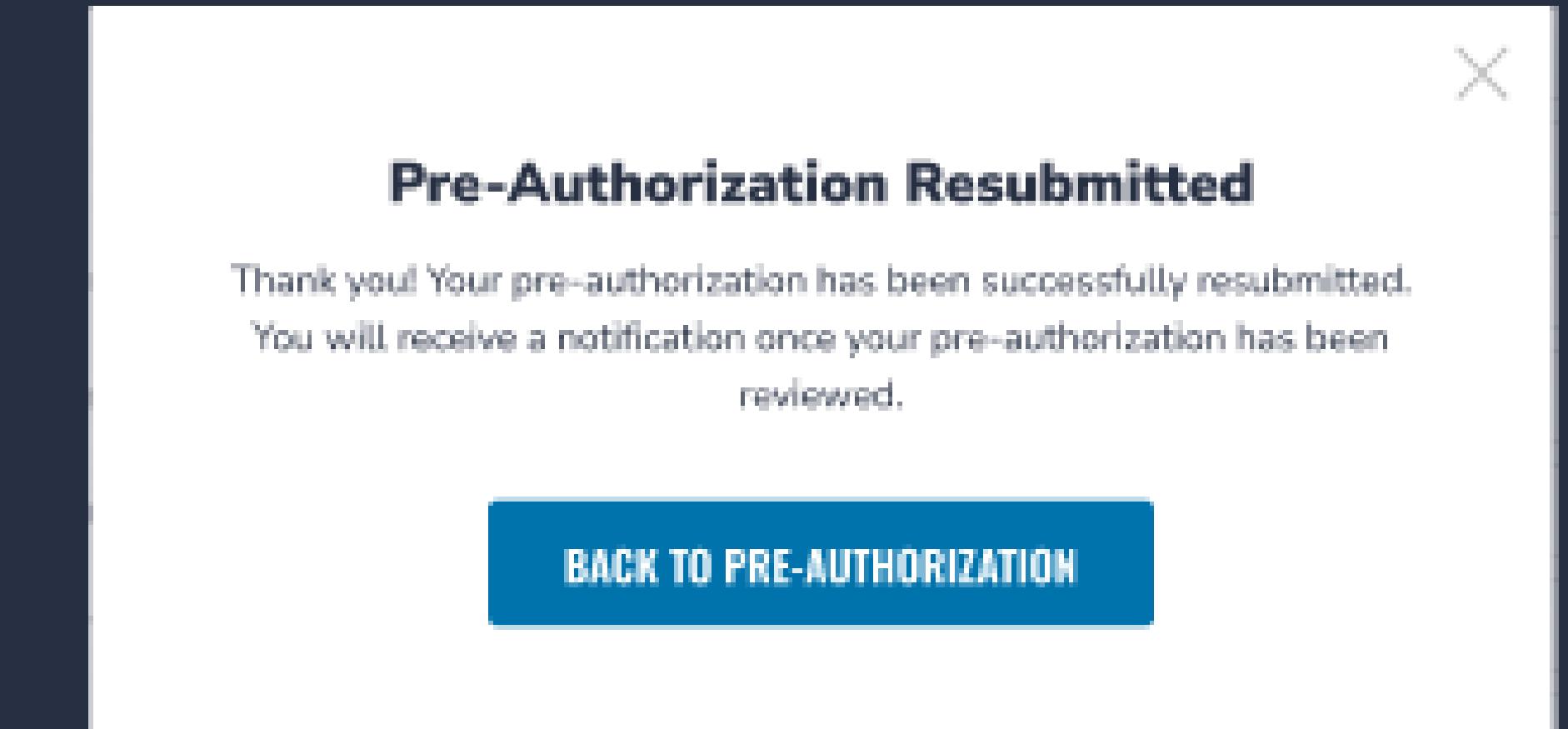
**CANCEL**      **RESUBMIT**



# Step Up For Students



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

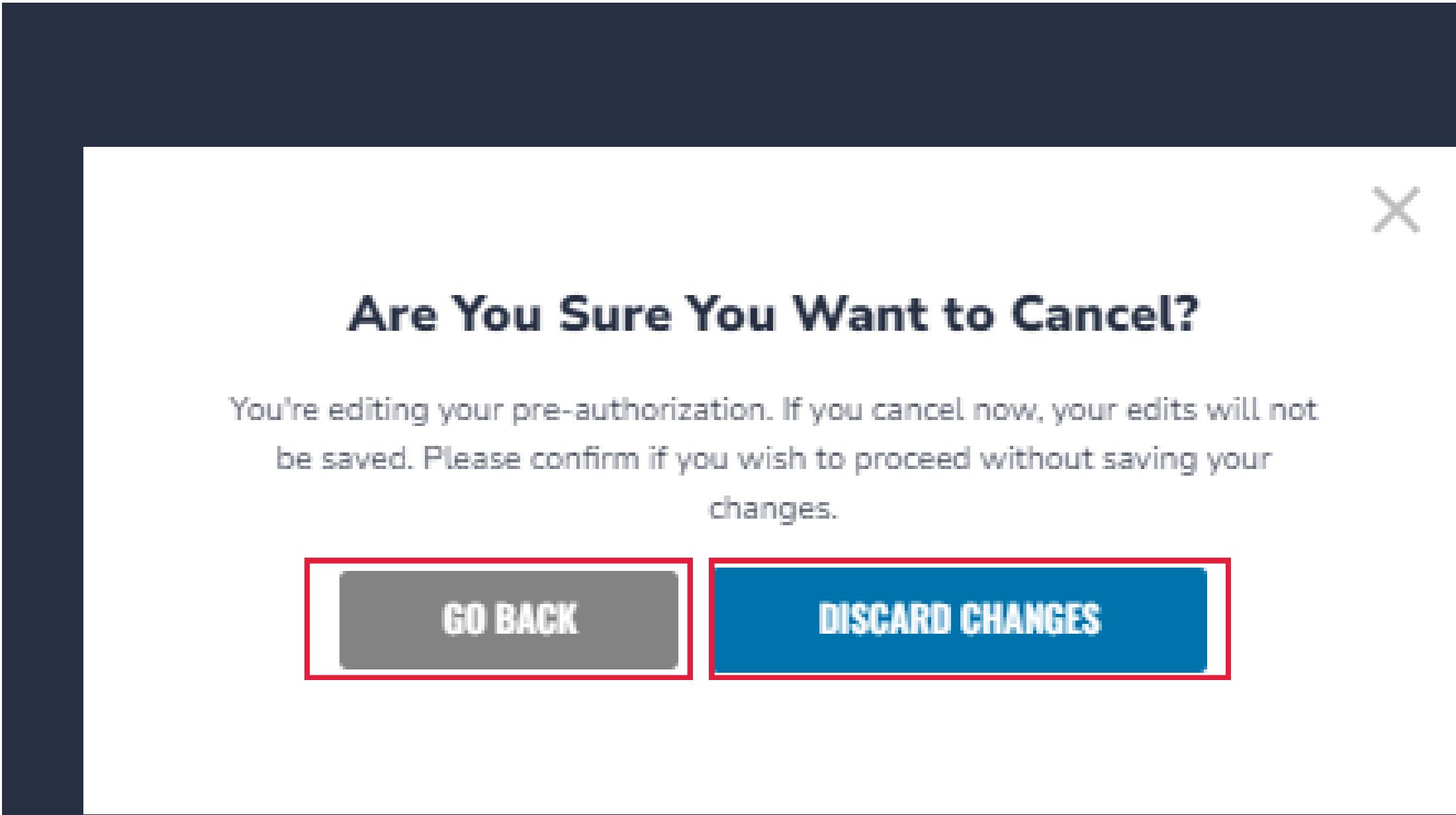




# Step Up For Students



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





# Step Up For Students

## 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

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



# Step Up For Students

**DENIED**

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

**DENIED**

## 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.

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

The table shows a single pre-authorization record. The "STATUS" column is highlighted with a red border and contains the value "Denied". The "ACTIONS" column contains a "View" link, which is also highlighted with a red border.

## 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](http://sufs.org)



Call us at 877-735-7837