

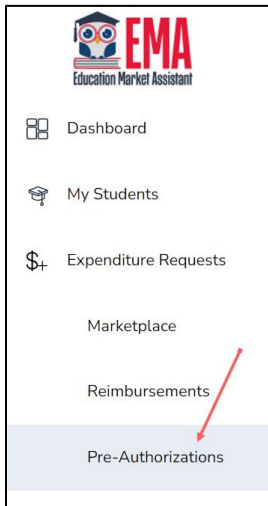
# How to Submit Your Pre-Authorization Request




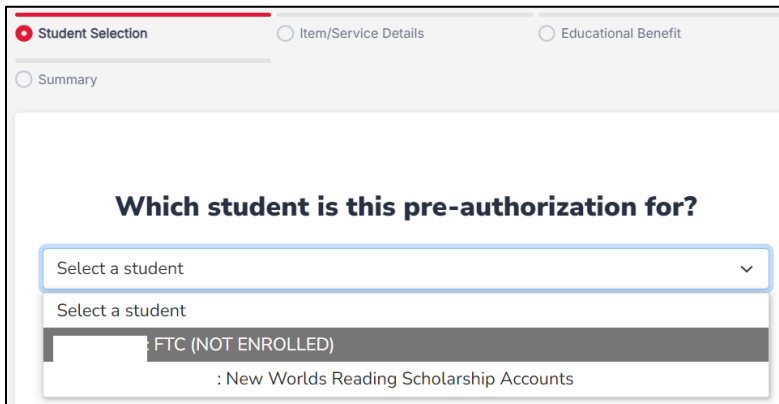
**Before getting started:** When submitting a pre-authorization, we encourage you to check that your payment method information is up to date. You can update your payment method information at any time in EMA. **Note:** This step should only be completed if you intend to submit reimbursement requests.

To submit a pre-authorization request for your student, please follow these instructions:

1. Log in to [EMA](#).
2. From your dashboard, select **Pre-Authorizations**.



3. The Pre-Authorizations screen displays. Select .
4. The Student Selection screen displays. Use the drop-down menu to choose the student you want to submit a pre-authorization request for.



5. Select **CONTINUE TO ITEM/SERVICE DETAILS**.

Which student is this pre-authorization for?

: New Worlds Reading Scholarship Accounts

**CONTINUE TO ITEM/SERVICE DETAILS**

6. The **Item/Service Details** screen displays. Use the drop-down menus to:

**ITEM/SERVICE DETAILS**

Category \* ⓘ Select a Category a

Quantity \* ⓘ 0 b

Cost per Item/Service \* ⓘ \$0.00 c

\$0.00 total

a. Select a Category

- i. Curriculum/Course
- ii. Instructional Material
- iii. Part-Time Tutoring Services
- iv. Specialized After-School Education Programs
- v. Specialized Summer Education Program

i. If required, use the **Type** drop-down to select the type of your chosen Category.

Category \* ⓘ Curriculum/Course

Type \* ⓘ Select a Category Type

Quantity \* ⓘ

Cost per Item/Service \* ⓘ

Select a Category Type

Online

Print

ii. If required, type a description in the **Item/Service Description** text box.

Item/Service Description \* ⓘ

b. Select a Quantity

c. Calculate the Cost per Item/Service

d. If required, use the drop-down to select a vendor in the **Who will you pay?** box.

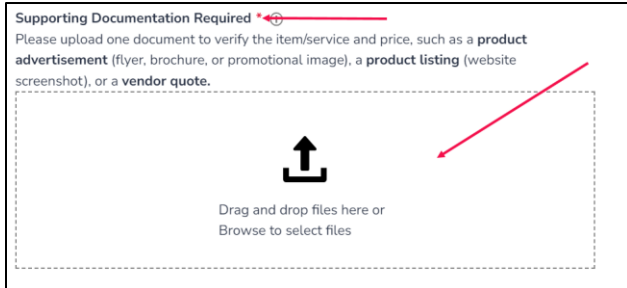
Quantity \* ⓘ 1


Cost per Item/Service \* ⓘ \$5.00

Who will you pay? \* ⓘ Select a Vendor


\$5.00 total

7. Use the upload tool to submit required supporting documentation. Please upload 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**.



Supporting Documentation Required \* 

Please upload 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**.



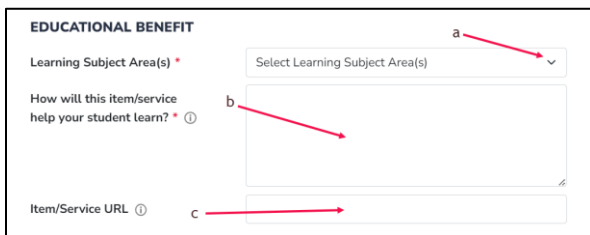
Drag and drop files here or  
Browse to select files

8. Select **CONTINUE TO EDUCATIONAL BENEFIT**.







 


9. The Educational Benefit screen displays. 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**

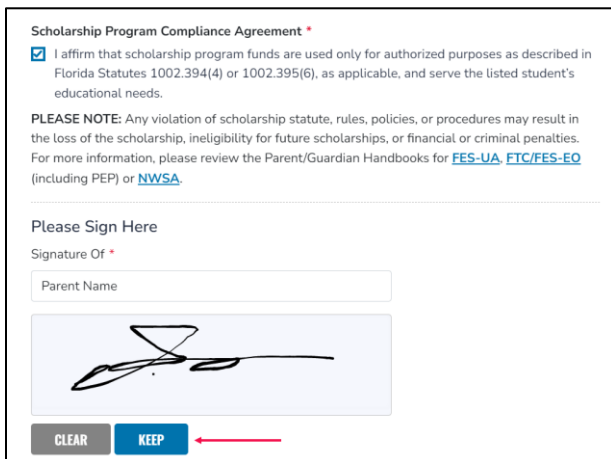
Learning Subject Area(s) \*    **a**

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

Item/Service URL   **c**

- a. Use the drop-down menu to Select Learning Subject Area(s).
- b. Describe how the item/service will benefit your student.
- c. If applicable, enter the URL of the item/service.

10. Next, select the checkbox to affirm you will comply with the Compliance Agreement.




**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 \*



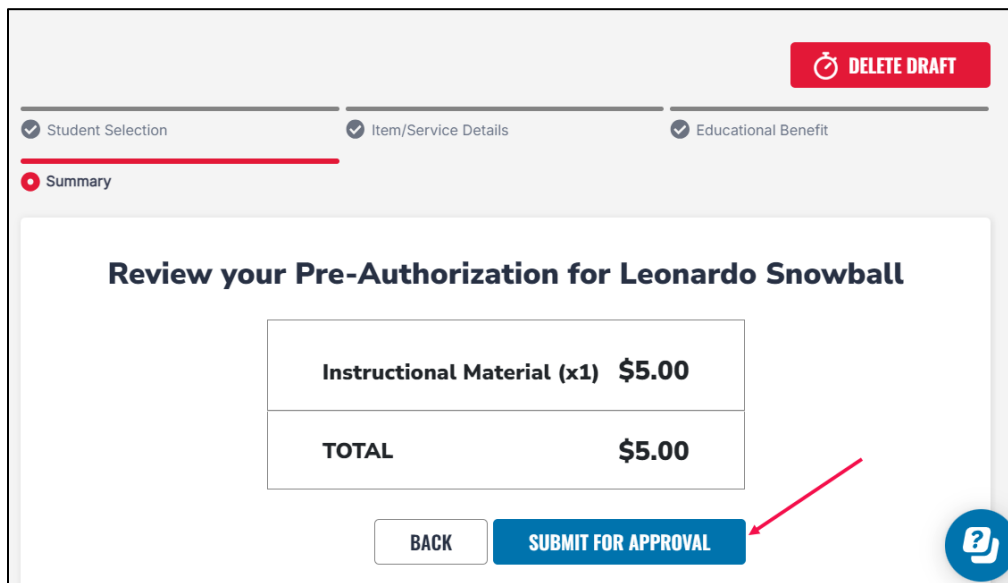
 

11. Type your name in the Signature of box and then sign below. Select **KEEP**.

12. Then, select CONTINUE TO SUMMARY.



13. The **Summary** screen displays. Review the details you entered. If all information is correct, select **SUBMIT FOR APPROVAL**. *Note: You can select **DELETE DRAFT** to remove the draft from your EMA account.*

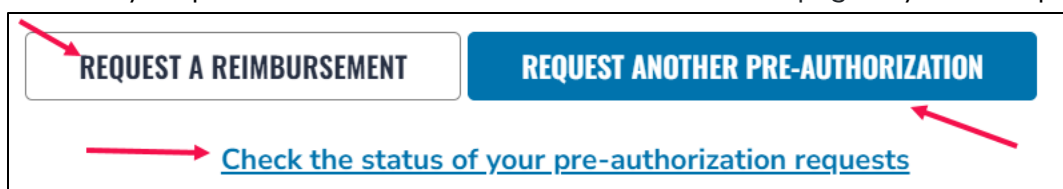


14. Congratulations! Your pre-authorization request has been submitted.

15. **Next steps:**

- 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.
- 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.

16. Please note that you can also request a reimbursement, request another pre-authorization, or check the status of your pre-authorization from the **Pre-Authorization** page in your EMA profile.



**Note:** 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.