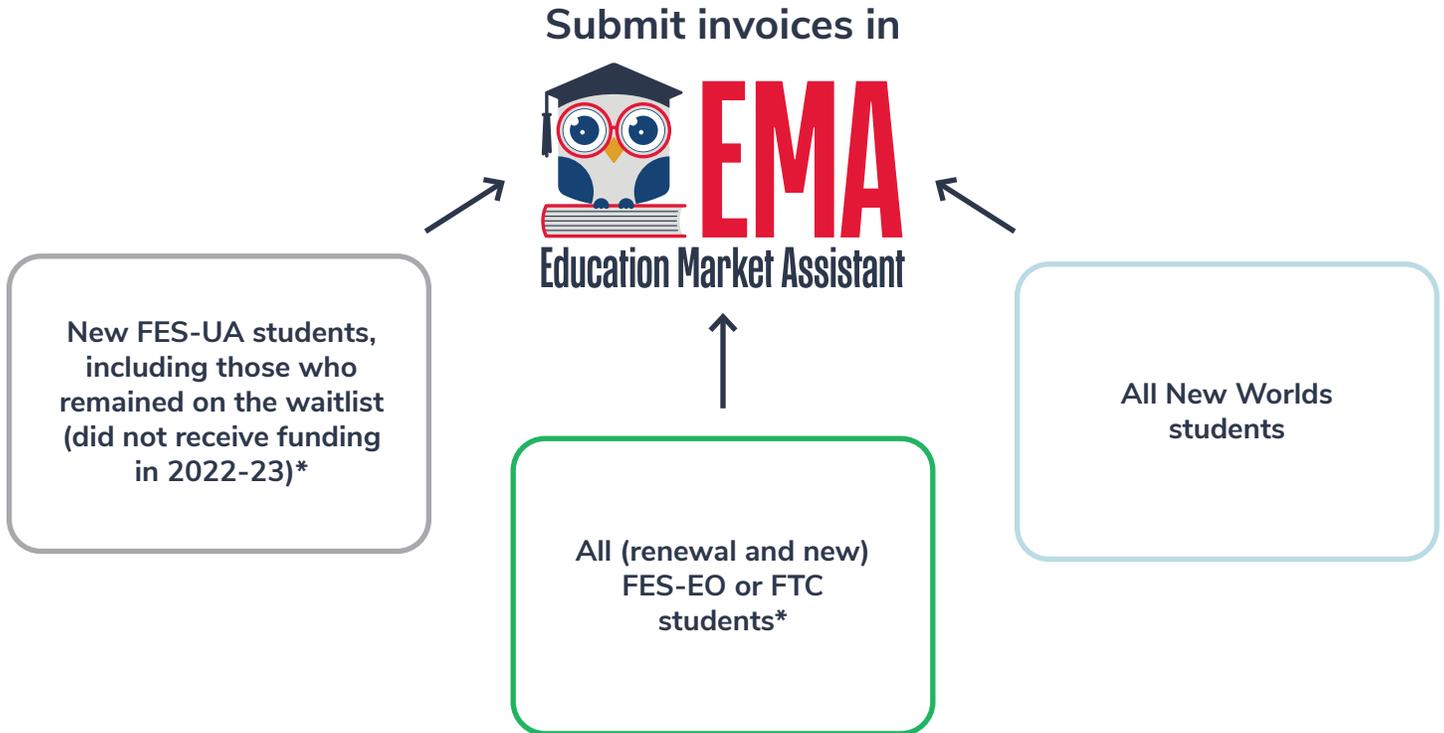


Direct-Pay Invoice Process by Scholarship Program

Note: This does not apply to eligible private schools submitting an invoice for tuition and fees.

Step Up is being mindful as we transition all processes to EMA, our new scholarship management platform.

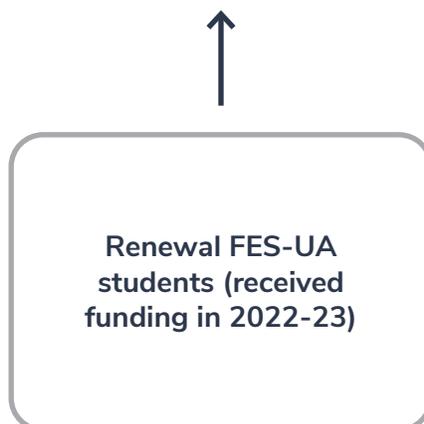
For the 2023-24 school year, the process of submitting invoices (reimbursements), including which system to use, will vary by scholarship program and student type (i.e., renewal student/new student).



***DO NOT** submit invoices for any of these students in the **legacy Provider Portal** system!

Submit invoices in

LEGACY PROVIDER PORTAL



DO NOT submit invoices (reimbursements) for any of these students in the new **EMA** system!

If an invoice for a renewal FES-UA student is submitted in **EMA** before this transition, it will be denied and may cause overall delays in the processing of the invoice.