



EMA Account Set-Up for Providers

Acronyms Used in Presentation

TERMS	DEFINITIONS
EMA	Education Market Assistant, our new scholarship platform for all programs starting the 23-24 school year moving forward. (www.sufs.org/emaproviders)
FES-UA (formerly Gardiner and McKay)	Family Empowerment Scholarship for Students with Unique Abilities
FTC	Florida Tax Credit Scholarship
PEP	Personalized Education Program
FES-EO	Family Empowerment Scholarship for Educational Options
NWSA (formerly New World Reading Scholarship)	New World Scholarship Account (the change in the name reflects the reason change in legislation to include Mathematics)
Specialized Services	ABA Therapy = Applied Behavior Analysis Therapy SLP = Speech Language Pathology OT = Occupational Therapy PT = Physical Therapy SLS = Spoken Language Specialist

Agenda

Part I: Business Accounts

- Create a business account (**only one person from the business will need to create a business account**)
- Create an account/add user(s) to the business account

Part II: Personal Accounts


- Create a personal account as a credentialed employee
- Add a personal account to a business account

Part III: Join a Business/Approve Request to Join a Business

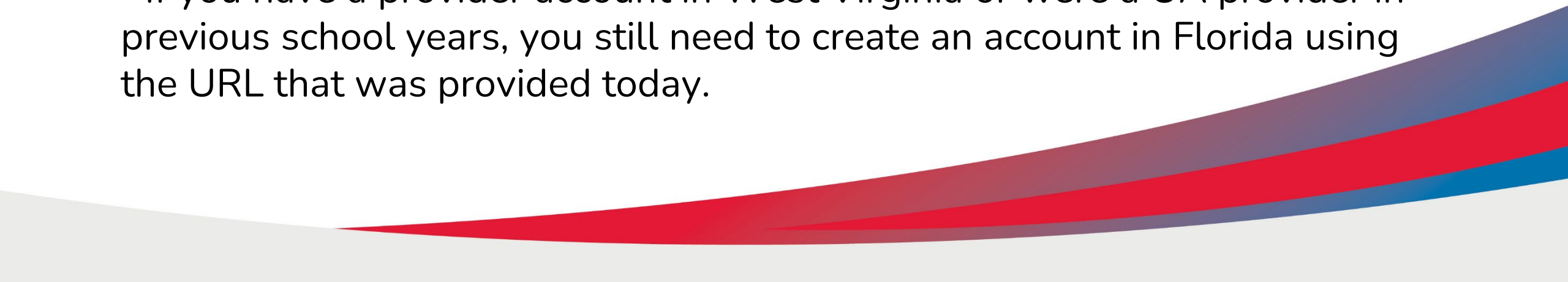
- Personal account—Request to join a business
 - Business account—Approve request to join business
- 

Disclaimer

Please note that these webinars are not applicable to eligible private school users. Eligible private schools are approved for scholarships by the DOE. Their students attend a physical campus for full-time, in-person enrollment. *Eligible private schools CAN participate in the marketplace, but it will be through their school accounts, and training will come separately.*



Before we begin:

- Please note that this webinar is **NOT** for New World Scholarship Account (NWSA) providers, that training is forthcoming
 - If you have already created an account, please follow along, as there may be some items you missed or need to modify before they can be approved.
 - Following today's session, we will send you the slides and a recording of the webinar.
 - If you have a provider account in West Virginia or were a UA provider in previous school years, you still need to create an account in Florida using the URL that was provided today.
- 

<http://sufs.org/provider-help>



If you have any issues with creating your account in EMA, please use the link or QR noted here to report your concern.




Who will create a “Business” Provider Account?

Create a **Business Account** if you represent a business or own your business and you:

- Are the owner/operator of a business that will bill for services
OR
- Contract with or employ service providers, whose services to students will be payable to your business

***NOTE:** All employees of a business who provide services that require individual credentials must create a "Personal" account as well. Once employee personal accounts are created, the business must approve/connect the employee "Personal" accounts to the “Business” account.



Who will create a “Personal” provider account?

Create a “Personal” provider account if you:

- Have a credential or license that qualifies you to provide services, *and*
- Are employed by, or contract with, a “Business” account on the Provider Marketplace

***NOTE:** A “Personal” account will not receive payment. Direct payment will be made to the associated Business provider account. Individuals who will create a Personal provider account must provide the required documentation based on service type to be approved. Please check the required document checklist below for details.

Who will create a Combined Account?


Create a Combined Personal & Business Account if :

- Meet the criteria above for creating a “Business” account, *and*
- Have a credential or license that qualifies you to provide services

***NOTE:** *This is the only instance when two accounts will fall under the same login name. If you are a business owner who only employs other providers and do not provide services yourself, you do not need to create a personal account.*

Part I: Business Accounts

Only one person from the business
will need to create a business
account



Let's Get Started!

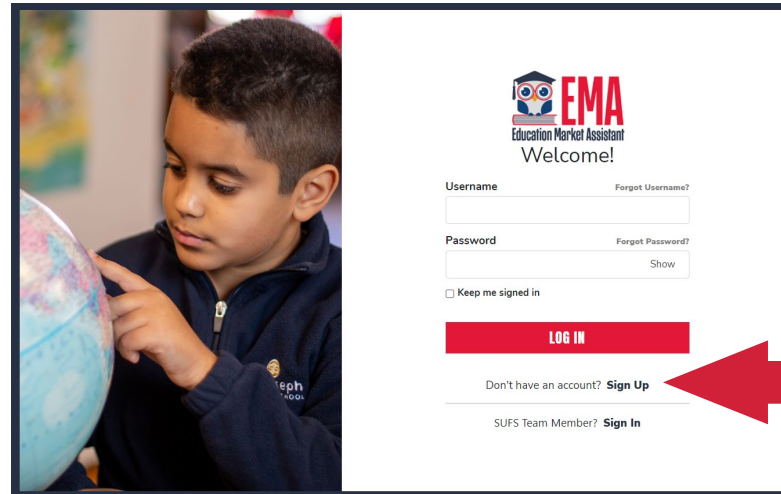


Business Accounts

Navigate to sufs.org/emaproviders

Creating an EMA "Business" account?

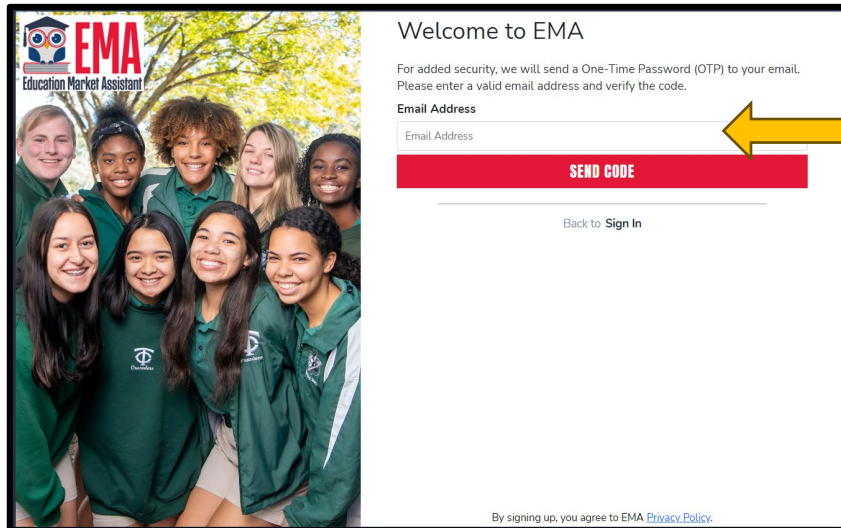
1



The screenshot shows the EMA login interface. On the left is a photo of a young boy looking at a globe. On the right is the login form with the EMA logo and 'Welcome!' text. The form includes fields for 'Username' and 'Password', each with a 'Forgot' link. There is a 'Keep me signed in' checkbox and a red 'LOG IN' button. Below the button are links for 'Don't have an account? Sign Up' and 'SUF S Team Member? Sign In'. A red arrow points from the 'Sign Up' link to the right.

To create an EMA account, click on the "Sign Up" link located under the LOG IN bar.

2



The screenshot shows the EMA sign-up page. On the left is a photo of a group of diverse students in green school uniforms. On the right is the sign-up form with the EMA logo and 'Welcome to EMA' text. The form includes a message about One-Time Password (OTP) security and a field for 'Email Address'. Below the field is a red 'SEND CODE' button. At the bottom, there is a link to 'Back to Sign In' and a footer note: 'By signing up, you agree to EMA Privacy Policy.' A yellow arrow points from the 'SEND CODE' button to the right.

For added security, we will send a One-Time Password (OTP) to your email. Please enter a valid email address and verify the code.

Creating an EMA "Business" account?

Scholarships for Florida Schoolchildren



Para leer este correo electrónico en español, [haga clic aquí](#).

3

Thanks for verifying your [redacted] account! Your verification code is: 842586. Please enter this code on the sign up screen to continue.

Questions?

If you have questions, please [click here](#) to view our FAQ.

Thank you,

Step Up For Students



Welcome to EMA

For added security, we will send a One-Time Password (OTP) to your email. Please enter a valid email address and verify the code. Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address

Verification Code

842586

CONFIRM

[Resend verification code](#)

[Back to Sign In](#)

By signing up, you agree to EMA [Privacy Policy](#)

Once you receive the verification code via email, please be sure to enter the code exactly as listed.

Creating an EMA “Business” account?

4

Service Providers are defined as a person or organization authorized to provide services to scholarship students.

Please make sure you select the proper account type.

Parent/Guardian: The person designated to administer or manage a scholarship student's account.

Service Provider: A person or organization authorized to provide services to scholarship students.

Please select the appropriate account type below.

Email
n*****@sufs.org

Account Type
Service Provider ←

Username
[Empty field]

First Name
First Name

Last Name
Last Name

Create Password
[Empty field] Show

Confirm Password
[Empty field] Show

- Lowercase characters
- Uppercase characters
- Numbers (0-9)
- Symbols

Creating an EMA “Business” account?

Set up your security questions

Security Question

In what city did you meet your first spouse/partner? ▼

Answer

Security Question

Security Question ▼

Answer

Security Question

Security Question ▼

Answer

CONTINUE

Once you complete your security questions, please click continue to move forward.

Please note that once security questions are created, they cannot be changed.

Business vs. Personal Provider Accounts

What kind of account would you like to create?

If you need to create both, please select "Business Account" first. You'll be able to create a Personal Account after creating your Business Account.

Note: If you are a business administrator, a business owner, or someone acting on behalf of a business owner, **ONLY** one person from the business must create a business account!

BUSINESS ACCOUNT

- Sets up business information profile.
- If applicable, accepts individuals as a service provider.
- Will manage accounting and billing.

SELECT



PERSONAL ACCOUNT

Individuals who provide approved services for students. They cannot manage invoicing or billing. Individuals who provide approved services and are paid through a business.

SELECT

Business vs. Personal Providers Account

What kind of account would you like to create?

If you need to create both, please select "Business Account" first. You'll be able to create a Personal Account after creating your Business Account.

BUSINESS ACCOUNT

- Sets up business information and profile.
- If applicable, accepts individuals as a service provider.
- Will manage accounting and billing.

SELECT

PERSONAL ACCOUNT

- Persons who provide approved services for students.
- Does not manage invoicing or billing.
- Individuals who provide approved services and are paid through a business.

SELECT

Creating a “Business” Provider Account

Profile Direct Pay Terms & Conditions Contacts Users

Business Profile

Please complete your business profile.

Business Information

Legal Business Name* ⓘ Advertised Name* ⓘ Business Email*

Beyonce Knowles Tutoring Bk Tutoring nlpuat251@sufs.org

Primary Phone* Primary Phone Type* Secondary Phone Secondary Phone Type

(222) 555-6666 Mobile (850) 222-6666 Home

Website Fax Number

BKtutoring.org (000) 000-0000

Description*

Please enter a description for your school or business that highlights the services and populations that you serve. This description will be helpful for parents searching for services through the marketplace.

BK Tutoring; virtual and part-time and full-time services

Once you log back in, you'll see your business profile. On this page you'll need to fill out your business information and the description of your business.

The brief description has a 1500-character limit, including spaces. Please be concise.

Creating a “Business” Provider Account

Mailing Address

Street Address:*

Address Line 2:
Suite/Apartment (Optional)

City:* County:* State:* Zip Code:*

Check to use same address for both Mailing and Physical addresses.

Physical Address

Street Address:*

Address Line 2:
Suite/Apartment (Optional)

City:* County:* State:* Zip Code:*

Direct Pay

Business Service Providers with a valid bank account and tax ID on file will be able to receive payments directly into their bank account with parent approval. Please click on Manage to add or edit your banking information. Please keep in mind, if your banking information changes at any point, you will have limited access to the system until the banking information is corrected.

Invalid! Please update your banking information to proceed.

Please note before the provider can enter their direct pay information, they will have to click **SAVE** on their business profile.

Creating a “Business” Provider Account

Two-Step Verification

For added security, we will send a One-Time Password (OTP) to your phone.

Text me
 Call me

Country Code
American Samoa (+1) ▼

Phone Number
9206505215

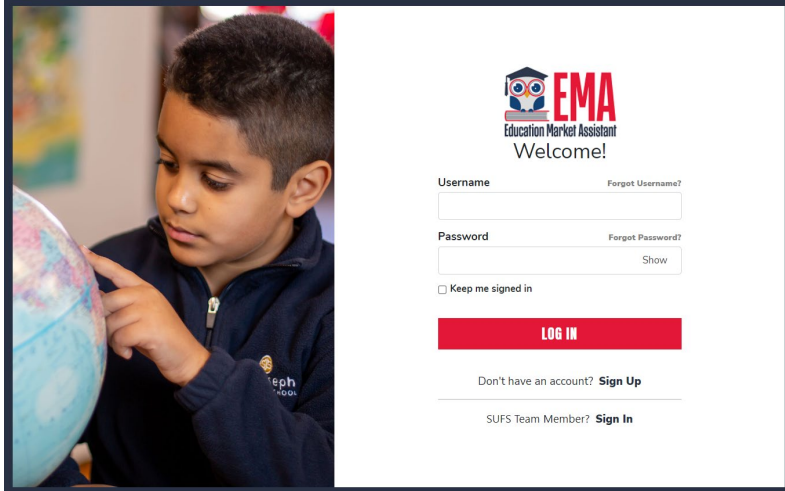
Send Code

If you have any issues, please contact us at 1-833-622-6819.
Standard messaging and data rates may apply.
Return to [Log In](#)

The phone number used for two-step verification must be multifactor authentication compatible. This means the call must be able to receive a code through a text or call.

Numbers that are answered with an automated recording will not work.

Creating a “Business” Provider Account



To continue your business account setup, you will be automatically logged out after clicking "continue". You will need to log back in using your existing credentials.

Complete Your Business Account Setup

In order to complete your business account set up, you will ****automatically be logged out**** when you click continue and will need to log back in using your same credentials.



Setup Checklist

Once you've logged back in, please **follow the checklist** on your **Business Account Dashboard** to complete your account setup.

CONTINUE

After logging back in, please refer to the checklist on your Business Account Dashboard to complete the account setup process.

Creating a “Business” Provider Account

The screenshot shows the 'Service Provider Portal' interface. On the left, a blue sidebar contains a 'Welcome!' message and a list of capabilities for a Business Account: creating a network of service providers, managing accounting and billing, and making the profile visible to Guardians in the EMA Marketplace. The main content area features an 'Account Setup Checklist' with five items. The first item, 'Complete Business Profile', is marked with a blue checkmark and a right-pointing arrow. The other four items are marked with radio buttons and right-pointing arrows. The last two items, 'Add Locations' and 'Add Service Offerings', are locked, indicated by a padlock icon and the text 'Complete Steps 1-3 first'. At the bottom, there is a section titled 'ALSO NEED A PERSONAL ACCOUNT?' with a link to 'Create Account'.

Welcome!

With your Business Account, you can:

- Create a network of service providers
- Manage accounting and billing
- Make your profile visible to Guardians in the EMA Marketplace

Account Setup Checklist

- Complete Business Profile >
- Add Payment Method >
- Sign Terms & Conditions >
- Add Locations 🔒 Complete Steps 1-3 first >
- Add Service Offerings 🔒 Complete Steps 1-3 first >

ALSO NEED A PERSONAL ACCOUNT?
A personal account will allow you to add yourself as a licensed service provider. [Create Account](#) →

Your business profile has been completed as indicated by the blue checkmark.

Continue by clicking the arrow adjacent to the “Add Payment Method” section

Creating a “Business” Provider Account

The screenshot shows a navigation menu with five tabs: 'Business Profile', 'Direct Pay', 'Terms & Conditions', 'Contacts', and 'Users'. The 'Direct Pay' tab is selected and highlighted in blue. Below the tabs, the heading 'Direct Pay' is followed by a yellow warning box containing the text 'Please update your banking information to proceed.' Below this, a paragraph explains that business service providers with valid bank accounts and tax IDs can receive payments directly into their bank accounts with parent approval. It instructs users to click 'Manage' to update their banking information and notes that access to the system will be limited until the information is corrected. A blue 'MANAGE' button is located at the bottom left of the content area.

In this section you will enter your banking information to receive payments directly into your banking account with parent approval.

Please note: If your banking information changes at any time, you will have limited access to the system until the banking information is corrected.

Creating a “Business” Provider Account

Setup Payment

them with your bank.

Type Individual Company

Contact Email

Phone Number

First Name

Middle Name

Last Name

Company

Street Address

Address 2

City

Country

State

ZIP

Next →

When entering payment information, providers will be required to select whether they are an individual or a business and provide basic contact information.

Phone numbers require a country code, for the U.S we use +1.

This option will only appear if setting up payment as a company.

Creating a “Business” Provider Account

Setup Payment

Banking and tax information is not saved within EMA.

Invalid! Please update your banking information to proceed.

1 Address 2 **Payment Method** 3 Tax Forms 4 Done Powered by tpall

Payment Method: Direct Deposit / ACH

Transaction fees: USD 1.00.

Name on Account

Bank Name

Routing Code

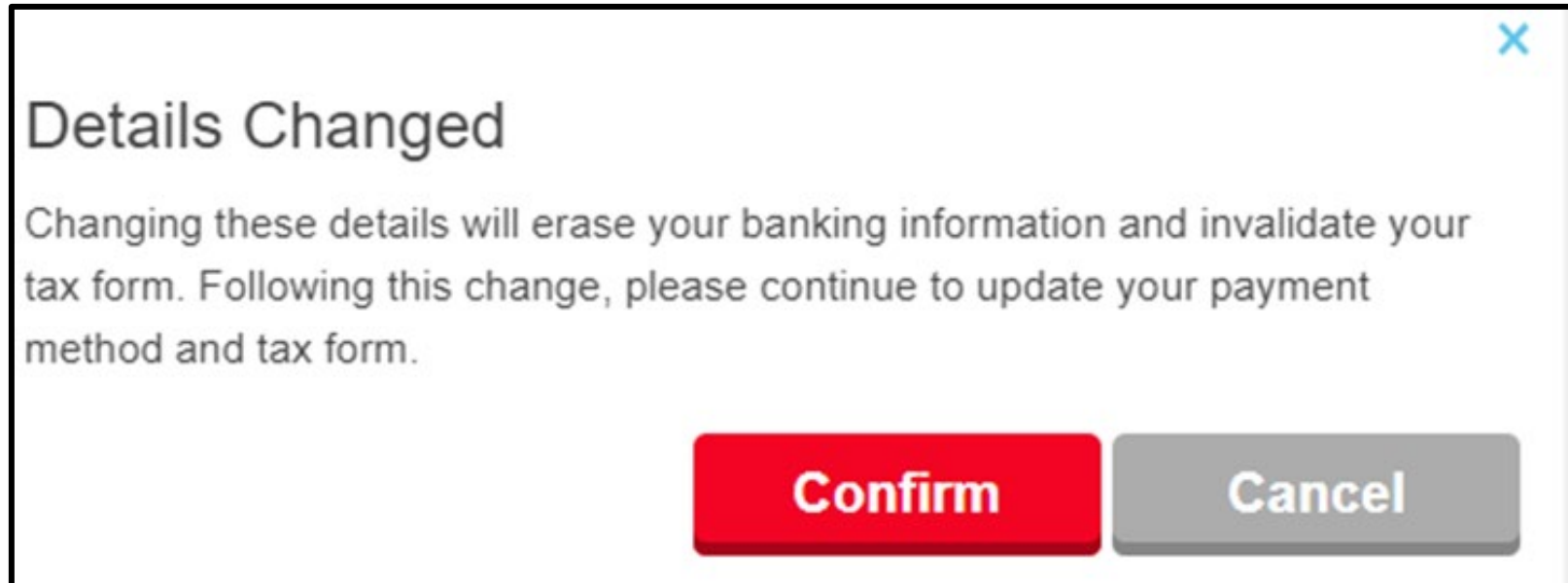
Account Number

Account Type Checking Savings

I agree to the Terms of Service and Tpal's Privacy Policy.

After the provider enters their address information, you will have to enter their payment method.

Creating a “Business” Provider Account



If changes are made to this section, it will impact your banking information and tax forms.

Creating a "Business" Provider Account

Setup Payment ←

SUFS2 is required to collect certain declarations from our payees.
If you are a US person (see definitions on the [IRS site](#)) select the "US Person" tab to electronically submit the W-9 form.

If you are not a US person, select the "Non US person" tab and follow the instructions there.

If you do not fall under the above mentioned definitions, consult the [IRS site](#) for clarifications, and contact support for instructions on submitting other IRS forms.

US Person

Please continue to fill the W-9 form below:

Substitute Form W9	Request for Taxpayer Identification Number and Certification	Rev. October 2018
------------------------------	---	-------------------

Name (individual or company name as shown on your income tax return) ⓘ

Business Name/Disregarded Entity Name (if different from above)

Check appropriate box:

Individual/sole proprietor or single-member LLC C Corporation
 S Corporation Partnership Trust/estate
 Limited liability company. Enter the tax classification: ▶

Exemptions (codes apply only to certain entities, not individuals):
Exempt payee code (if any):

Note: Check the appropriate box in the line above for the tax classification of the single-member owner.

Please note:

You must complete the W9 form and ensure that the information you provide matches what the IRS has on file.

Complete the electronic W9 Tax Form and electronically sign it. Select **NEXT**.

Creating a “Business” Provider Account

Setup Payment

State
Select state...
City
Address
Address2
Zip

Requester's name and address (optional)

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the “Name” line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3 ([fw9.pdf](#)). For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3 ([fw9.pdf](#)).

Note: If the account is in more than one name, see the [instructions](#) for line 1. Also see “What Name and Number To Give the Requester” for guidelines on whose number to enter.

Please ensure the TIN entered below matches the name entered in the “Name” field.

Social Security Number (SSN)

or

Employer Identification Number (EIN)

If you are an individual providing services and do not have an EIN#, please enter your SSN# where indicated.

Creating a “Business” Provider Account

Setup Payment

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. If you have been notified by the IRS that you are currently subject to backup withholding, you must cross out item #2 above. You will need to print a hard copy of this form, cross out item #2 and e-mail a scanned copy of the signed form to test@tipalti.com. To download the form, [click here](#).

By typing my name and contact email address, I confirm that I agree to the electronic submission of my completed W9 form and that I accept that the information provided constitutes a legally binding digital signature.

Date Signed

Contact Email ⓘ

Be consistent and use the same names and addresses for each set of fields, as applicable.

Creating a “Business” Provider Account

Setup Payment [Close]

Banking and tax information is not saved within EMA.

Powered by *tpalti*

1 — 2 — 3 — 4
Address — Payment Method — Tax Forms — Done

Done

You are all set. Payments will be made per your selections.

If you want to review your information, press the back button to review previous forms.
If you wish to edit any details, click the edit button on the appropriate form. After editing please proceed through all the steps again until this final confirmation.

[Back]

Once you click on “Next” and the system will give you the “Done” message.

Setup Payment [Close]

Banking and tax information is not saved within EMA. [click here](#).

Valid! Thank you for connecting your bank account.

Powered by *tpalti*

1 — 2 — 3 — 4
Address — Payment Method — Tax Forms — Done

Done

You are all set. Payments will be made per your selections.

If you want to review your information, press the back button to review previous steps.
If you wish to edit any details, click the edit button on the appropriate form. After editing please proceed through all the steps again until this final confirmation.

[Back]

Note: Please do not close this page until you see the green valid banner.

Creating a “Business” Provider Account

Direct Pay

Business Service Providers with a valid bank account and tax ID on file will be able to receive payments directly into their bank account with parent approval. Please click on Manage to add or edit your banking information. Please keep in mind, if your banking information changes at any point, you will have limited access to the system until the banking information is corrected.

Valid! Thank you for connecting your bank account.

MANAGE

Once you see the green valid banner, you may close the box. You will now see your profile page has been updated to reflect a valid status.

Please note your information must still be validated with the IRS. This process can take up to 24 hours.

Creating a “Business” Provider Account

Read and review the Terms and Conditions. Once in agreement, check each box. At the bottom of the page, you will be required to type your name and sign electronically. Once you have signed, click **SUBMIT**.

Business Profile

Direct Pay

Terms & Conditions

Contacts

Users

Terms & Conditions

In accordance with the statutory and regulatory guidance of Florida's various school choice programs, including the Florida Tax Credit Scholarship, Family Empowerment Scholarship, New Worlds Reading Scholarship Accounts, and Hope Scholarship programs, I affirm that:

- If applicable, Private School Eligibility and Obligations: I certify that I will comply with all requirements for private schools participating in state school choice scholarship programs pursuant to s. 1002.421. I understand that participating private schools must abide by the policies of Step Up For Students associated with, but not limited to the timely submission of School Commitment Forms, tuition and fee schedules, Exit Confirmation Forms, or completion student attendance verification. Failure to comply with relevant deadlines may result in a student's ineligibility to
- If applicable, A program in gra statewide ass this requireme private school to administer
- If applicable, A certify that I u reporting purp

Please Sign Here

Signature*

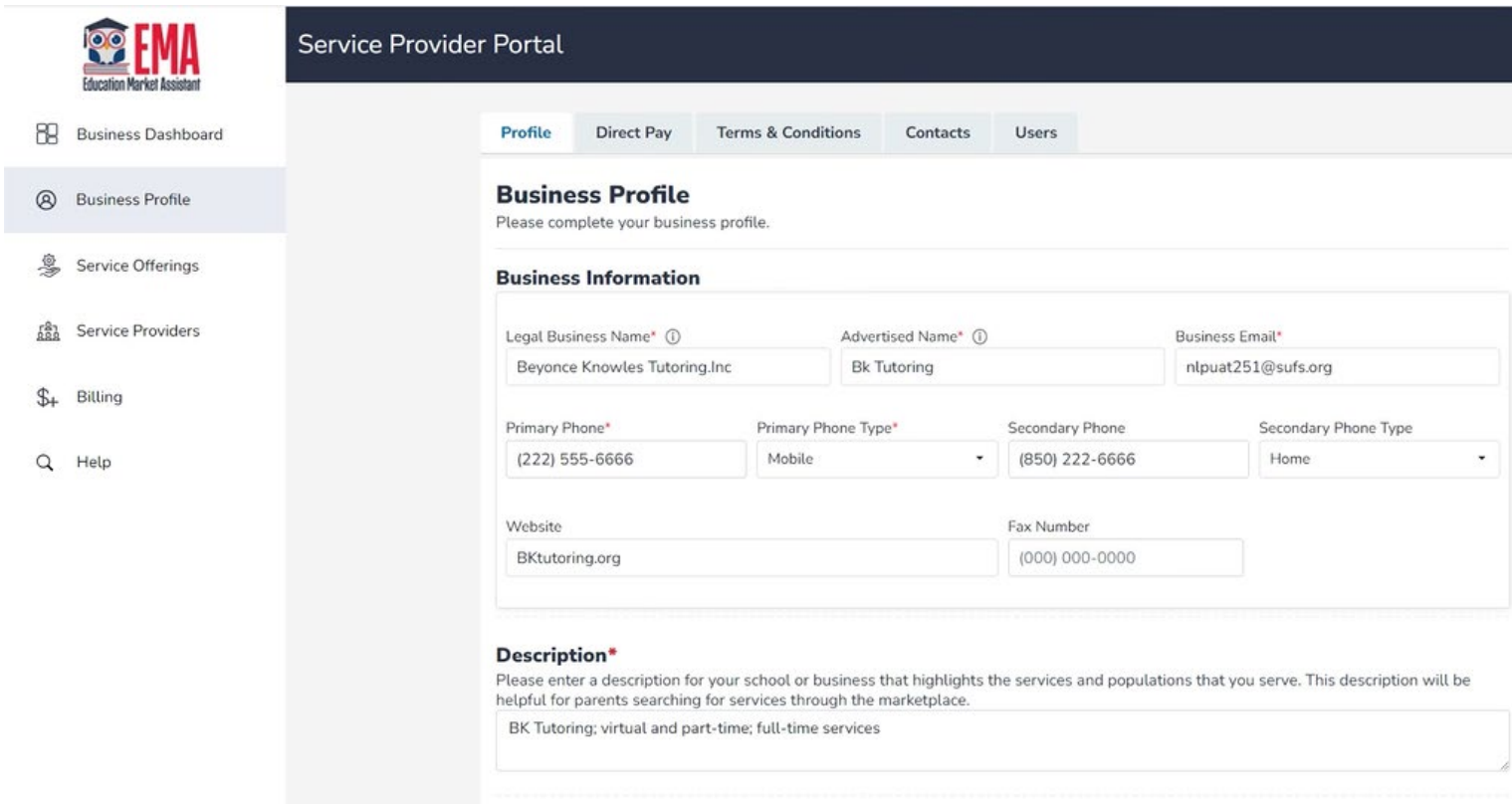
Signature

Your Signature*

Under penalties of perjury, I certify that the information presented is true and accurate. I understand that providing false representations constitutes an act of fraud. False, misleading or incomplete information may result in the termination of the approved provider status and declare the person or entity permanently ineligible to receive scholarship funds.

SUBMIT

Creating a “Business” Provider Account



The screenshot shows the 'Service Provider Portal' interface. On the left is a navigation menu with the following items: Business Dashboard, Business Profile (highlighted), Service Offerings, Service Providers, Billing, and Help. The main content area is titled 'Service Provider Portal' and contains a tabbed interface with 'Profile', 'Direct Pay', 'Terms & Conditions', 'Contacts', and 'Users'. The 'Profile' tab is active, showing the 'Business Profile' section. Below this is the 'Business Information' section, which contains several input fields: 'Legal Business Name*' (Beyonce Knowles Tutoring, Inc), 'Advertised Name*' (Bk Tutoring), 'Business Email*' (nlpuat251@sufs.org), 'Primary Phone*' ((222) 555-6666), 'Primary Phone Type*' (Mobile), 'Secondary Phone' ((850) 222-6666), 'Secondary Phone Type' (Home), 'Website' (BKtutoring.org), and 'Fax Number' ((000) 000-0000). Below the 'Business Information' section is the 'Description*' section, which contains a text area with the text 'BK Tutoring; virtual and part-time; full-time services'.

Service Provider Portal

Profile Direct Pay Terms & Conditions Contacts Users

Business Profile
Please complete your business profile.

Business Information

Legal Business Name* ① Advertised Name* ① Business Email*

Beyonce Knowles Tutoring, Inc Bk Tutoring nlpuat251@sufs.org

Primary Phone* Primary Phone Type* Secondary Phone Secondary Phone Type

(222) 555-6666 Mobile (850) 222-6666 Home

Website Fax Number

BKtutoring.org (000) 000-0000

Description*
Please enter a description for your school or business that highlights the services and populations that you serve. This description will be helpful for parents searching for services through the marketplace.

BK Tutoring; virtual and part-time; full-time services

After you complete the Terms & Conditions, you will be returned to your Business Profile.

Navigate back to the Business Dashboard to continue through the checklist.

Creating a “Business” Provider Account

EMA
Education Market Assistant

Service Provider Portal

Beyonce Carter-Knowles

Welcome!

With your Business Account, you can:

- Create a network of service providers
- Manage accounting and billing
- Make your profile visible to Guardians in the EMA Marketplace

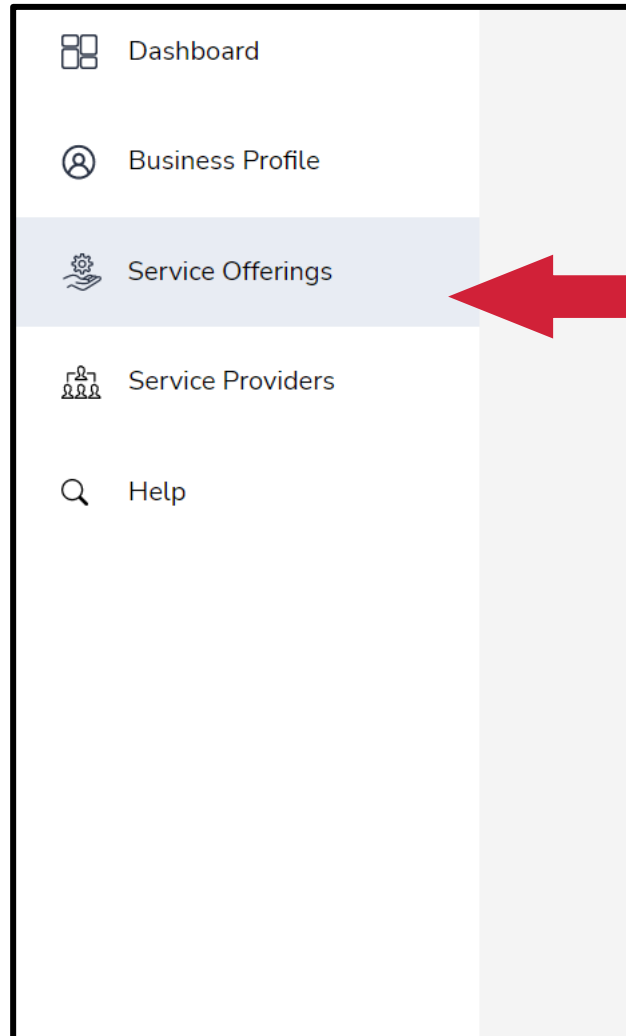
Account Setup Checklist

- Complete Business Profile >
- Add Payment Method >
- Sign Terms & Conditions >
- Add Locations >
- Add Service Offerings >

ALSO NEED A PERSONAL ACCOUNT?
A personal account will allow you to add yourself as a licensed service provider.
[Create Account](#) →

Now we are ready to add locations. During this process, you will have an opportunity to view and list your business locations with their address, phone number, and operation times.

Creating a “Business” Provider Account



Service Offerings allow you to view the locations and offerings associated with your business.

Here you will be required to add locations and services.

Creating a “Business” Provider Account

Locations Service Offerings

Locations

If your business has more than one physical location, please enter it below. Each location must be under the same tax ID and bank account for invoicing purposes.
Please enter a name for each location as you want it to appear in Marketplace search results (Examples: ABC Learning: SW Charleston, ABC Learning: NE Jacksonville).

LOCATION NAME	STREET ADDRESS	ADDRESS LINE 2	CITY	STATE	ZIP CODE
School					
Location Name					

[+ ADD A LOCATION](#)

Adding services is simple. First the provider will need to add a location, which includes information for the location and the service.

Parents won't be able to find a business without a location in the marketplace.

Creating a “Business” Provider Account

Service Provider Portal

Locations Service Offerings

Locations

If your business has more than one physical location, please enter it below. Each location must be under the same tax ID and bank account for invoicing purposes.
Please enter a name for each location as you want it to appear in Marketplace search results (Examples: ABC Learning: SW Charleston, ABC Learning: NE Jacksonville).

Physical Address

Displayed Location name:*	Street Address:*	Address Line 2:	
BK Tutoring	123 S CALHOUN ST	Suite/Apartment (Optional)	
City:*	County:*	State:*	Zip Code:*
TALLAHASSEE	LEON	FL	32301-1517

Contact Information

Phone - Primary *	Phone Type *	Phone - Secondary	Phone Type
(850) 212-6666	Select type of phone	(000) 000-0000	Select type of phone
Email - Primary *	Email - Secondary		
nlpUAT251@sufs.org	Email (optional)		

Service Offerings allows you to view the locations and offerings associated with your business.

If you have multiple locations:
The contact information and email should be specific to each location.

Creating a “Business” Provider Account

Service Provider Portal

Where are your services offered? (Select all that apply)

Online/Virtual In Person

Group or Individual Sessions? (Select all that apply)

Group Sessions Individual Sessions

Hours of Operation * (Enter hours for at least one day of the week)

<input type="checkbox"/> Sun	--:-- --	--:-- --
<input type="checkbox"/> Mon	--:-- --	--:-- --
<input type="checkbox"/> Tue	--:-- --	
<input type="checkbox"/> Wed	--:-- --	
<input type="checkbox"/> Thu	--:-- --	
<input type="checkbox"/> Fri	--:-- --	
<input type="checkbox"/> Sat	--:-- --	--:-- --

Please note: This is not a scheduler; therefore, this tool cannot be used by parents to make appointments in the EMA system!

This should reflect your business hours; the times in which you wish parents to be able to contact you.

Format

-- : -- -- = 08 : 00 AM/PM

Creating a “Business” Provider Account

Provider Portal

Locations **Service Offerings**

Service Offerings

Service offerings are tied to locations. You may enter more than one location; however, each location must be under the same tax ID and bank account for invoicing purposes.

CATALOG ITEM ID	SERVICE CATEGORY	SERVICE TYPE	RATE	PER	SUBMITTED DATE	STATUS	
No information at this time.							

[ADD A SERVICE OFFERING](#)

Now that you've added your location, you can add your services.

Please note: This is solely for FES-UA, PEP, FTC, and FES-EO programs at this time, not for NWSA.

Creating a “Business” Provider Account

Service Offerings

Service offerings are tied to locations. You may enter more than one location; however, each location must be under the same tax ID and bank account for invoicing purposes.

Service Category *	Service Type *	Rate *	Per *
Select Category ▼	Select Type ▼	\$0.00	Select ▼
Select Category			
FLDOE Approved Online Course Providers			
FLDOE Approved Virtual Instruction Program (VIP) Providers			
Eligible Private School			
Eligible Postsecondary Institution or Program			
Stanley G. Tate Florida Prepaid College Program			
Florida 529 College Savings Plan			
Florida Virtual School (FLVS)			
Nationally or Internationally Recognized Training Programs for Children with Neurological Disorders or Brain Damage			
Contracted Public School Services			
Specialized Services (ABA)			
Specialized Services (SLP)			
Specialized Services (OT)			
Specialized Services (PT)			
Specialized Services (LSL)			
Specialized Services			
Home Education Tuition / Fees			
Private Full-Time Tutoring Services			
Standardized Testing Fees			
Annual Home Education Evaluation Fees			

Drag and drop files here or
Browse to select files

CANCEL SAVE

Here you will have to list each of the services they provide. These service offerings are tied to locations.

You may enter more than one location; however, each location must be under the same tax ID and bank account for invoicing purposes.

Creating a “Business” Provider Account

Service Offerings

Service offerings are tied to locations. You may enter more than one location; however, each location must be under the same tax ID and bank account for invoicing purposes.

Service Category *
Select Category

Service Type *
Select Type

Rate *
\$0.00

Per *
Select

Description
Maximum character count 150

Locations*

Please select the location(s) that will be offering this service.

- Select All
- BK Tutoring
- Beyonce Knowles Choice Navigator Virtual Office

Documentation Upload

Please upload any supporting documentation (Maximum 5 Files).

Select the service category, service type, add rate (per activity), add a brief description, choose the location(s) where these services will take place, and upload supporting documentation.

You may repeat these actions for as many service categories that need to be entered.





Creating a "Business" Provider Account



Business Profile Service Offerings Service Provider Billing

Locations Service Offerings

Service Offerings

Service offerings are tied to locations. You may enter more than one location; however, each location must be under the same tax ID and bank account for invoicing purposes.

CATALOG ITEM ID	SERVICE CATEGORY	SERVICE TYPE	RATE	PER	SUBMITTED DATE	STATUS	
20000005	Educational Svcs, Other	Contracted Public School Services	\$3.00	Session	11/30/2022	Approved	 
20000021	Tutoring	Reading	\$2.00	Session	01/04/2023	Denied	 

 **ADD A SERVICE OFFERING** 

To include more services, simply click on the "Add a Service Offering" button.

Creating a “Business” Provider Account



Business Dashboard

Business Profile

Service Offerings

Service Providers

Billing

Personal Dashboard

Service Provider Portal

Business Profile

Direct Pay

Terms & Conditions

Contacts

Users

Business Profile

Please complete your business profile.

Business Information

Legal Business Name* ⓘ

Beyonce Knowles Tutoring.Inc

Advertised Name* ⓘ

Bk Tutoring

Business Email*

nlpuat251@sufs.org

Primary Phone*

(222) 555-6666

Primary Phone Type*

Mobile

Secondary Phone

(850) 222-6666

Secondary Phone Type

Home

Adding Users & Contacts

Contacts do not have their own log-in credentials.

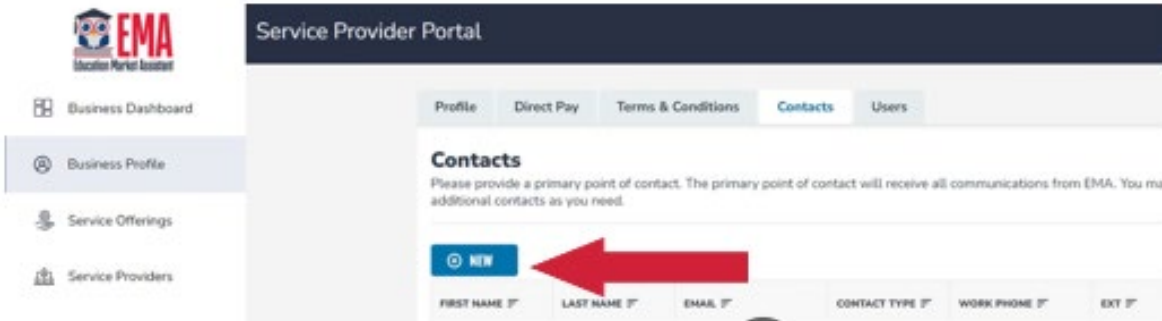
Users will receive an e-mail from the EMA platform with a unique link to create their own log-in credentials.

Business Account

Contacts	Users
will receive general communication from EMA	will receive general communication from EMA
	can make changes to the account (i.e change banking information, add contacts)
	If they provide services, they can also create a personal account

Important Tip: The email address and phone for each contact and user should be unique to that individual. The system will not allow multiple individuals to utilize the same contact information.

Adding Users & Contacts



Adding a new contact is simple. Click on the blue NEW button, and fields will appear below.

Contacts

Please provide a primary point of contact. The primary point of contact will receive all communications from EMA. You may add as many additional contacts as you need.

FIRST NAME	LAST NAME	EMAIL	CONTACT TYPE	WORK PHONE	EXT		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="(000) 000-0000"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>

To save the information, click on the green check mark. If you need to delete the line, click on the red X.


Adding Users & Contacts











To add a new user, click on the blue NEW button. The following information will be required for each new user: :

- First Name
- Last Name
- Work Email
- Work

After entering the users' information, click on the green check mark to save. If you need to delete the user, click on the red X.

Users
You may add additional users to access your organization's profile. Each user will have their own account and will receive an email invite to setup their own username and password. Please keep in mind that the additional users will have the ability to make changes to the organization's profile. If a person at your organization only needs to have access to the communications from EMA, you can add them in the contact tab.

 ←

USER ID 	FIRST NAME 	LAST NAME 	WORK EMAIL 	WORK PHONE 	EXT 		
20000180	Beyonce	Carter-Knowles	nlpuat251@sufs.org				

 →

Users need unique email addresses (including if they have a guardian account), and they may NOT use duplicate numbers.

Adding Users & Contacts

Once a user is added, they will receive the following email to create an account. They will need to create a unique user ID and password to access EMA.

After completing the steps to create their account, they will receive a confirmation screen that states that they have successfully created an account.

Scholarships for Florida Schoolchildren



REQUEST TO JOIN NOTIFICATION

Dear Service Provider,

An individual provider has requested to join your EMA business account. This request links your business to the individual service provider for billing purposes. Please click the button below to log in to your Service Provider Portal and review this request.

If you accept, you are approving this individual to be affiliated with your business for services they provide to scholarship students.

If you decline, you are denying the individual service providers request to be affiliated with your business for services they provide to scholarship students.

[Click here to log in](#)

Questions?

If you have questions, please [click here](#) to send us a message or view our contact information.


Thank you,

Step Up For Students



Congratulations! You have successfully created your account.

Adding Users & Contacts



Create an Account

All of the following details are required to complete your account sign up.

GUARDIANS: Please enter Your First and Last Name as it should appear on the account profile and name). You cannot manually edit your name. [Learn More](#)

ACCOUNT TYPES:

- Parent/Guardian:** The person who is responsible for the scholarship student's account.
- Service Provider:** A person who provides services to scholarship students.

Please select the appropriate account type.

Email
m*****@gmail.com

Username
[Empty field]

Create Password
[Empty field]

Confirm Password
[Empty field]

- Lowercase characters
- Uppercase characters

By signing up, you agree to our [Terms of Service](#) and [Privacy Policy](#).

Set up your security questions

Security Question
In what city did you meet your first spouse/partner?

Answer
[Empty field]


Security Question
Security Question

Answer
[Empty field]

Security Question
Security Question

Answer
[Empty field]

CONTINUE



Congratulations! You have successfully created your account.

If you have any issues, please contact us at 1-877-735-7837.
[Return to Log In](#)

<http://sufs.org/provider-help>




If you any issues with creating your account in EMA, please use the link or QR noted here to report your concern.



The following categories of providers **DO NOT** need “Personal” provider accounts:

- Approved VPK/School Readiness providers
- Horse Therapy providers
- Home Education/Home Education Instructional Program
- DOE-approved Online Course providers
- DOE-approved Virtual Instruction Program (VIP) providers
- Public school or school district approved by the FLDOE

Providers in these categories are approved as a business and will not need employees to provide proof of their credentials.



The following categories of providers **DO** need “Personal” provider accounts:

- Specialized Therapy
 - ABA/SLP/OT/PT
- Choice Navigator
- Tutoring Services
- Music and Art Therapy
- Elective or Enrichment Provider
- Job Coach

Providers in these categories will need employees to provide proof of their credentials through their personal provider accounts.



Attention!

Attention!




If you are a business user and you will NOT be providing services yourself, pause here and do NOT proceed to create your own individual provider account.

If you are a business user and you will ALSO be providing services as an individual provider, then proceed with creating an individual service provider account in the next section.

Part II: Personal Accounts

For employees who will provide
proof of their credentials and work
directly with students



For business owners who provide services...

The screenshot displays the 'Service Provider Portal' interface. On the left is a navigation menu with the following items: Business Dashboard (highlighted), Business Profile, Service Offerings, Service Providers, Billing, and Help. The main content area is titled 'Service Provider Portal' and features a 'Welcome!' message with a list of capabilities: 'Create a network of service providers', 'Manage accounting and billing', and 'Make your profile visible to Guardians in the EMA Marketplace'. To the right is an 'Account Setup Checklist' with five items, all marked as complete: 'Complete Business Profile', 'Add Payment Method', 'Sign Terms & Conditions', 'Add Locations', and 'Add Service Offerings'. Below the checklist, a section titled 'ALSO NEED A PERSONAL ACCOUNT?' explains that a personal account allows adding oneself as a licensed service provider, with a red box highlighting the 'Create Account' link.

Service Provider Portal

Welcome!

With your Business Account, you can:

- Create a network of service providers
- Manage accounting and billing
- Make your profile visible to Guardians in the EMA Marketplace

Account Setup Checklist

- ✓ Complete Business Profile >
- ✓ Add Payment Method >
- ✓ Sign Terms & Conditions >
- ✓ Add Locations >
- ✓ Add Service Offerings >

ALSO NEED A PERSONAL ACCOUNT?
A personal account will allow you to add yourself as a licensed service provider. [Create Account](#) →

The next steps are for the business user who has credentials to provide a service.

For example, if you own or manage a tutoring business but you also provide individual tutoring this next section is for you.

For business owners who provide services...



Service

Complete Your Personal Account Setup

In order to complete your personal account set up, you will
****automatically be logged out****
when you click continue and will need to log back in using your
same credentials.



Setup Checklist

Once you've logged back in, please **follow the checklist** on your
Personal Account Dashboard to complete your account setup.

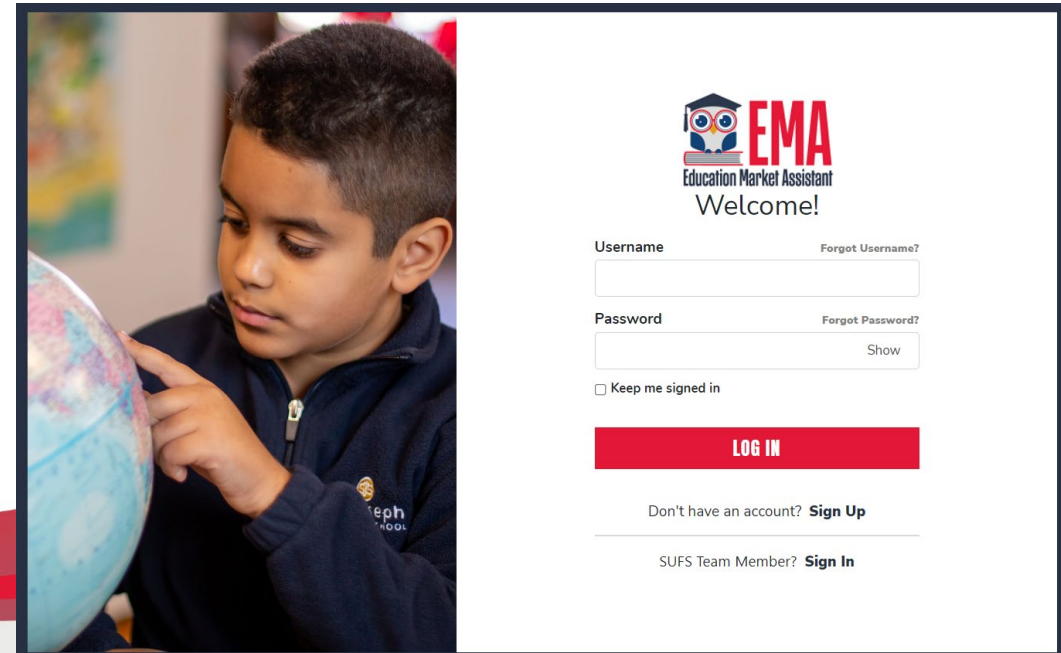
CONTINUE

After clicking the
“Create Account”
button, a pop-up will
appear with a checklist
to complete your
personal account.



If you are a user of a business account and will need to create a “Personal” account, log back in with your existing credentials.

IMPORTANT: Please do not proceed with the following steps.



If you *are not a business user* and need to create a “Personal” account, please proceed with the next steps.



Let's Get Started!

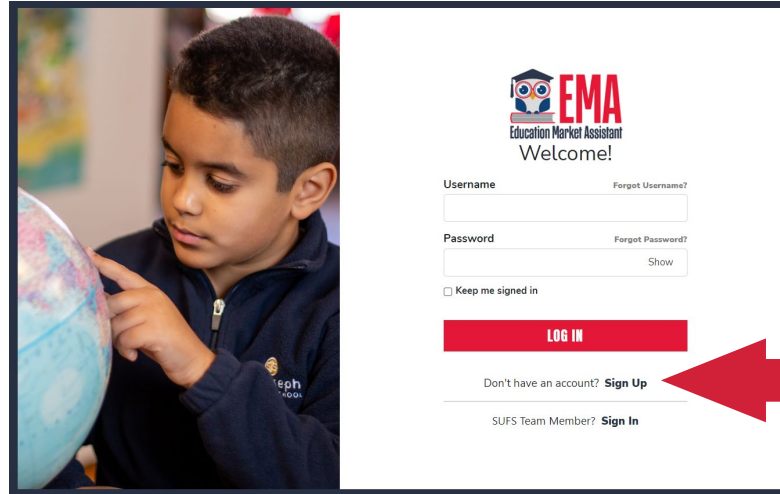
Personal Accounts

Navigate to sufs.org/emaproviders



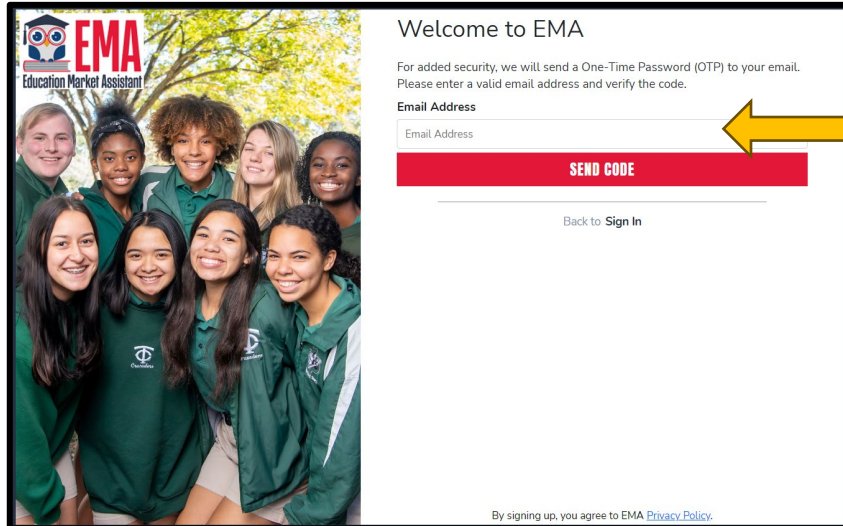
Creating a "Personal" Provider Account

1



To create an EMA account, click on the "Sign Up" link located under the LOG IN bar.

2



For added security, we will send a One-Time Password (OTP) to your email. Please enter a valid email address and verify the code.

Creating a "Personal" Provider Account

Scholarships for Florida Schoolchildren



Para leer este correo electrónico en español, [haga clic aquí](#).

3

Thanks for verifying your [redacted] account! Your verification code is: 842586. Please enter this code on the sign up screen to continue.

Questions?

If you have questions, please [click here](#) to view our

Thank you,

Step Up For Students



Welcome to EMA

For added security, we will send a One-Time Password (OTP) to your email. Please enter a valid email address and verify the code. Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address

Verification Code

842586

CONFIRM

Resend verification code

Back to Sign In

By signing up, you agree to EMA [Privacy Policy](#)

Once you receive the verification code via email, please be sure to enter the code exactly as listed.

Creating a "Personal" Provider Account

4

Service Providers are defined as a person or organization authorized to provide services to scholarship students.

Please make sure you select the proper account type.

Parent/Guardian: The person designated to administer or manage a scholarship student's account.

Service Provider: A person or organization authorized to provide services to scholarship students.

Please select the appropriate account type below.

Email
n*****@sufs.org

Account Type
Service Provider

Username


First Name
First Name

Last Name
Last Name

Create Password
Show

Confirm Password
Show

- Lowercase characters
- Uppercase characters
- Numbers (0-9)
- Symbols



Creating a "Personal" Provider Account

Set up your security questions

Security Question

In what city did you meet your first spouse/partner? ▾

Answer

Security Question

Security Question ▾

Answer

Security Question

Security Question ▾

Answer

CONTINUE

Once you complete your security questions, please click continue to move forward.

Please note that once security questions are created, they cannot be changed.

Creating a "Personal" Provider Account

What kind of account would you like to create?

If you need to create both, please select "Business Account" first. You'll be able to create a Personal Account after creating your Business Account.

BUSINESS ACCOUNT

- Sets up business information and profile.
- If applicable, accepts individuals as a service provider.
- Will manage accounting and billing.

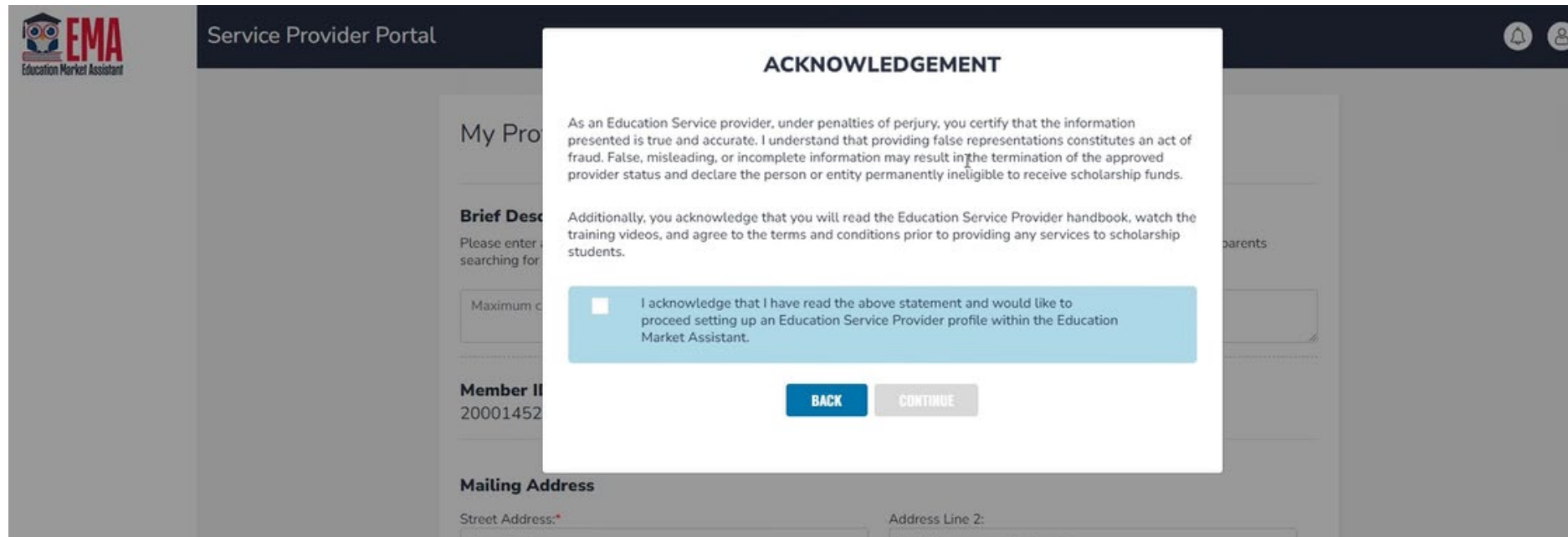
SELECT

PERSONAL ACCOUNT

- Persons who provide approved services for students.
- Does not manage invoicing or billing.
- Individuals who provide approved services and are paid through a business.

SELECT

Creating a "Personal" Provider Account



The screenshot displays the Service Provider Portal interface. A central pop-up window titled "ACKNOWLEDGEMENT" is overlaid on the page. The pop-up contains the following text:

ACKNOWLEDGEMENT

As an Education Service provider, under penalties of perjury, you certify that the information presented is true and accurate. I understand that providing false representations constitutes an act of fraud. False, misleading, or incomplete information may result in the termination of the approved provider status and declare the person or entity permanently ineligible to receive scholarship funds.

Additionally, you acknowledge that you will read the Education Service Provider handbook, watch the training videos, and agree to the terms and conditions prior to providing any services to scholarship students.

I acknowledge that I have read the above statement and would like to proceed setting up an Education Service Provider profile within the Education Market Assistant.

At the bottom of the pop-up, there are two buttons: "BACK" and "CONTINUE".

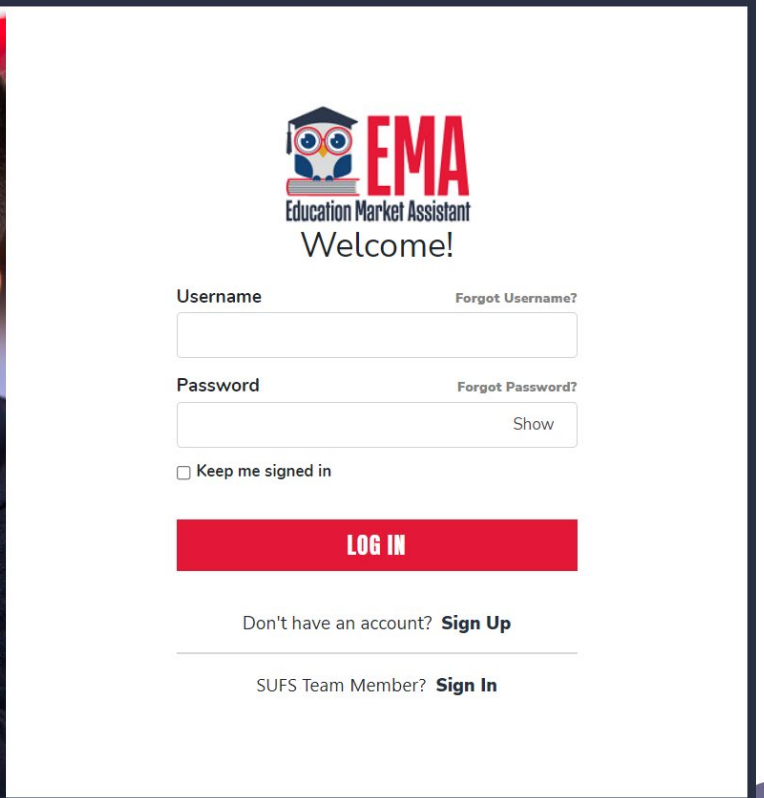

The background of the screenshot shows the "Service Provider Portal" header, the "EMA Education Market Assistant" logo, and a "My Profile" section with fields for "Brief Description", "Member ID" (20001452), and "Mailing Address".

Individuals who are creating a personal provider account will receive a pop-up screen that requires their acknowledgment before they can proceed.

Creating a "Personal" Provider Account

For those businesses who also provide a service, log in again using the log in you previously created.

For new personal accounts who provide a service, log in again using the log in you previously created.



EMA
Education Market Assistant
Welcome!

Username [Forgot Username?](#)

Password [Forgot Password?](#)

Keep me signed in

LOG IN

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

SUF5 Team Member? [Sign In](#)

Creating a "Personal" Provider Account

Service Provider Portal

My Profile

Brief Description*
Please enter a brief description of the types of services provided and populations served. This description will be helpful for parents searching for providers.

Maximum character count 1500

Member ID: 20000208 **Name:** Taylor Swift

Mailing Address

Street Address:* Address Line 2:
Start Typing Suite/Apartment (Optional)

City:* County:* State:* Zip Code:*
Enter City Enter County Select Enter Zip

Check to use same address for both Physical and Mailing addresses.

Physical Address

Street Address:* Address Line 2:
Start Typing Suite/Apartment (Optional)

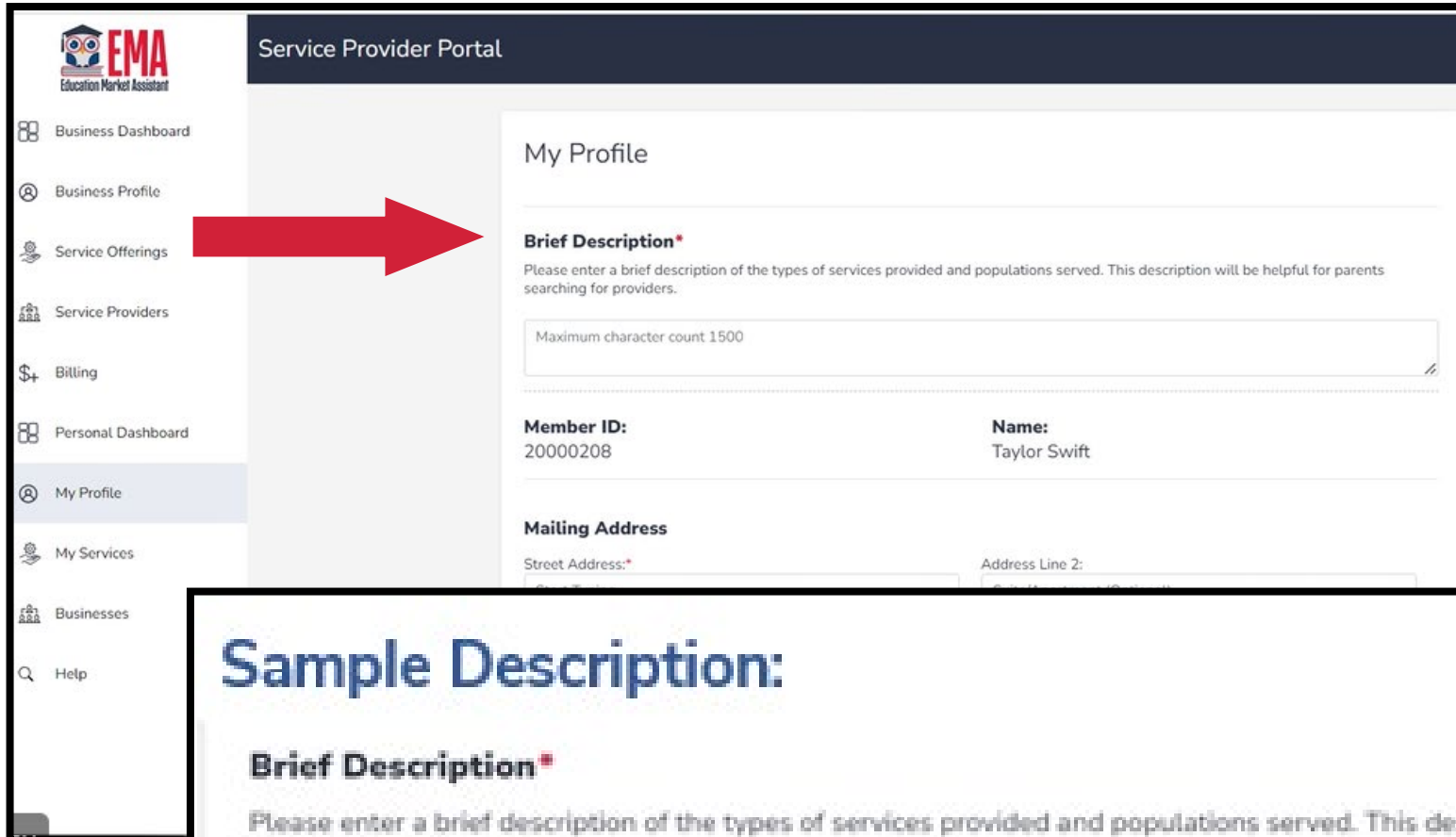
Once you log back in, you'll see several new options. These menu items are broken down into two overall sections.

We will now begin the section for your individual account, which includes Profile, Individual Services, and Businesses.

Creating a "Personal" Provider Account

“Personal” provider profile. Here you’ll be able to provide information regarding your service.

The Brief Description has a 1500-character limit, including spaces. Please be concise.



The screenshot shows the 'Service Provider Portal' interface. On the left is a navigation menu with items: Business Dashboard, Business Profile, Service Offerings, Service Providers, Billing, Personal Dashboard, My Profile (highlighted), My Services, Businesses, and Help. The main content area is titled 'My Profile' and contains a 'Brief Description' section with a text input field and a 1500-character limit. Below this are fields for 'Member ID' (20000208) and 'Name' (Taylor Swift), and a 'Mailing Address' section with 'Street Address' and 'Address Line 2' fields. A red arrow points from the 'Service Offerings' menu item to the 'Brief Description' field.

Sample Description:

Brief Description

Please enter a brief description of the types of services provided and populations served. This description will be helpful for parents searching for providers.

I am a part-time tutor. I am licensed to provide tutoring services in Algebra and Geometry for grades 9-12.

Creating a "Personal" Provider Account

Physical Address

Street Address:*
Start Typing

Address Line 2:
Suite/Apartment (Optional)

City:*
Enter City

County:*
Enter County

State:*
Select

Zip Code:*
Enter Zip

Contact Information

Primary Phone:*
(850) 456-1234

Secondary Phone:
(000) 000-0000

Primary Email:*
meredithhinchey@gmail.com

Secondary Email:
Secondary Email

Where are your services offered?(Select all that apply)*

In Person Online / Virtual

Group or Individual Sessions?(Select all that apply)*

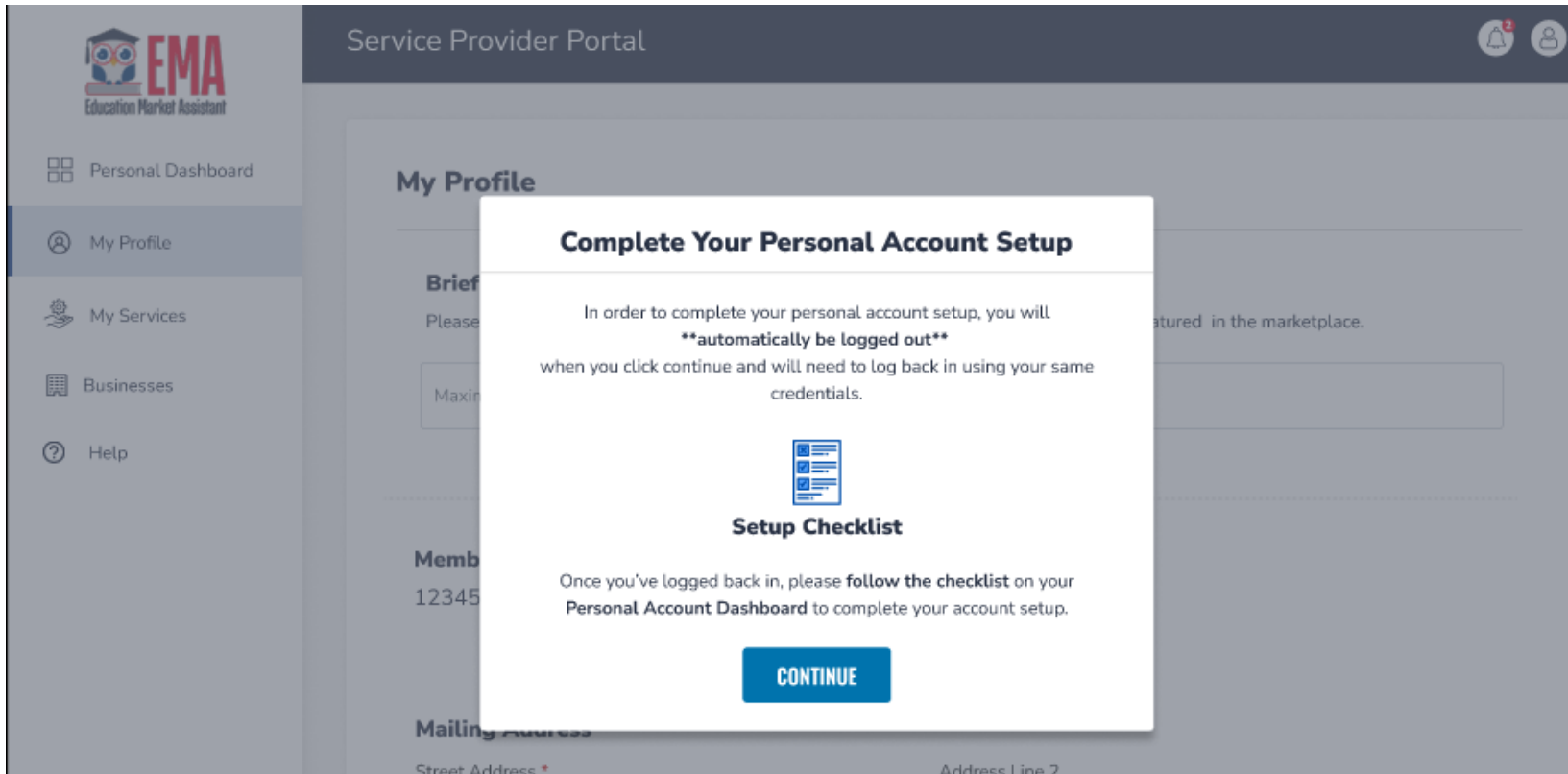
Group Sessions Individual Sessions

CANCEL SAVE

You'll be required to enter a physical address where the services are rendered, contact information for the individual providing the services, and additional information regarding the actual service itself.

Once you have completed this section, click the save button.

Creating a "Personal" Provider Account



After you save your entries in the “My Profile” section, the “Complete Your “Personal” Account” checklist will appear.

Click “continue” to proceed.

Creating a "Personal" Provider Account

Two-Step Verification

For added security, we will send a One-Time Password (OTP) to your phone.

Text me
 Call me

Country Code
American Samoa (+1) ▼

Phone Number
9206505215

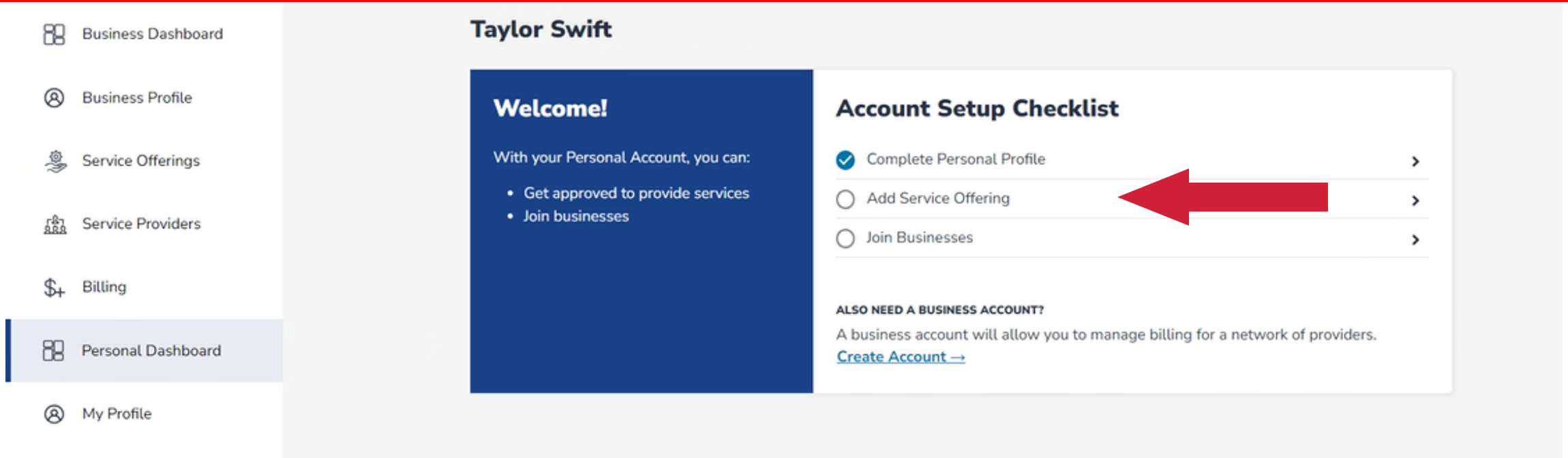
Send Code

If you have any issues, please contact us at 1-833-622-6819.
Standard messaging and data rates may apply.
Return to [Log In](#)

The phone number used for two-step verification must be multifactor authentication compatible. This means we need to be able to text or call the number with a code.

Numbers that are answered with an automated recording will not work.

Creating a "Personal" Provider Account



The screenshot shows a user interface for a provider account. On the left is a navigation menu with the following items: Business Dashboard, Business Profile, Service Offerings, Service Providers, Billing, Personal Dashboard (highlighted), and My Profile. The main content area is titled "Taylor Swift" and contains a "Welcome!" message with instructions on what a personal account can do: "Get approved to provide services" and "Join businesses". To the right is an "Account Setup Checklist" with three items: "Complete Personal Profile" (checked), "Add Service Offering" (unchecked), and "Join Businesses" (unchecked). A red arrow points to the "Add Service Offering" option. Below the checklist is a section titled "ALSO NEED A BUSINESS ACCOUNT?" with a link to "Create Account →".

Taylor Swift

Welcome!

With your Personal Account, you can:

- Get approved to provide services
- Join businesses

Account Setup Checklist

- Complete Personal Profile >
- Add Service Offering >
- Join Businesses >

ALSO NEED A BUSINESS ACCOUNT?
A business account will allow you to manage billing for a network of providers.
[Create Account →](#)

Once you enter your individual profile information you can start to enter the services you provide.

Simply click on the "Add a Service" option to start.

Creating a “Personal” Provider Account

Service Provider Portal

My Services

Fill in the required details below and upload your supporting documentation.

Service Category* Service Type* Credential Type* Expiration Date* License #

Select Select Select MM/YYYY 1234567

Documentation Upload
Please upload any supporting documentation (Maximum 5 files).

Drag and drop files here or
Browse to select files

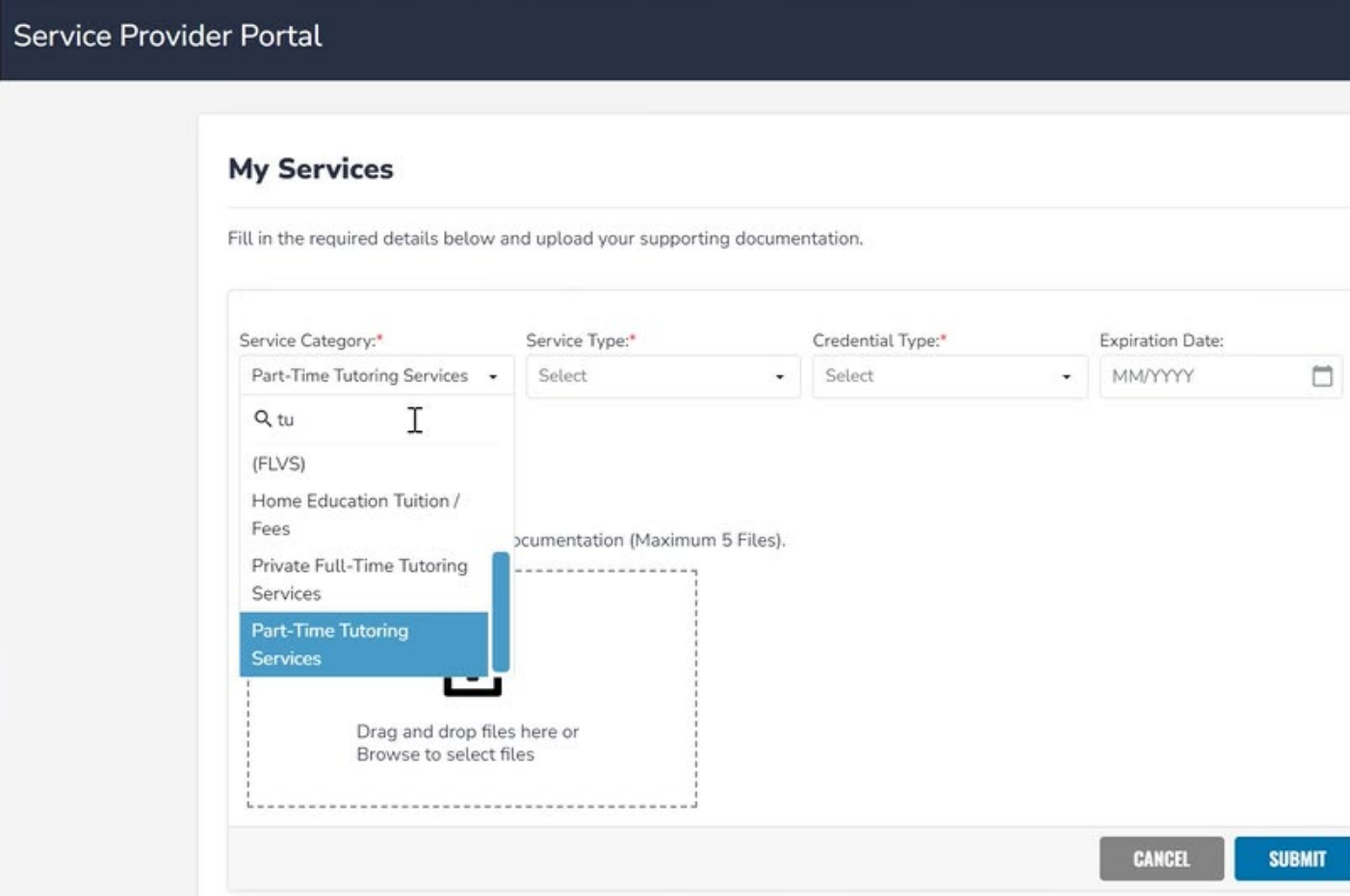
CANCEL SUBMIT

Please note, this ONLY applies to FES-UA, PEP, FTC, and FES-EO scholarship programs, not the NWSA!

Adding your Individual Services is simple. Select your Service Category, Service Type, Credential Type, Expiration Date, and License #.

In addition to this information, documentation is required for the service you are providing.

Creating a “Personal” Provider Account



The screenshot shows the 'Service Provider Portal' interface. On the left is a navigation menu with items: Business Dashboard, Business Profile, Service Offerings, Service Providers, Billing, Personal Dashboard, My Profile, My Services (highlighted), Businesses, and Help. The main content area is titled 'My Services' and contains the following form fields:

- Service Category:***: A dropdown menu with 'Part-Time Tutoring Services' selected. A search dropdown is open showing 'tu' and '(FLVS)'. Other options include 'Home Education Tuition / Fees', 'Private Full-Time Tutoring Services', and 'Part-Time Tutoring Services' (highlighted).
- Service Type:***: A dropdown menu with 'Select' chosen.
- Credential Type:***: A dropdown menu with 'Select' chosen.
- Expiration Date:**: A date input field with the placeholder 'MM/YYYY' and a calendar icon.
- Documentation:** A dashed box labeled 'documentation (Maximum 5 Files)' with the text 'Drag and drop files here or Browse to select files'.

At the bottom right of the form are two buttons: 'CANCEL' and 'SUBMIT'.

Please refer to our parent and provider handbooks for details on what documentation is required.

Please note the EMA platform can accept up to 5 documents at once.

<http://sufs.org/provider-help>





If you any issues with creating your account in EMA, please use the link or QR noted here to report your concern.



Creating a “Personal” Provider Account

Individual Services

Please provide a list of all types of service provided by you.

SERVICE CATEGORY	SERVICE TYPE	SUBMITTED DATE	STATUS	
Tutoring	Reading	03/06/2023	Approved	 

From 1 to 1 of 1

10 ▾

[+ ADD A SERVICE](#)

Once your Individual Service has been submitted, it will go to a processor who will review your submission. Once the status has changed from submitted to approved, you may quickly view those services by clicking the eye icon or remove those services by clicking the red **X**. Please check back regularly to review the status of your submission.

Part III: Find a Business to Join



Personal Provider Account: Finding a Business to Join



Service Provider Portal



Welcome!

With your Personal Account, you can:

- Get approved to provide services
- Join businesses

Account Setup Checklist

- Complete Personal Profile >
- Add Service Offerings >
- Join Businesses >

For personal providers who have created an individual account, you must follow these steps to request to join an existing business in the EMA platform.

Personal Dashboard

My Profile

My Services

Businesses

Help

Personal Provider Account: Finding a Business to Join



Service Provider Portal



Find Businesses

My Businesses

Find a Business to Join

Search for the business you will work with using the search bar. You may also find it by searching for city or state. Once you find the correct business, click on the checkbox next to the name and click request. After submission, the business will review the request. You can view the status of your request under the 'My Businesses' tab. Please contact the business directly if they are not listed below.

Search

SEARCH

	BUSINESS NAME	LOCATION NAME	PHYSICAL ADDRESS	PHONE NUMBER	STATUS
<input type="checkbox"/>	Tutors R Us	Tutors R Us - North	123456 Streetname Way, City, St 123458	(XXX) XXX-XXXX	Approved
<input checked="" type="checkbox"/>	Tutors R Us	Tutors R Us - South	123456 Streetname Way, City, St 123458	(XXX) XXX-XXXX	
<input type="checkbox"/>	Tutors R Us	Tutors R Us - East	123456 Streetname Way, City, St 123458	(XXX) XXX-XXXX	Pending
<input type="checkbox"/>	Tutors R Us	Tutors R Us - West	123456 Streetname Way, City, St 123458	(XXX) XXX-XXXX	Rejected



From 1 to 100 of 448

100

REQUEST

In order to locate a business in the EMA database to “request to join”, use the search bar to search the business by name under the “Find Business” name.

Once you locate the business, check the box adjacent to the business name and click “request”.

Personal Provider Account: Finding a Business to Join



- Personal Dashboard
- My Profile
- My Services
- Businesses**
- Help

Service Provider Portal

Find Businesses **My Businesses**

My Businesses

See the businesses you have requested to work with in the section below. You can also see the status of your request. Click the red X in the remove column if you decide you no longer want to work with a particular business or to cancel a request.

BUSINESS NAME	PHYSICAL ADDRESS	PHONE NUMBER	DATE SUBMITTED	STATUS	REMOVE
Tutors R Us - North	123456 Streetname Way, City, St 123458	(XXX) XXX-XXXX	06/30/2022	Approved	X
Tutors R Us - South	123456 Streetname Way, City, St 123458	(XXX) XXX-XXXX	05/01/2022	Pending	X
Tutors R Us - East	123456 Streetname Way, City, St 123458	(XXX) XXX-XXXX	04/19/2022	Approved	X
Tutors R Us - West	123456 Streetname Way, City, St 123458	(XXX) XXX-XXXX	04/17/2022	Rejected	X

From 1 to 100 of 448

100

Under the “My Business “ tab, you can view the businesses you requested and the status of your submission and request.

To remove a request, click on the red “X”.

Personal Account: Viewing Your Approvals

The screenshot shows a user interface for a personal account. On the left is a vertical navigation menu with the following items: Service Providers, Billing, Personal Dashboard, My Profile, My Services, **Businesses** (highlighted with a red box), and Help. The main content area has two tabs: 'Find Businesses' and 'My Businesses' (highlighted with a red box). Below the 'My Businesses' tab, there is a heading 'My Businesses' followed by a paragraph: 'See the businesses you have requested to work with in the section below. You can also see the status of your request. Click the red X in the remove column if you decide you no longer want to work with a particular business or to cancel a request.' Below this text is a search bar with a magnifying glass icon and a 'SEARCH' button. Underneath is a table with the following columns: BUSINESS NAME, PHYSICAL ADDRESS, PHONE NUMBER, DATE SUBMITTED, STATUS, and REMOVE. The table body contains the text 'No records to display'. At the bottom of the table area, there are navigation arrows, the text 'From 1 to 0 of 0', and a dropdown menu showing '10'.

Click **Businesses**. Under the **My Businesses** tab, you will see the businesses that have approved your request to join.

Personal Account: Viewing Your Approvals

My Services

Please provide a list of all types of services provided by you. In order to join a business, your services must match the business's services. To Learn more, please see our [Handbooks](#).

SERVICE CATEGORY	SERVICE TYPE	SUBMITTED DATE	STATUS
No records to display			

From 1 to 0 of 0

10

ADD A SERVICE

Please note: A request to join does not equate to credential approval. You can see if your services have been approved by clicking My Services. Your status will appear under Status for each service offering.

**Part III (continued):
Approving a Request
to Join the Business**



Business Account: Approving a Request to Join

The screenshot displays the 'Service Provider Portal' interface. On the left is a navigation menu with the following items: Business Dashboard, Business Profile, Service Offerings, Service Providers (highlighted), Billing, Personal Dashboard, and My Profile. The main content area has a dark header with the title 'Service Provider Portal' and notification and user icons. Below the header are two tabs: 'Requests to Join' (active) and 'Service Providers'. The 'Requests to Join' section contains a heading, a descriptive paragraph, a search bar with a 'SEARCH' button, and a table with columns: PROVIDER NAME, PHYSICAL ADDRESS, PHONE NUMBER, REQUEST DATE, ACCEPT, and DECLINE. The table currently shows 'No records to display'. At the bottom of the table area are navigation arrows, the text 'From 1 to 0 of 0', and a dropdown menu set to '10'.

Any Business user can accept requests to join.

Click Service Providers located on the left panel.

Business Account: Approving a Request to Join

The screenshot shows the 'Scholarship Portal' interface. On the left is a navigation sidebar with the EMA logo and menu items: Business Profile, Enrollments, Service Offerings, Service Providers (highlighted), and Help. The main content area has two tabs: 'Requests to Join' (active and highlighted with a red box) and 'Service Providers'. Below the 'Requests to Join' tab is a heading 'Requests To Join' and a paragraph: 'Please review the requests below from individual service providers. If you accept an individual service provider, you will be able to manage their billing and services.' Below this is a search bar with a 'SEARCH' button. A table with columns 'PROVIDER NAME', 'PHYSICAL ADDRESS', 'PHONE NUMBER', 'REQUEST DATE', 'ACCEPT', and 'DECLINE' is shown, containing the text 'No records to display.' At the bottom, there are navigation arrows, the text 'From 1 to 0 of 0', and a dropdown menu set to '10'.

Businesses may have personal providers request to partner with them to provide services.

Those requests can be found in Service Provider under “Requests to Join”

Business Account: Approving a Request to Join

Service Provider Portal

Requests to Join

Please review the requests below from individual service providers. If you accept an individual service provider, you will be able to manage their billing and services.


SEARCH


PROVIDER NAME	PHYSICAL ADDRESS	PHONE NUMBER	REQUEST DATE	ACCEPT	DECLINE
No records to display					

From 1 to 0 of 0

10

You can use the search to find a specific provider.

To accept a request to join, click the  under **ACCEPT** and next to the individual's name.

To decline a request, click the  under **DECLINE** and next to the individual's name.

Business Account: Approving a Request to Join

Requests to Join **Service Providers**

Service Providers

SEARCH

PROVIDER NAME	PHYSICAL ADDRESS	PHONE NUMBER	REQUEST DATE	REMOVE
Meredith Hinchey	123 N MAIN AVE	(304) 621-1806	08/04/2023	X

Once a request is accepted, you will see their names under the “Service Providers” tab.

To delete an existing User, click the **X** under Remove.

New requests will appear under the “Requests to Join” tab.

Please note: If a provider no longer works for your business, a Business User **MUST** delete the provider from the list of Service Providers.