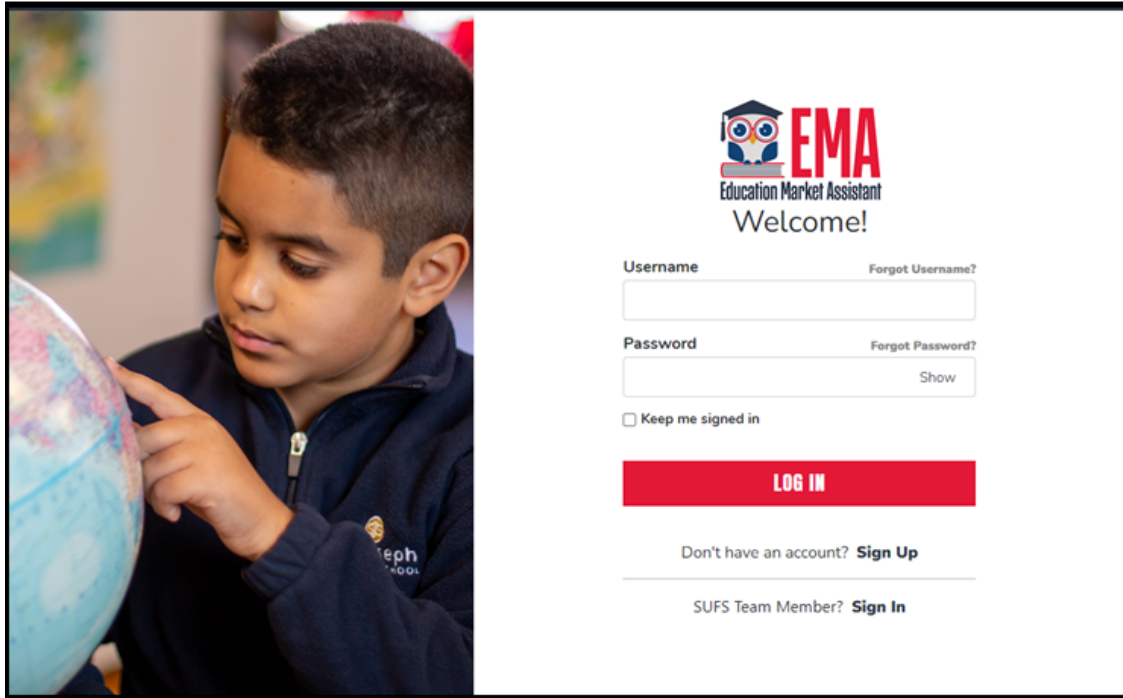


How to Submit a Reimbursement in EMA

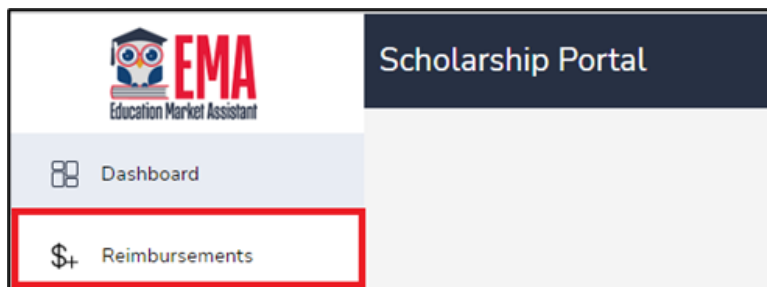


Instructions: Use this reference guide to learn how to submit a reimbursement request through Scholarship Accounts.

1. Sign in to [EMA](#).

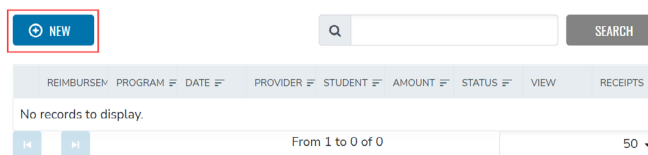


2. Select **Reimbursements** from the left panel of the Dashboard.

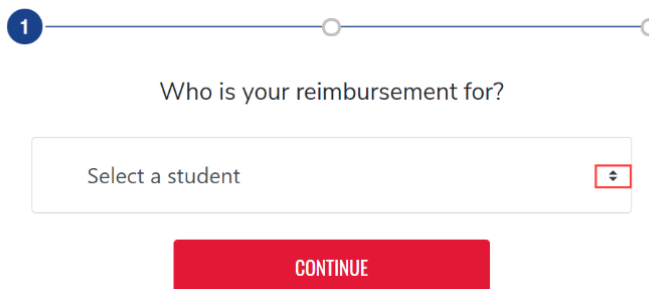


3. From the Reimbursements screen, select **NEW**.

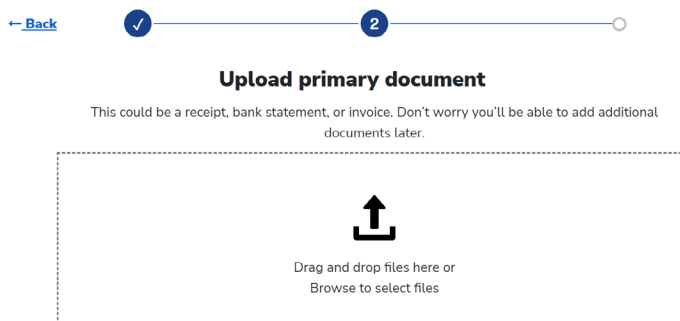
Reimbursements



4. From the dropdown menu, select a student, and then select **CONTINUE**.



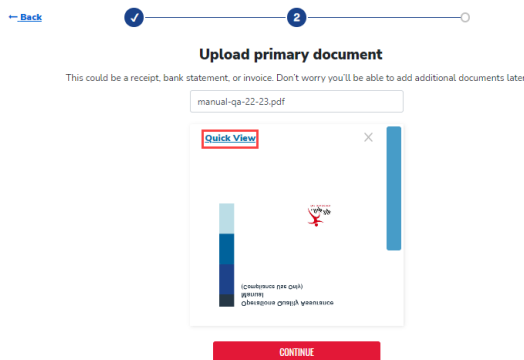
5. Drag-and-drop a file onto the  icon to upload the primary document or receipt for the student selected.




Note 1: File must be a png, jpg, jpeg or PDF.

Note 2: Select the  icon to browse for documents, which may be added later (see below).

6. Select **Quick View** to review the document or receipt, as necessary, and then select **CONTINUE**.



7. Select **CONTINUE**.



8. Complete the **required fields** for each item. To add another item to the reimbursement request select **ADD ITEM**. When all items are added and fields are complete, select **DONE**.

← Back

Enter information for each line of your Receipt

Want to get reimbursed faster? We recommend providing as much information as you can to get your money back faster.

gardiner-parent-handbook-2.pdf [Download](#)

ITEM 1

Purchase Date

Invoice #

Category

Amount

Educational Benefit

ADD ITEM

DONE

Note 1: Select **Download** to review the primary document or receipt uploaded to the reimbursement.

Note 2: Select **Back** to go back and make any edits necessary.

9. The review screen displays. Select **SUBMIT FOR APPROVAL** to complete the reimbursement request.

Review your purchases

Tablet-Boogieboard LCD	\$1.00
TOTAL	\$1.00

SUBMIT FOR APPROVAL

10. You will see the screen below after submitting your reimbursement request.

Thank you! We received your reimbursement request.

One of our team members will review your reimbursement request soon. You will receive a notification once your reimbursement has been processed.

REQUEST ANOTHER REIMBURSEMENT

[Check the status of your reimbursements](#)