

How to Request Reimbursement in EMA

Steps for Submitting a Reimbursement Request



You paid out of pocket for a product or service related to your student's educational journey. Now what? To submit a reimbursement request for your student, please follow these instructions:

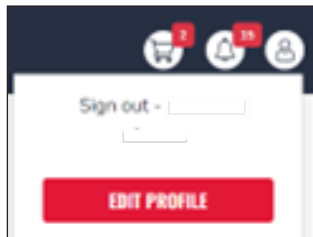
1. Log in to EMA.
2. When submitting a reimbursement for the first time, you will need to take the steps below to select your reimbursement payment method.

Please note: If you have already set up your payment method, skip to step 10.

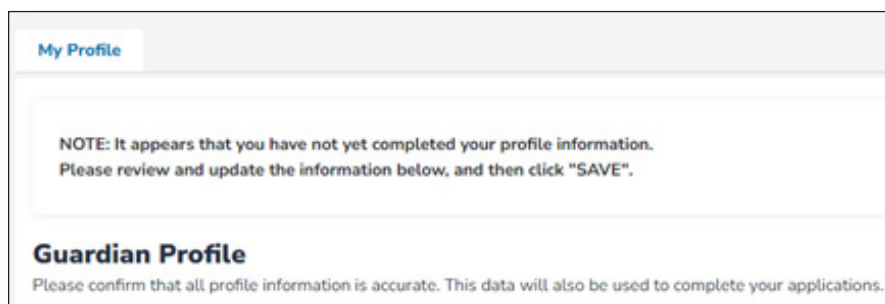
- a. From your EMA dashboard, select the profile icon at the top right corner of the screen.



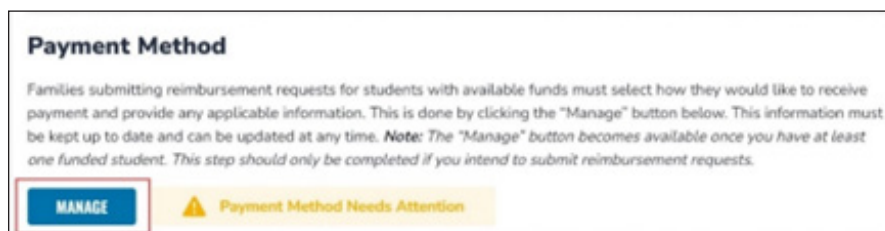
- b. Select EDIT PROFILE from the popup window that displays.



- c. The Guardian Profile screen displays (under the My Profile tab).



- d. Scroll down to the Payment Method section (middle of the page).





3. Read the agreement in the yellow box, select the checkbox to acknowledge you have read it, and then select **MANAGE**.

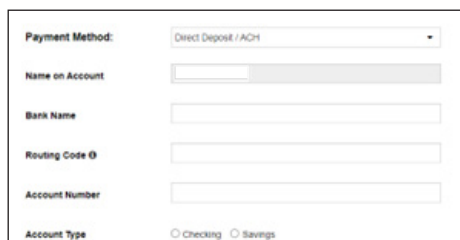
4. The **Payment Method** popup window displays.

5. On the **Payment Method** screen, your information populates from your EMA profile.

6. If all your personal information is correct, select **NEXT**.

7. Use the drop-down menu to select one of the three options for payment (ACH, Check, or PayPal):

- Direct deposit / ACH



Payment Method: Direct Deposit / ACH

Name on Account

Bank Name

Routing Code

Account Number

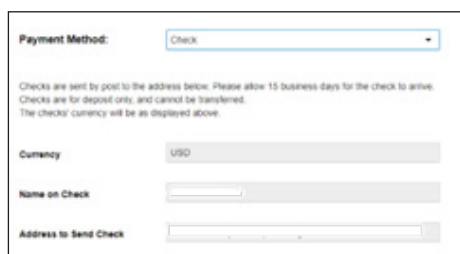
Account Type Checking Savings

Complete the fields:

- Name on Account
- Bank Name
- Routing Code
- Account Number
- Account Type (Checking or Savings)

Note: To keep your information secure, your banking information is not stored in EMA.

- Check



Payment Method: Check

Checks are sent by post to the address below. Please allow 15 business days for the check to arrive. Checks are for deposit only, and cannot be transferred. The check's currency will be as displayed above.

Currency: USD

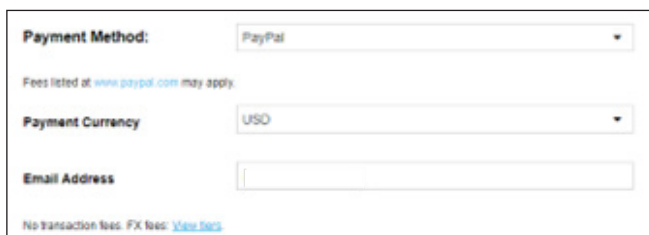
Name on Check

Address to Send Check

Complete the fields:

- Currency (Please select USD for United States Dollars to receive payment in US currency)
- Name on Check
- Address to Send Check

- PayPal



Payment Method: PayPal

Fees listed at www.paypal.com may apply.

Payment Currency: USD

Email Address

No transaction fees. FX fees: [View Fees](#)

Complete the fields:

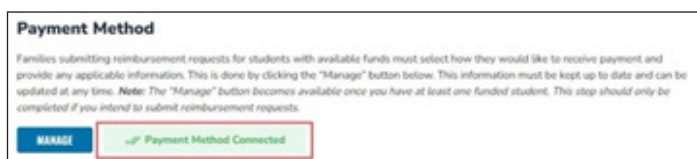
- Payment Currency
- Email address

Note: FX fees (applied when a transaction involves foreign currency) may apply.

- Next, select the checkbox to agree to the terms of Tipalti's Privacy Policy then select Next.

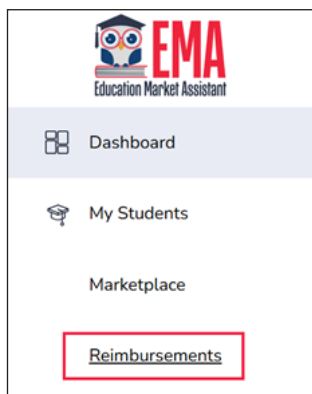


- You're all set! The green message (above **step 3**) populates when your payment method is complete.

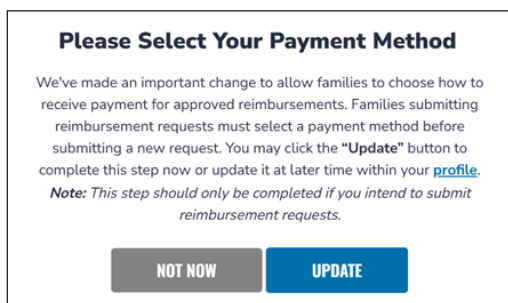


Note: It may take up to 12 hours for this change to be reflected in your EMA account. If you continue to see the "Payment Method Needs Attention" message after updating your payment method, please log out, open a new window, and log back in.

- To return to your reimbursement request, select **Reimbursements** from the left panel of the Dashboard.

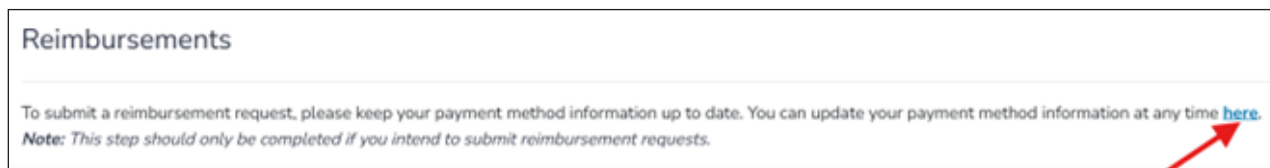


Please note: A popup will give the opportunity to update your Payment Method.

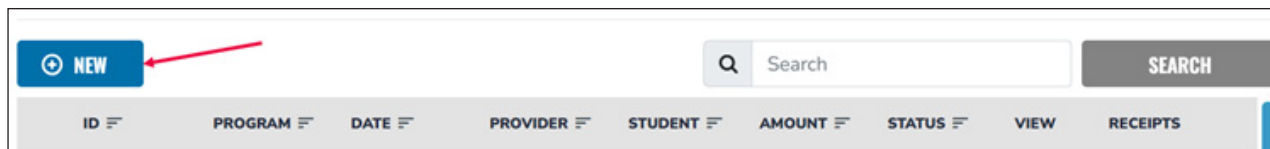


- If you are all set, just select **NOT NOW**.

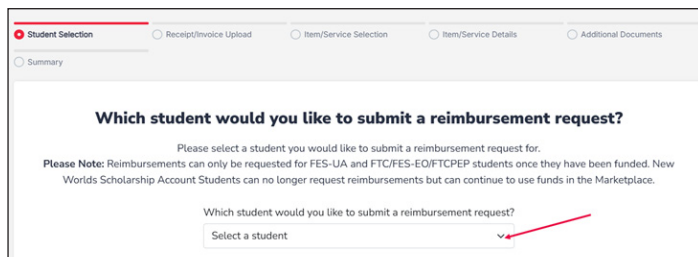
Please note: You will also have an opportunity to update your Payment Method from the Reimbursements screen.



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



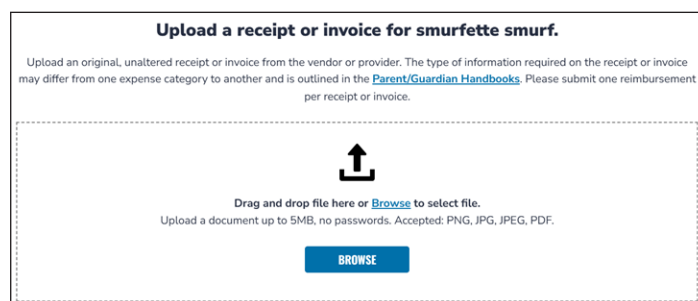
12. From the dropdown menu, select a student, and then select **CONTINUE**.



13. Next, select the button to continue to the **RECEIPT/INVOICE UPLOAD** screen.



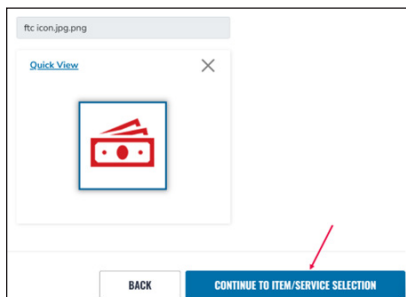
14. Drag-and-drop a file onto the  icon to upload the invoice statement, proof of payment, or receipt for the student selected.



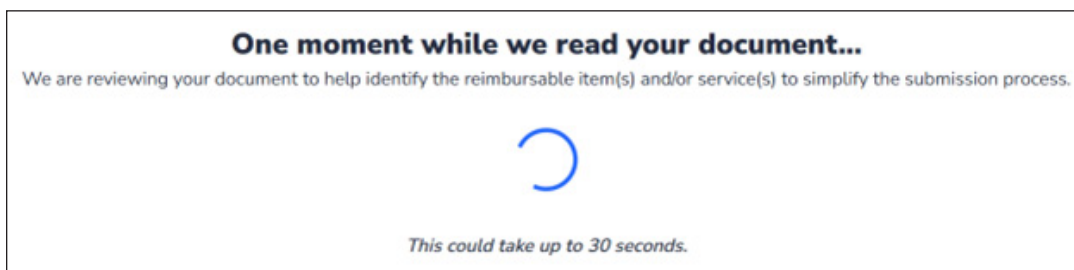
Note 1: File must be a png, jpg or PDF.

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

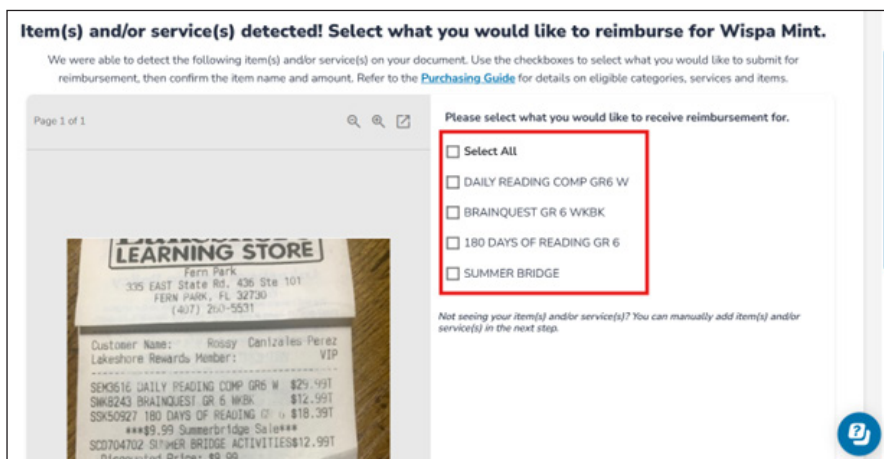
- Use Quick View to review your document. Select **CONTINUE TO ITEM/SERVICE SELECTION**.



Please note: Wait until the document has been verified.



15. If successfully identified, select which purchase you'd like to request for reimbursement.



16. Next, confirm your item's name and enter the amount.

Confirm Item Name	Amount
<input type="text" value="SUMMER BRIDGE"/>	<input type="text" value="\$4.00"/>

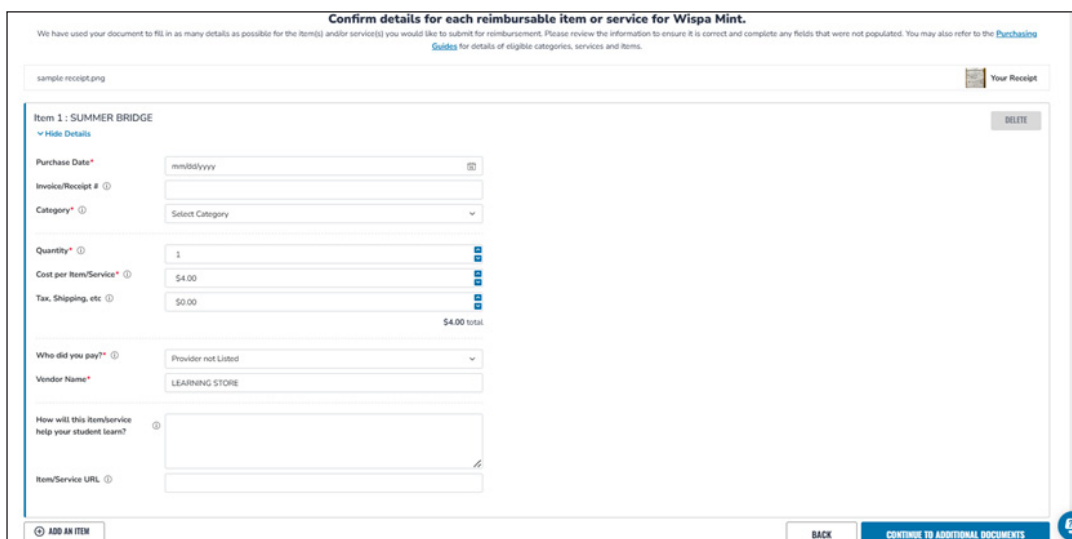
Not seeing your item(s) and/or service(s)? You can manually add item(s) and/or service(s) in the next step.

Please note: You can manually add item(s) and/or services in the next step if they are not displayed in the list.

17. If you're ready to proceed, select **CONTINUE TO ITEM/SERVICE DETAILS**.



18. Select **Confirm details for each reimbursable item or service for _____**.

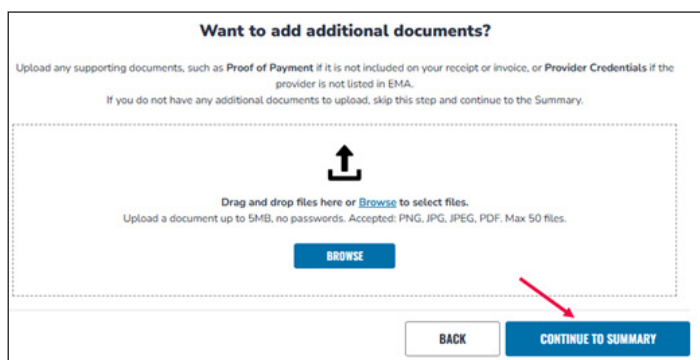


Please note: The **ADD AN ITEM** button is in the bottom-left corner of the above screen.

19. Next, select **CONTINUE TO ADDITIONAL DOCUMENTS**.




20. Determine if you want to add additional documents. If not, select **CONTINUE TO SUMMARY**.





21. The **Summary** screen displays. Review your purchase request for your student and verify that the information in all the fields (purchase date, amount requested, educational benefit, category, etc.) are correct prior to submitting the reimbursement request. If all fields are correct, select **SUBMIT FOR APPROVAL**.

Review your purchase(s) for smurfette smurf.

Annual Home Education Evaluation Fees 1 x \$1.00 + \$1.00 Tax/Shipping	\$2.00 
Total	\$2.00

By submitting this reimbursement, you 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. 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. For further information, please review the [Parent/Guardian Handbooks](#).

22. That's it! Your request has been submitted.

Thank you! We have received your reimbursement request for Reimbursement #30006449.

One of our team members will review your request soon. You will receive a notification via email once your reimbursement has been processed or you can check back here for status updates.

[Check the status of your reimbursement requests](#)

Please note: You can select **REQUEST ANOTHER REIMBURSEMENT** to create another request.