

More Ways to Receive Reimbursements



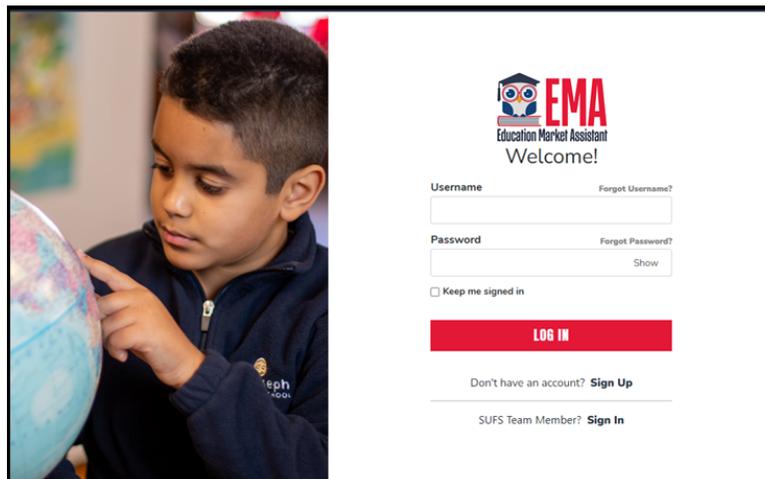
More Ways to Receive Reimbursements

Choose How to Receive Payment for Approved Reimbursements

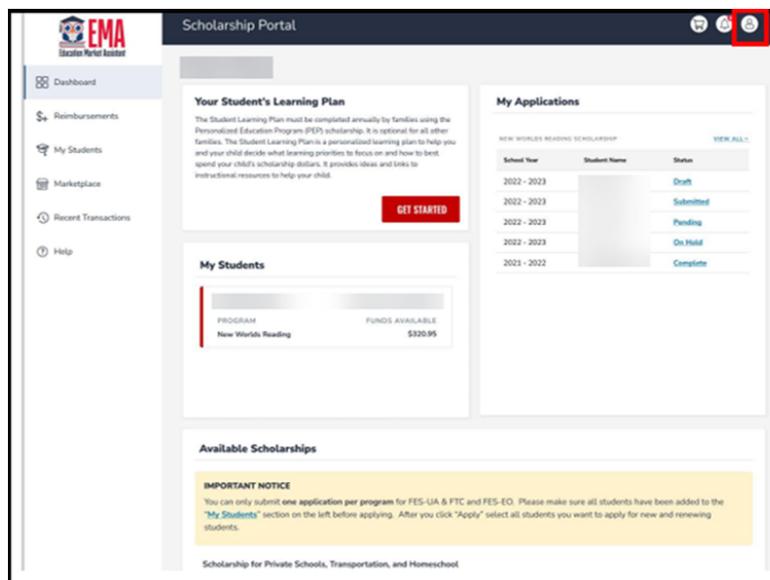
Selecting Your Preferred Payment Method

Families who intend to submit reimbursement requests will need to log in to their EMA account to select their preferred payment method before submitting a reimbursement.

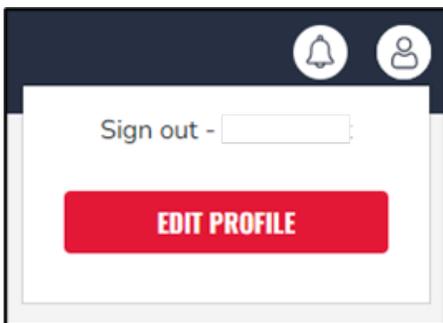
1. Log in to your [EMA Account](#).



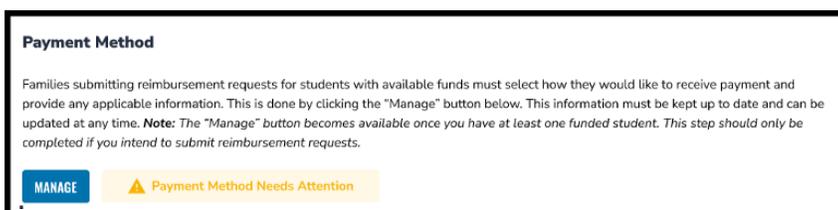
2. Click on the “Profile” icon in the top right corner of the dashboard.



3. Select **EDIT PROFILE** from the popup window that displays.



4. The Guardian Profile screen displays (under the My Profile tab). Scroll down to the Payment Method section (middle of the page) and select **MANAGE**



Note: The **MANAGE** button becomes available after your profile is saved for the first time.

5. The Payment Method popup window displays. Your address information populates from your EMA profile (step 1).

Payment Method

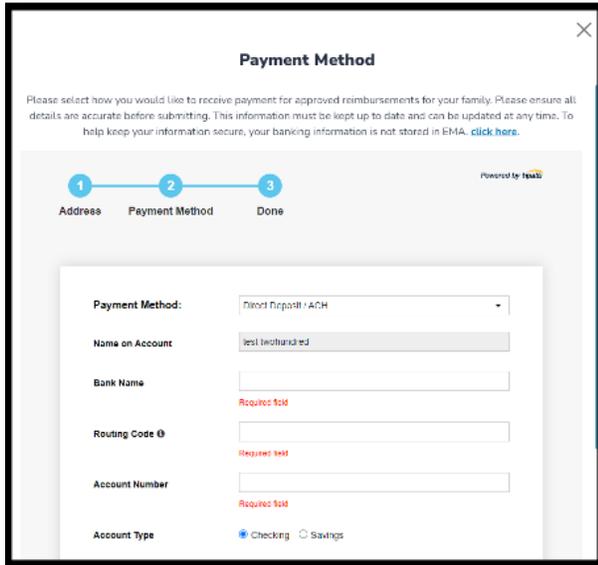
Phone Number	-
First Name	
Middle Name	
Last Name	- - - -
Street Address	
Address 2	
City	ORLANDO
Country	United States
State	FL
ZIP	32819

[Edit](#)

[Next](#) →

6. Click “Next” to continue to select a payment method. Important! Do not edit your address here. If your address needs to be updated, please do so in your Guardian Profile.

7. On the next screen (step 2), use the drop-down menu to select how you will receive payment for approved reimbursements.



- Your three payment options are:
 - **Direct Deposit (ACH)**

Payment Method:

Name on Account

Bank Name

Routing Code

Account Number

Account Type Checking Savings

No transaction fees.

- o Complete the fields:
 - Name on Account
 - Bank Name
 - Routing Code
 - Account Number
 - Account Type
 - Checking or
 - Savings

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

▪ Check

Payment Method:

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 checks' currency will be as displayed above.

Currency

Name on Check

Address to Send Check

No transaction fees.

- o Complete the fields:
 - i. Currency
 - ii. Name on Check
 - iii. Address to Send Check

▪ PayPal

Payment Method:

Fees listed at www.paypal.com may apply.

Payment Currency

Email Address

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

- o Complete the fields:
 - i. Payment Currency
 - ii. Email address

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

8. Select the checkbox to agree to the terms of Tipalti's Privacy Policy then select Next.

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



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

Payment Method

Families submitting reimbursement requests for students with available funds must select how they would like to receive payment and provide any applicable information. This is done by clicking the "Manage" button below. This information must be kept up to date and can be updated at any time. **Note:** The "Manage" button becomes available once you have at least one funded student. This step should only be completed if you intend to submit reimbursement requests.



10. 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.

11. When connected, you should see the screen below (above step 3), in addition to the green box above.

