More Ways to Receive Reimbursements



For Students

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 <u>EMA Account</u>.



2. Click on the **"Profile"** icon in the top right corner of the dashboard.

🔨 EMA	Scholarship Portal		868
Bashboard			
	Your Student's Learning Plan	My Applications	
\$+ Reimbursements	The Student Learning Plan must be completed annually by families using the Personalized Education Program (PEP) schalarship. It is optional for all other families. The Student Learning Plan is a personalized learning plan to help you	NEW WORLD'S READING SCHOLARSHIP	VIEW ALL-
C My Students	and your child decide what learning priorities to focus on and how to best spend your child's scholarship dollars. It provides ideas and links to	School Year Student Name	Status
B Marketplace	instructional resources to help your child.	2022 - 2023	Draft
	OFT STARTED	2022 - 2023	Submitted
Recent Transactions		2022 - 2023	Pending
(P) kiela		2022 - 2023	On Hold
0.144	My Students	2021 - 2022	Complete
	PROGRAM FUNDS AVAILABLE New Worlds Reading \$320.95		
	Available Scholarships		
	IMPORTANT NOTICE You can only submit one application per program for FES-UA.6 FTC a "Mr Sedents" section on the left before applying. After you click "App students.	td FES-EO. Please make sure all studen ly' select all students you want to apply	ts have been added to the for new and renewing
	Scholarship for Private Schools, Transportation, and Homeschool		

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

()
Sign out -
EDIT PROFILE

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.

		×
	Payment Method	
Please select how you would like to rec details are accurate before submitting. help keep your information	eive payment for approved reimbur This information must be kept up to secure, your banking information is	rsements for your family. Please ensure all o date and can be updated at any time. To nat stored in EMA. <u>click here</u> .
0		Powered by that
Address Payment Method	Done	
Payment Method:	Direct Deposit / ACH	•
Name on Account	test twohundred	
Bank Name	Required field	
Deuters Costs ()		
Roung Cole o	Required held	
Account Number		
	Required field	
	Checking Chavings	

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

Payment Method:	Direct Deposit / ACH -
Name on Account	
Bank Name	
Routing Code	
Account Number	
Account Type	○ Checking ○ Savings
No transaction fees.	

- o Complete the fields:
 - i. Name on Account
 - ii. Bank Name
 - iii. Routing Code
 - iv. Account Number
 - v. Account Type
 - vi. Checking or
 - vii. Savings

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

Check

Payment Method:	Check •	
Checks are sent by post to the addi Checks are for deposit only, and ca The checks' currency will be as disp	ress below. Please allow 15 business days for the check to arrive. nnot be transferred. Jayed above.	
Currency	USD	
Name on Check		
Address to Send Check	ORLANDO, 32819, FL, United States	
No transaction fees		

- o Complete the fields:
 - i. Currency
 - ii. Name on Check
 - iii. 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 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 Te	ms of Service and Tipa	Iti's Privacy Policy.		
← Bacl			Next	÷

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

Payment M	thod	
Families submitting provide any applic updated at any tim <i>completed if you in</i>	reimbursement requests for students with available funds must select how they would like to receive payment and ile information. This is done by clicking the "Manage" button below. This information must be kept up to date and car Note: The "Manage" button becomes available once you have at least one funded student. This step should only be end to submit reimbursement requests.	n be 9
MANAGE	V Payment Method Connected	

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.

'hank you for co	nnecting your bank acco	unt.	
1 Address	2 Payment Method	3 Done	Powered by tpatti
Dc You If yo If yo throw	one are all set. Payments will I u want to review your inform u wish to edit any details, cli uggh all the steps again until t	be made per your selections. ation, press the back button to review ck the edit button on the appropriate his final confirmation.	v previous steps. form. After editing please proceed
¢	Back		