



More Ways to Receive Reimbursements

Choose How to Receive Payment for Approved
Reimbursements

Important Notice

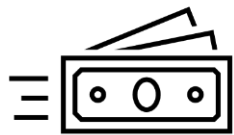
We are pleased to announce improvements to our reimbursement services for Step Up's ESA scholarship families. This new process can be managed within the family's EMA account and will replace the U.S. Bank Focus Cards.

Families submitting reimbursement requests in EMA must select a payment method before submitting a new request. *Note: This step should only be completed if you intend to submit reimbursement requests.*

Renewal FES-UA students are not impacted at this time and will continue to use the legacy system until further notice.

Payment Method Options

Families with an approved reimbursement request can now select from one of the following payment methods:



Direct Bank Transfer: Securely deposit funds directly into your bank account via an ACH transfer.

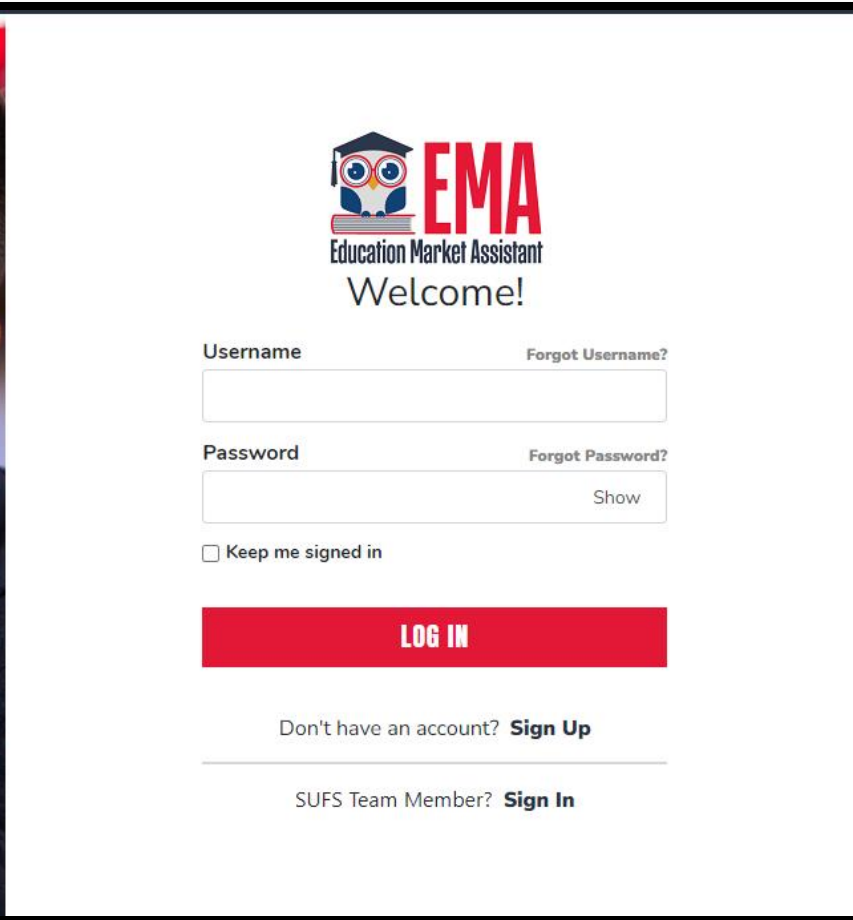


Check: For a more traditional approach, you can select a physical check for your reimbursement payment method. The check will be mailed to your provided address.



PayPal: Opt for PayPal, a widely used and trusted online payment platform, to receive your reimbursement with ease.

Setting Up Your Payment Profile



The image shows a login page for the Education Market Assistant (EMA) system. At the top center is the EMA logo, which features a stylized owl wearing a graduation cap, with the letters 'EMA' in large red font and 'Education Market Assistant' in smaller black text below it. Underneath the logo, the word 'Welcome!' is displayed. Below the logo, there are two input fields: 'Username' and 'Password'. The 'Username' field has a 'Forgot Username?' link to its right. The 'Password' field has a 'Forgot Password?' link to its right and a 'Show' button to its left. Below the password field is a checkbox labeled 'Keep me signed in'. A prominent red button with the text 'LOG IN' in white capital letters is centered below the login fields. At the bottom of the page, there are two links: 'Don't have an account? Sign Up' and 'SUFS Team Member? Sign In'.

EMA
Education Market Assistant
Welcome!

Username [Forgot Username?](#)

Password [Forgot Password?](#) [Show](#)

Keep me signed in

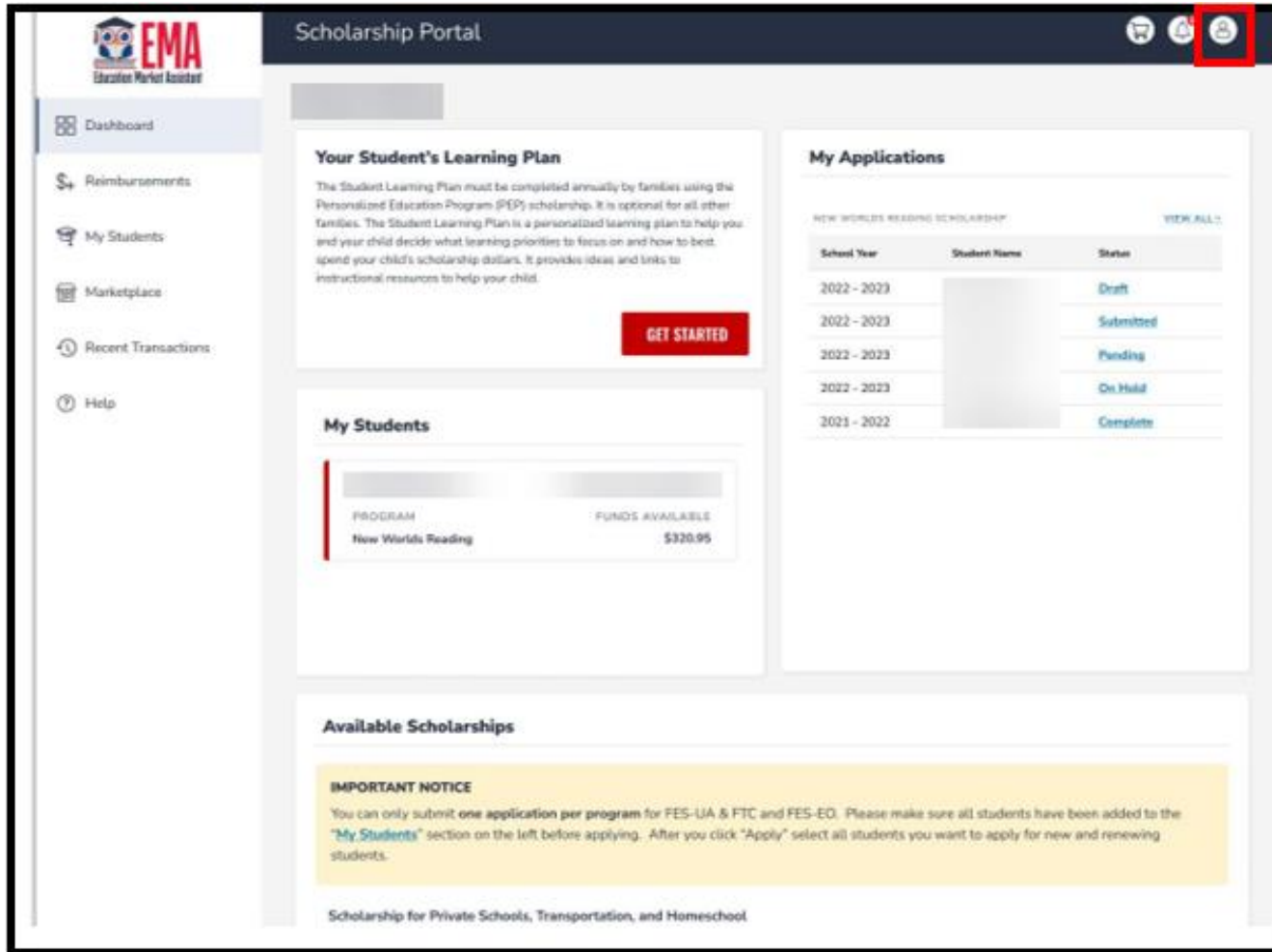
LOG IN

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

SUFS Team Member? [Sign In](#)

Log in to your EMA
account.

Setting Up Your Payment Profile



The screenshot shows the Scholarship Portal dashboard. The top right corner features three icons: a shopping cart, a lock, and a person icon. The person icon is highlighted with a red box. The dashboard includes a sidebar with navigation options: Dashboard, Reimbursements, My Students, Marketplace, Recent Transactions, and Help. The main content area is divided into several sections: 'Your Student's Learning Plan' with a 'GET STARTED' button, 'My Applications' with a table of applications, 'My Students' with a table of student programs, and 'Available Scholarships' with an important notice.

Your Student's Learning Plan

The Student Learning Plan must be completed annually by families using the Personalized Education Program (PEP) scholarship. It is optional for all other families. The Student Learning Plan is a personalized learning plan to help you 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 instructional resources to help your child.

GET STARTED

My Applications

NEW WORLDS READING SCHOLARSHIP [VIEW ALL >](#)

School Year	Student Name	Status
2022 - 2023		Draft
2022 - 2023		Submitted
2022 - 2023		Pending
2022 - 2023		On Hold
2021 - 2022		Complete

My Students

PROGRAM	FUNDS AVAILABLE
New Worlds Reading	\$320.95

Available Scholarships

IMPORTANT NOTICE

You can only submit one application per program for FES-UA & FTC and FES-EO. Please make sure all students have been added to the "My Students" section on the left before applying. After you click "Apply" select all students you want to apply for new and renewing students.

Scholarship for Private Schools, Transportation, and Homeschool


Click on the person icon on the top right corner of the dashboard and then click **“Edit Profile.”**

Setting Up Your Payment Profile

Scroll down to the **“Payment Method”** section on your profile and click the **“Manage”** button. This information must be kept up to date and can be updated at any time, however, the address should not be altered and must match the information in your guardian profile.

Payment Method

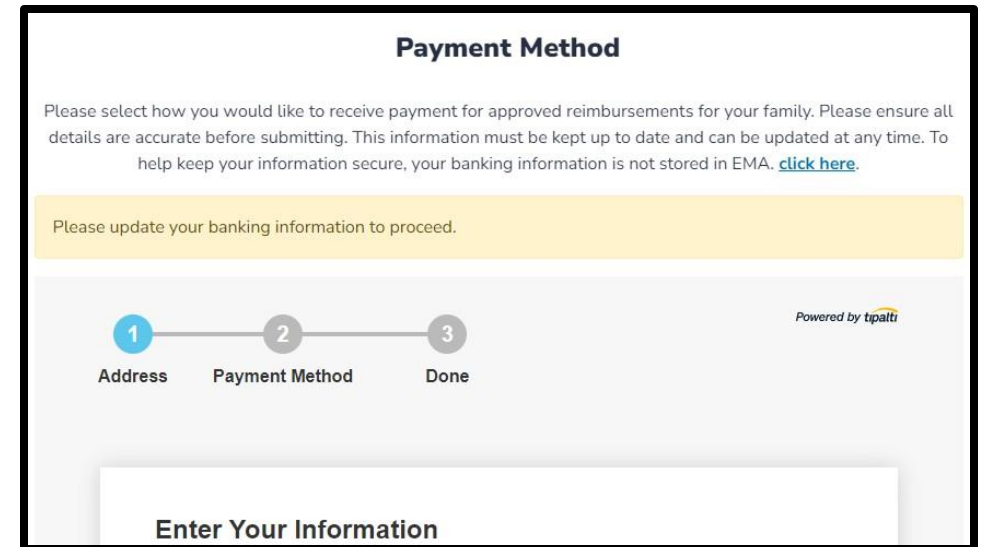
Families submitting reimbursement requests for students with available funds must select how they would like to receive payment and provide any applicable information. This is done by clicking the “Manage” button below. This information must be kept up to date and can be updated at any time. **Note:** 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.

MANAGE  Payment Method Needs Attention

Note: The “Manage” button becomes available after the profile is saved for the first time.

Setting Up Your Payment Profile

- Once you click “**Manage**,” you’ll be brought to the payment method screen.
- Your address information will be pre-populated from your EMA profile.
 - **DO NOT EDIT YOUR ADDRESS HERE.**
 - If you need to change your address, please do so in your EMA parent profile then return to the Payment Method screen.
- Click “**Next**” to continue to select a payment method.



The screenshot shows the 'Payment Method' screen. At the top, it says 'Payment Method'. Below that, there is a paragraph of instructions: 'Please select how you would like to receive payment for approved reimbursements for your family. Please ensure all details are accurate before submitting. This information must be kept up to date and can be updated at any time. To help keep your information secure, your banking information is not stored in EMA. [click here](#).' Below this is a yellow banner that says 'Please update your banking information to proceed.' At the bottom, there is a progress indicator with three steps: '1 Address', '2 Payment Method', and '3 Done'. The '2 Payment Method' step is currently active. To the right of the progress indicator, it says 'Powered by tpatr'. At the very bottom, there is a white box with the text 'Enter Your Information'.

Setting Up Your Payment Profile

Payment Method

Please select how you would like to receive payment for approved reimbursements for your family. Please ensure all details are accurate before submitting. This information must be kept up to date and can be updated at any time. To help keep your information secure, your banking information is not stored in EMA. [click here](#).

1 Address 2 **Payment Method** 3 Done

Powered by tipalti

Payment Method: Direct Deposit / ACH

Name on Account: test twohundred

Bank Name:
Required field

Routing Code:
Required field

Account Number:
Required field

Account Type: Checking Savings

Next, select how you would like to receive payment for approved reimbursements. You can choose from: **Direct Bank Transfer, Check or PayPal.**

The fields will vary based on the **Payment Method** selection.

Please ensure all details are accurate before submitting.

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

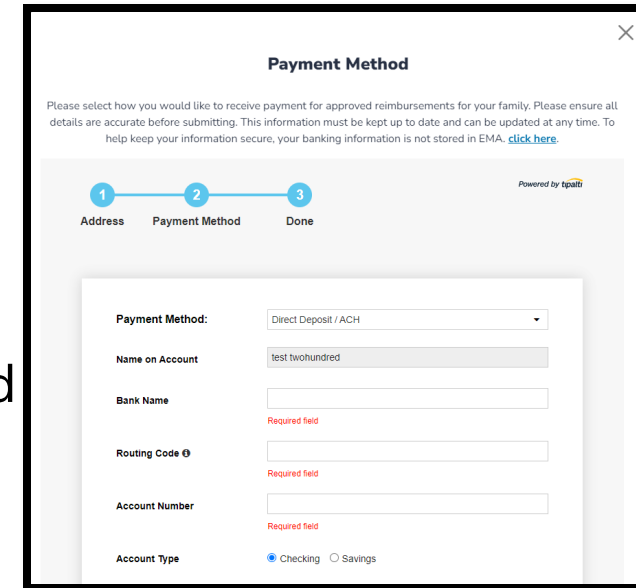
Setting Up Your Payment Profile

Payment Options

Direct Deposit: Once a reimbursement request is approved, Step Up will initiate the transfer of funds which will be electronically transferred into the families' bank account two business days later. This option requires a bank account and is convenient for families who prefer an automated process.

Mailed Check: A check will be mailed roughly one week after the reimbursement request is approved by Step Up. This option may be preferred by those who are more comfortable with traditional transactions and/or families who do not have a bank account.

PayPal: Transactions often occur in real-time or within a few hours. However, it may take additional time to transfer funds from a PayPal account to a bank account or a credit/debit card. PayPal is also widely accepted on various websites, and it allows for quick peer-to-peer transfers.



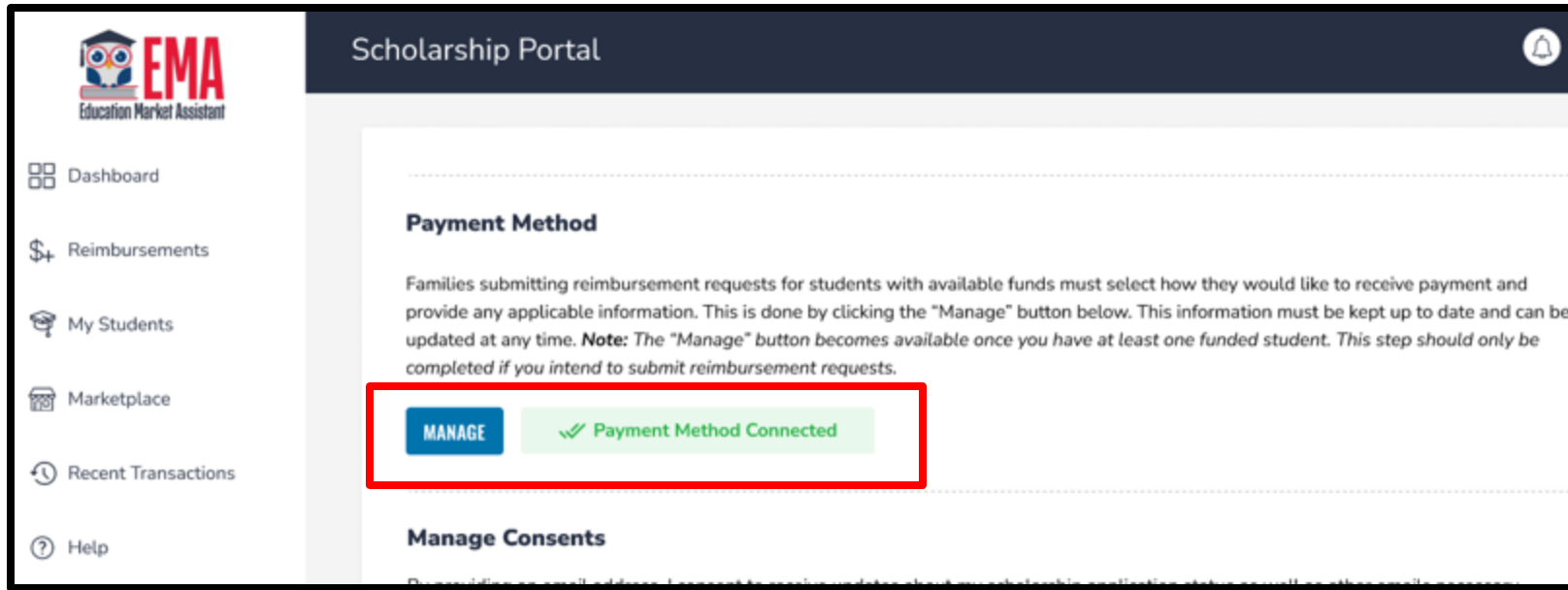
The screenshot shows a web form titled "Payment Method" with a close button (X) in the top right corner. Below the title is a disclaimer: "Please select how you would like to receive payment for approved reimbursements for your family. Please ensure all details are accurate before submitting. This information must be kept up to date and can be updated at any time. To help keep your information secure, your banking information is not stored in EMA. [click here](#)".

A progress indicator at the top shows three steps: 1. Address, 2. Payment Method (current step), and 3. Done. A "Powered by tpalti" logo is in the top right of the form area.

The form fields are as follows:

- Payment Method:** A dropdown menu with "Direct Deposit / ACH" selected.
- Name on Account:** A text field containing "test twohundred".
- Bank Name:** An empty text field with a red "Required field" label below it.
- Routing Code @:** An empty text field with a red "Required field" label below it.
- Account Number:** An empty text field with a red "Required field" label below it.
- Account Type:** Radio buttons for "Checking" (selected) and "Savings".

Setting Up Your Payment Profile




When the green message
**“Payment Method
Connected”** displays,
you are good to go!

Please 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.

Not Ready to Update Right Now?

To continue submitting reimbursement requests within EMA, you will need to select a payment method.

If you do not update this information in your profile today, you will be reminded on various screens in EMA before you can submit a reimbursement.



Setting Up Your Payment Profile

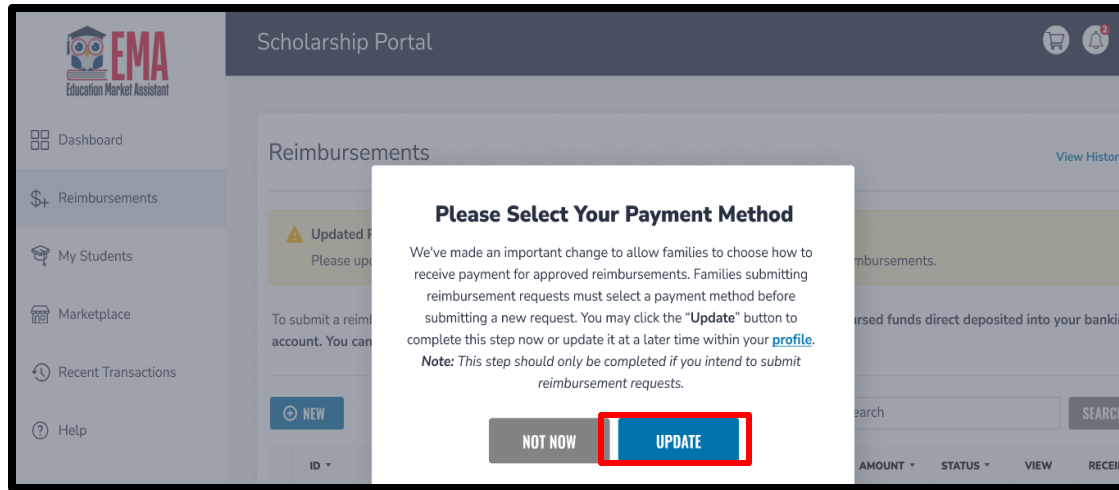
The screenshot shows the Scholarship Portal dashboard. The left sidebar contains navigation tabs: Dashboard, Reimbursements (highlighted with a red box), My Students, Marketplace, Recent Transactions, and Help. The main content area is divided into several sections:

- Your Student's Learning Plan:** A section with a red "GET STARTED" button. Text: "The Student Learning Plan must be completed annually by families using the Personalized Education Program (PEP) scholarship. It is optional for all other families. The Student Learning Plan is a personalized learning plan to help you 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 instructional resources to help your child."
- My Applications:** A table titled "NEW WORLDS READING SCHOLARSHIP" with a "VIEW ALL" link. The table has columns for School Year, Student Name, and Status.
- My Students:** A table with columns for PROGRAM and FUNDS AVAILABLE. It shows "New Worlds Reading" with "\$320.95".
- Available Scholarships:** A section with an "IMPORTANT NOTICE" box. Text: "You can only submit one application per program for FES-UA & FTC and FES-EO. Please make sure all students have been added to the 'My Students' section on the left before applying. After you click 'Apply' select all students you want to apply for new and renewing students."

At the bottom of the page, it says "Scholarship for Private Schools, Transportation, and Homeschool".

Another way you'll be prompted to update your Payment Method is when you click on the **“Reimbursements”** tab on the left panel on the dashboard.

Setting Up Your Payment Profile

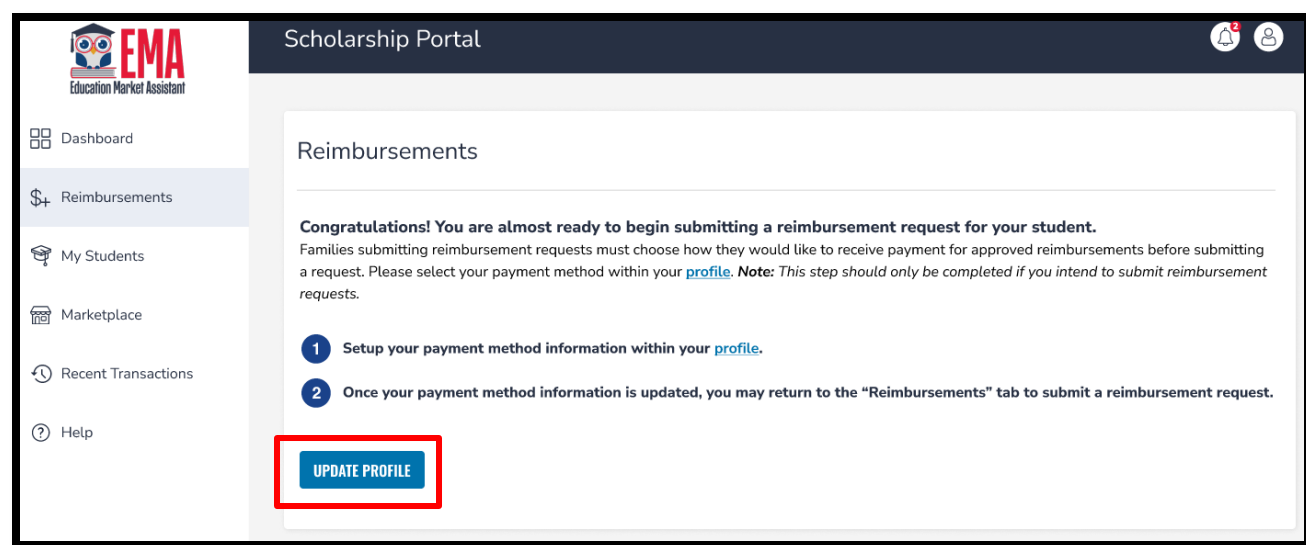


If you **HAVE** submitted a reimbursement previously and have **NOT** already selected your payment method, a window will appear asking you to update your payment method information. Again, this change is required to continue submitting reimbursements.

Note: If you bypass this popup, you will see another reminder on the Reimbursements page.

Click the **“Update”** button to complete this step now or update it later within your profile.

Setting Up Your Payment Profile



If you **HAVE NOT** submitted a reimbursement previously **AND** have a funded student, you will see a message on the “Reimbursements” screen prompting you to select your payment method on your profile.

Click the **“Update Profile”** button to complete this step now or update it later within your profile.

Managing Funds Already On Your Reimbursement Card

This slide only pertains to families with a balance on their U.S. Bank Focus Card. They can:

Continue to use those funds until they run out.

- Families can use the card like any other debit card to make purchases or get cash.

Withdraw them at a bank.

- Cardholders can make a cash withdrawal from a network of ATMs.

Call U.S. Bank and request a check for the balance that remains on the card.

- Families can call the number on the back of their card (888-863-0681) to request to withdraw their funds. They should be prepared to verify their address on this call.

New reimbursement funds will not be added to the U.S. Bank Focus Card after January 8, 2024, if you need assistance with your U.S. Bank Focus Card, call (888) 863-0681.



Submitting a Reimbursement

Submitting a Reimbursement in EMA

Reimbursements

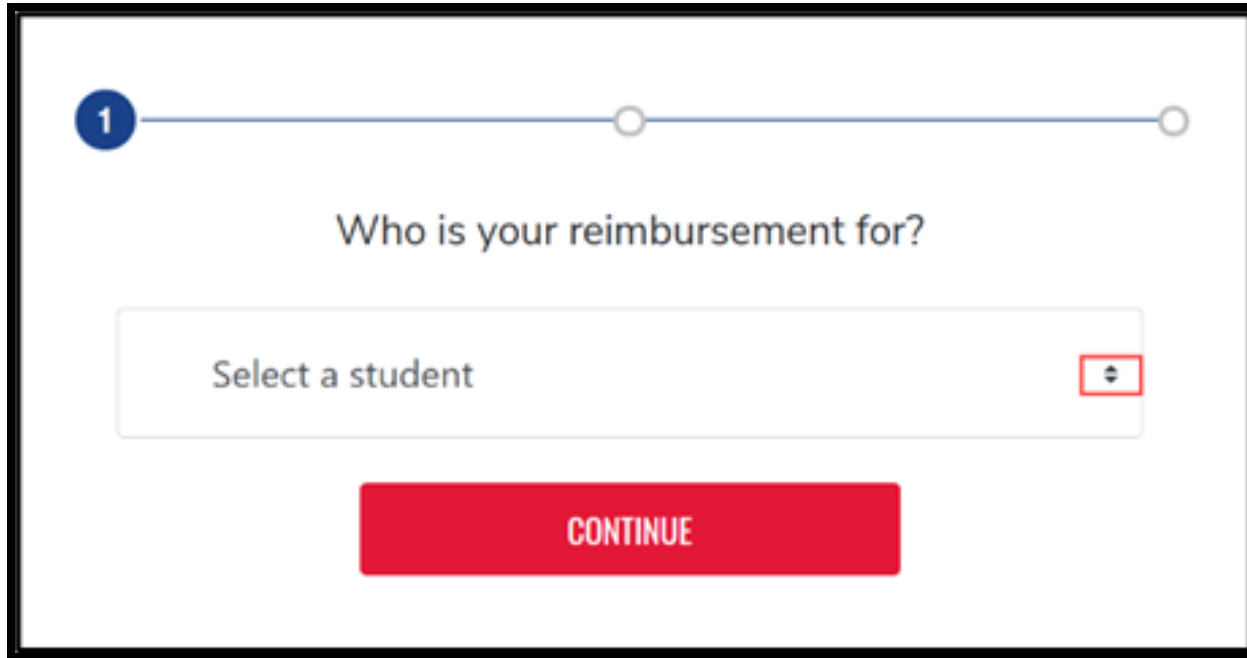
[+ NEW](#)

REIMBURSEM	PROGRAM	DATE	PROVIDER	STUDENT	AMOUNT	STATUS	VIEW	RECEIPTS
No records to display.								

From 1 to 0 of 0

From the Reimbursements screen, select **“NEW.”**

Submitting a Reimbursement in EMA



1

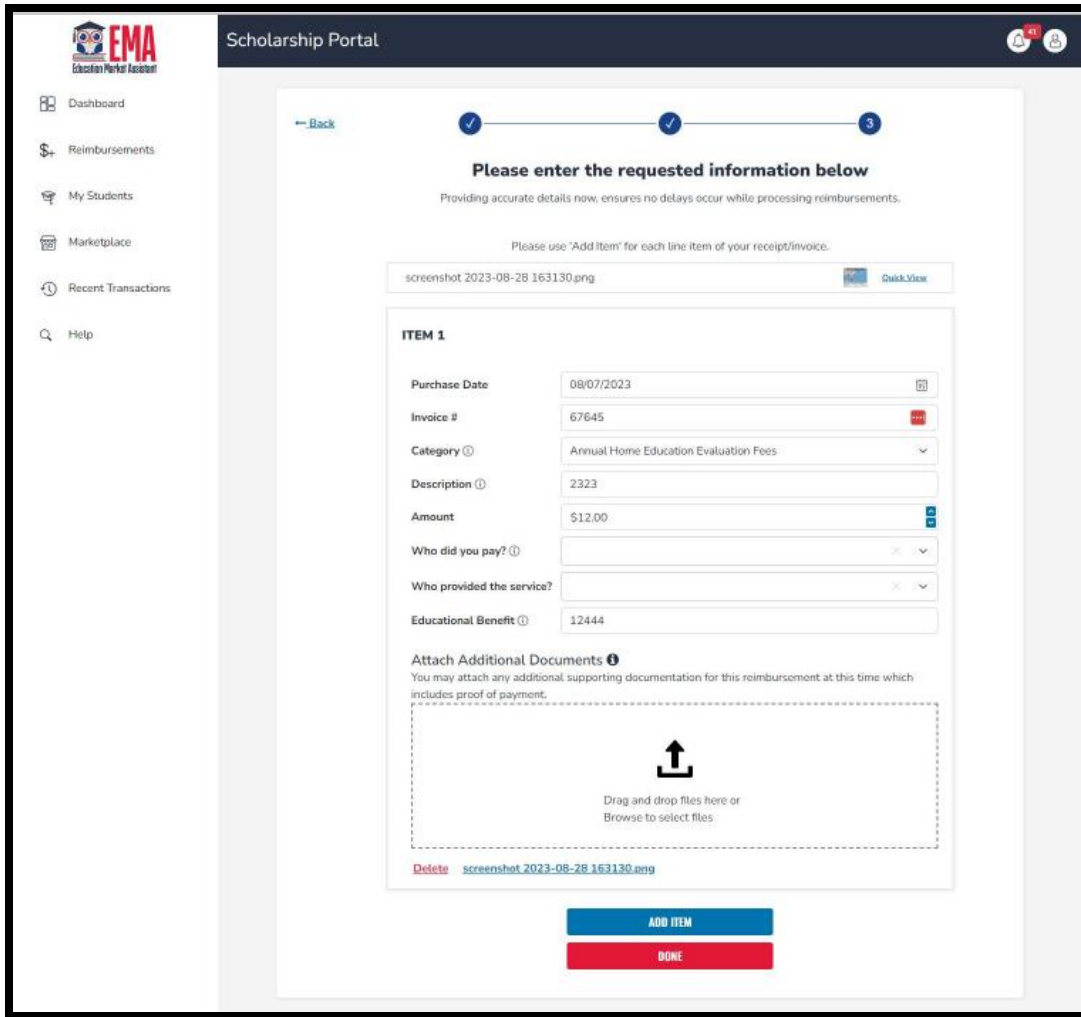
Who is your reimbursement for?

Select a student


CONTINUE

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

Submitting a Reimbursement in EMA

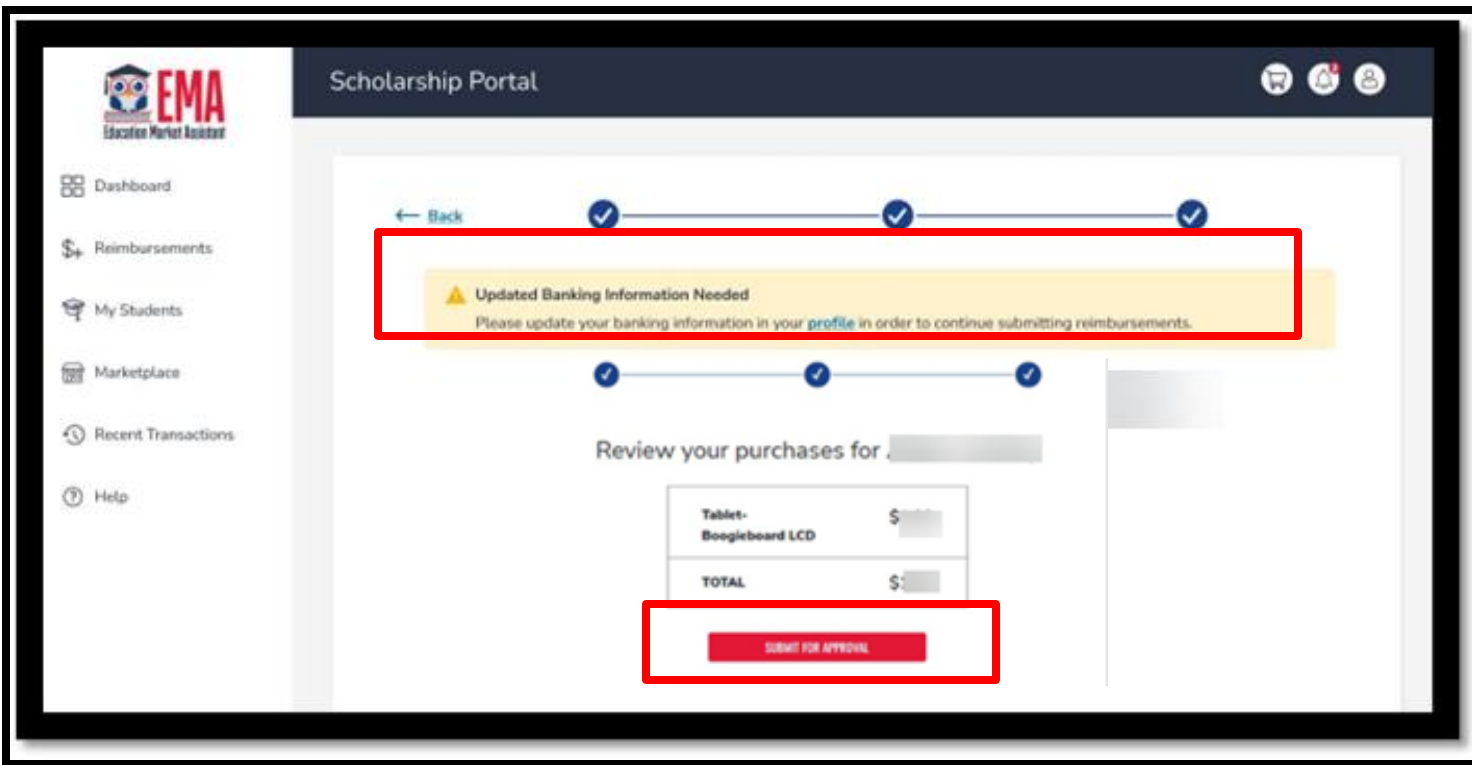


The screenshot displays the EMA Scholarship Portal interface. The left sidebar contains navigation links: Dashboard, Reimbursements, My Students, Marketplace, Recent Transactions, and Help. The main content area is titled "Scholarship Portal" and shows a progress indicator with three steps, the second of which is active. Below the progress bar, the text reads "Please enter the requested information below" and "Providing accurate details now, ensures no delays occur while processing reimbursements." A note states "Please use 'Add Item' for each line item of your receipt/invoice." The form is titled "ITEM 1" and includes the following fields: "Purchase Date" (08/07/2023), "Invoice #", "Category" (Annual Home Education Evaluation Fees), "Description" (2323), "Amount" (\$12.00), "Who did you pay?", "Who provided the service?", and "Educational Benefit" (12444). Below these fields is an "Attach Additional Documents" section with a dashed box containing an upload icon and the text "Drag and drop files here or Browse to select files". A file named "screenshot_2023-08-28_163130.png" is listed below the upload area. At the bottom of the form are two buttons: "ADD ITEM" (blue) and "DONE" (red).

Complete the required fields for each item. Drag-and-drop a file onto the  icon to upload the primary document or receipt for the student selected.

To add another item to the reimbursement request, select **“ADD ITEM.”** When all items are added and fields are complete, select **“DONE.”**

Submitting a Reimbursement in EMA



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

Reminder: To submit a reimbursement request, please keep your payment method information up to date. You can update your payment method information at any time here.

Submitting a Reimbursement in EMA

▼	30 [REDACTED] ES-UA	09/19/2023	Barnes & Noble	N [REDACTED]	\$27.50	Submitted	Details	View
ID	CATEGORY	TYPE	DESCRIPTION	AMOUNT	STATUS			
30 [REDACTED]	Instructional Material	Books	Print	\$27.50	Submitted			

To check the status of a submitted reimbursement, simply click **“REIMBURSEMENTS”** again, and you will be able to see the **“status”** of each reimbursement you have submitted.

Submitting a Reimbursement in EMA

Scholarship Portal

REIMBURSEMENT #30000011

TOTAL \$60,000.00

STUDENT ID #20000184

GUARDIAN Guardian User

IMAGE.PNG VIEW RECEIPT

STUDENT import one

Updated Payment Method Information Needed
Not Payable means that one or more of your purchased items has been approved, but your payment method needs to be updated in your [profile](#). Once updated, reimbursed funds will be direct deposited into your banking account.
On Hold items cannot be edited until your payment method has been updated. Once updated, you will be able to edit.

PURCHASE 1
mamna

Purchase Date	9/6/2017
Invoice #	Invoice122
Category	Specialized After-School Education Program Fees

APPROVAL STATUS
Not Payable

Not Payable means that one or more of your purchased items has been approved; however, your payment method needs to be updated in your profile before reimbursement can be issued.

On Hold items cannot be edited until your payment method has been updated. Once updated, you will be able to edit any On Hold items.



Contact Us

Step Up For Students

877.735.7837

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Online Chat

Monday – Friday

8:00 AM – 5:00 PM