

Set Up a Provider Account in EMA

Basic steps for creating Business and Personal accounts in EMA



Choose Account Type

Create Business Account

Required for All Service Categories

Enter Payment
and Tax Info

Add Locations
and Services

Manage Users

Key Takeaway

You must have Approved Service Providers attached to your business before submitting any service offerings.

NOTE: Be as specific as possible in the Description (up to 1500 characters), this is displayed in the Marketplace.

Key Takeaway

Scholarships are distributed quarterly; consider when bundling sessions or services accordingly.

NOTE: We recommend drafting service descriptions in advance as submissions go directly to approval.

Key Takeaway

EMA is not used for scheduling, coordinate directly with families

Create Personal Account

Individuals are required to submit credentials for: Part-Time Tutoring, Full-Time Tutoring, Choice Navigator, Specialized Services, Music and Art Therapy, Annual Home Evaluation, Testing and Assessments, Elective Courses and Transition Services Provided by Job Coaches

Add and Verify Services

*Choose Appropriate Service Category
Upload Required Credentialing Docs*

Joining a Business

Business Provider Responsibilities:

*Review Requests to Join Business
Approve or Decline Requests*

Individual Provider Responsibilities:

*Request to Join Business
Monitor Status*

Ready to Get Started?

[CLICK HERE](#) or Scan the QR Code to go to EMA



Need Help?

Please reach out to us by email at providerdevelopment@sufs.org or call us at 877-735-7837