

# ESA Empowerment Scholarship Program

Arizona Dept. of  
Education

April 2018 Newsletter



## DATES TO REMEMBER

Renewal Contracts are sent  
out **June 1**

Renewal Contracts are due  
back by **June 15**

Q4 Expense Reports due  
**June 20**

## **Electronic Document Signature (EDS)**

is here! Contracts can now be signed through Adobe Sign, an electronic signature feature. A fully executed contract is received immediately through the system after using the electronic signature feature.

## **ESA Portal Registration:**

Registering for the ESA Portal to submit the expense reports electronically is extremely beneficial for all parties involved. It is a faster and a more efficient way of submitting the expense reports AND you receive a confirmation email immediately.

New Users: <https://esa.azed.gov/ESA/Account>

**Password Trouble? Contact ADE Support at 602-542-7378. They are open M-F 7 a.m.-5 p.m., excluding State and Federal Holidays.**

*In education it isn't how much you have committed to memory  
or even how much you know.*

*It's being able to differentiate between what you do know and  
what you don't.*

*It's knowing where to go to find out what you need to know  
and it's knowing how to use the information you get.*

*-William Feather*



- ◆ Expense entry not saving?
- ◆ **Solution:** Prior to uploading a receipt, scroll all the way to the bottom until you see the options to itemize your charge. Itemize your charge first, then upload your receipt, hit save, and it will be a completed entry.
- ◆ Transaction not showing in your Expense Report?
- ◆ **Solution:** Charges will show in the expense report after it has fully posted in Bank of America. Our system updates daily, and will pull all newly posted charges each day.
- ◆ No expenses for the quarter?
- ◆ **Solution:** If no purchases were made in a quarter then a “zero expense report” is still required to keep you on track for funding. Expense reports are always due each quarter no exceptions.
- ◆ Unsure how to categorize your refund?
- ◆ **Solution:** Categorize all refunds under the expense type it was originally charged for. If you received a refund for disallowed expenses, categorize it under “other goods and services” with a brief description of the reason for the refund.