Dear Parents,

Before starting your expense report, it might be helpful to have your bank statement handy for referencing any transactions that show in the electronic bank data as charges from your VISA prepaid card. In addition, if you are submitting your expense report through the portal, please ensure you have all receipts and credentials needed to support those charges available and saved electronically before beginning.

Step 1. Login to the ESA portal using your registered email address and password.



Step 2. Select the Student in which you would like to complete an expense report for, only Q3 2017-2018 and forward will be available in the new format of electronic bank data. Select the quarter to submit under "Expense Report Links".

ESA Applicant Portal	A Home	ESA Calendar		Help 😡	LESA Supervisor -
		The Expense Report Portal is being upgra outstanding Q2 expense report can be sul for your patience.*	ded. The Quarter 3 2017-2018 Expense Report Portal will be available from February 1, 2018 for updating and submissions. Any mittled via portal during this period. If you have any questions, please do not hestate to contact our office at 602.304-1969. Thank you		
		Dear I, Welcome t	o the ESA Applicant Portal.		
		ACTIVE STUDENTS	Link Legend: Past due - needs attention Due soon - needs attention Does not require attention		
			^		
		ADDITIONAL INFO	Expense Report Links (7)		
		Date of Birth	Quarter 1 (2016 - 2017) (Resubmitted) » Quarter 3 (2016 - 2017) (Submitted) »		
		Contract Year	Quarter 2 (2017 - 2018) (Submitted) > Guarter 3 (2017 - 2018) (Unsubmitted) >		
		Application #	Quarter 2 (2016 - 2017) (Approved) »		

Step 3. After clicking on the quarter that you need to submit, you will see all the charges made on you VISA prepaid card up to the date of logging in for that time period. Example: Q3 timeframe: January 1st to March 20<sup>th</sup>. Anything charged after you completely submit your expense report will move to the next reporting period.

			Expense	e Reporting		
Welcome	e	School Year	: 2017 - 2018	Reporting Period: Quarter: 3	January 01, 2018 - March 31,	2018
Application Report Sta	n #: tus: Unsubmitte	d		REMINDER: A portion of the er annually to provide an education	mpowerment scholarship acco on for the qualified student mu	ount monies allocated st be used annually.
				Attention: ESA expense rep your visa card. Please ensur missing you will not be able t ESA Hotline: 602-364-1969.	oorts require a receipt for all lir e you have uploaded all recei to submit the expense report.	ne items/charges to pts. If a receipt is For question, contact
						LExport To PDF
Transaction Date	Transaction Total	Expense/Refund Type	Transaction Method Type	Merchant Name	Vendor / Facility	Status
01/02/2018	220.00	Tutoring Services	Phone, Mail, Internet	PAYPAL		Incomplete
01/06/2018	2,542.38	E Categorize Expense	Phone, Mail, Internet	PAYPAL		Incomplete
01/06/2018	30.70	I Categorize Expense	Phone, Mail, Internet	BARNES&NOBLE.COM- BN		Incomplete
01/07/2018	286.94	I Categorize Expense	Phone, Mail, Internet	Scholastic Education		Incomplete
01/07/2018	9.30	I Categorize Expense €	Phone, Mail, Internet	BARNES&NOBLE.COM- BN		Incomplete
01/07/2018	6.80	E Categorize Expense	Phone, Mail, Internet	BARNES&NOBLE.COM-		Incomplete
01/08/2018	43.61	∷ Categorize Expense	Phone, Mail, Internet	BARNES&NOBLE.COM- BN		Incomplete
01/08/2018	46.83	Categorize Expense	Phone, Mail, Internet	BARNES&NOBLE.COM-		Incomplete
01/09/2018	10.00	Categorize Expense	Phone, Mail, Internet			Incomplete
01/09/2018	10.00	III Categorize Expense	Phone, Mail, Internet	4		Incomplete
01/09/2018	45.00	Categorize Expense	Phone, Mail, Internet			Incomplete
01/09/2018	329.60	E Categorize Expense	Phone, Mail, Internet	PAYPAL		Incomplete
01/09/2018	164.80	Categorize Expense	Phone, Mail, Internet	PAYPAL		Incomplete
01/09/2018	32.00	E Categorize Expense	Phone, Mail, Internet		_	Incomplete
01/09/2018	90.09	E Categorize Expense	Phone, Mail, Internet	BARNES&NOBLE.COM-		Incomplete
01/09/2018	49.70	I Categorize Expense	Phone, Mail, Internet	BARNES&NOBLE.COM- BN		Incomplete
01/10/2018	49.26	E Categorize Expense	Phone, Mail, Internet	BARNES&NOBLE.COM- BN		Incomplete
01/12/2018	19.26	E Categorize Expense	Phone, Mail, Internet	AMAZON.COM AMZN.COM/BILL		Incomplete
01/13/2018	628.60	Categorize Expense	Phone, Mail, Internet			Incomplete
01/17/2018	14.21	I Categorize Expense	Phone, Mail, Internet	BARNES&NOBLE.COM- BN		Incomplete
01/02/2018	400.00	Tutoring Services	Phone, Mail, Internet	PAYPAL *		Complete
01/04/2018	20.00	Tutoring Services	Phone, Mail, Internet	ARIZONA DREAMS GYMNAST	ARIZONA DREAMS GYMNAST	Complete

Total Expenses reported for this period: \$5,049.08

Empowerment Scholarship Account (ESA) Expense Report Portal Guide 2018

Step 4. Click on the Blue "Categorize Expense" button next to the expense you want to categorize. Next, the "Select Expense Type" window pops up. Select by clicking on the correct expense type.

530 Coverdell Plan Assistive Technology Rental Braille Translation Services Curricula and Supplemental Materials Educational and/or Psychological Evaluations Educational Therapies and Services ESA Bank Fees Online Private Program Expenses Paraprofessional Services Postsecondary Institution (College) Expenses Private School Expenses Private School Expenses Public School Tuition Expenses Testing Fees Tutoring Services Vocational / Life Skills Education Other Goods and Services	Select Expense Type	
Assistive Technology Rental Braille Translation Services Curricula and Supplemental Materials Educational and/or Psychological Evaluations Educational Therapies and Services ESA Bank Fees Online Private Program Expenses Paraprofessional Services Postsecondary Institution (College) Expenses Private School Expenses Public School Tuition Expenses Testing Fees Tutoring Services Vocational / Life Skills Education Other Goods and Services	530 Coverdell Plan	
Braille Translation Services Curricula and Supplemental Materials Educational and/or Psychological Evaluations Educational Therapies and Services ESA Bank Fees Online Private Program Expenses Paraprofessional Services Postsecondary Institution (College) Expenses Private School Expenses Public School Tuition Expenses Testing Fees Tutoring Services Vocational / Life Skills Education Other Goods and Services	Assistive Technology Rental	
Curricula and Supplemental Materials Educational and/or Psychological Evaluations Educational Therapies and Services ESA Bank Fees Online Private Program Expenses Paraprofessional Services Postsecondary Institution (College) Expenses Private School Expenses Private School Expenses Public School Tuition Expenses Testing Fees Tutoring Services Vocational / Life Skills Education Other Goods and Services	Braille Translation Services	
Educational and/or Psychological Evaluations Educational Therapies and Services ESA Bank Fees Online Private Program Expenses Paraprofessional Services Postsecondary Institution (College) Expenses Private School Expenses Public School Tuition Expenses Tusting Fees Tutoring Services Vocational / Life Skills Education Other Goods and Services	Curricula and Supplemental Materials	
Educational Therapies and Services ESA Bank Fees Online Private Program Expenses Paraprofessional Services Postsecondary Institution (College) Expenses Private School Expenses Public School Tuition Expenses Tublic School Tuition Expenses Testing Fees Tutoring Services Vocational / Life Skills Education Other Goods and Services	Educational and/or Psychological Evaluations	
ESA Bank Fees Online Private Program Expenses Paraprofessional Services Postsecondary Institution (College) Expenses Private School Expenses Public School Tuition Expenses Testing Fees Tutoring Services Vocational / Life Skills Education Other Goods and Services	Educational Therapies and Services	
Online Private Program Expenses Paraprofessional Services Postsecondary Institution (College) Expenses Private School Expenses Public School Tuition Expenses Testing Fees Tutoring Services Vocational / Life Skills Education Other Goods and Services	ESA Bank Fees	
Paraprofessional Services Postsecondary Institution (College) Expenses Private School Expenses Public School Tuition Expenses Testing Fees Tutoring Services Vocational / Life Skills Education Other Goods and Services	Online Private Program Expenses	
Postsecondary Institution (College) Expenses Private School Expenses Public School Tuition Expenses Testing Fees Tutoring Services Vocational / Life Skills Education Other Goods and Services	Paraprofessional Services	
Private School Expenses Public School Tuition Expenses Testing Fees Tutoring Services Vocational / Life Skills Education Other Goods and Services	Postsecondary Institution (College) Expenses	
Public School Tuition Expenses Testing Fees Tutoring Services Vocational / Life Skills Education Other Goods and Services	Private School Expenses	
Testing Fees Tutoring Services Vocational / Life Skills Education Other Goods and Services	Public School Tuition Expenses	
Tutoring Services Vocational / Life Skills Education Other Goods and Services	Testing Fees	
Vocational / Life Skills Education Other Goods and Services	Tutoring Services	
Other Goods and Services	Vocational / Life Skills Education	
	Other Goods and Services	

Step 5. If Selecting "Tutoring Service" You will need to provide the receipt and credential as you previously were required in the ESA portal expense reports.

Welcome	Scho	ool Year: 2017 - 2018	Quarter: 3 Monday, January 1, 2018 - Saturday, March 3	1, 2018
Student: 、				
Warning: No Receipt has	been uploaded for this Exp	ense Entry		
* indicates a required field				
Fransaction Date	01/06/2018			
Fransaction Method	Phone, Mail, Internet			
/endor / Facility *				
Merchant Name .	PAYPAL			
Fransaction Total	2542.38			
Receipt File *	Select File *Applica	ants can now upload multiple docume	nts/receipts	
Futor Name *				
Applicant Has Verified The Credentials *				
Futor Credential Type *	Select one	~		
Credential Field of Study *				
Futoring Subject *				
			Rave X Cancel	+ Bac
			Save Cancel	🕈 Bac

Empowerment Scholarship Account (ESA) Expense Report Portal Guide 2018

Step 5. Complete the required fields of: Vendor Facility, Tutor Name, Applicant has Verified the Credentials (check the box), Tutor Credential Type, Credential Field of Study and Tutoring Subject. Attach the Receipt with the "Select File" blue button. Then click "Save" button.

	Sabaal Veen 2017 2019	Quarter 2 Mandau January 1 2019, Saturday March 21 2019
Welcome	School fear: 2017 - 2018	Quarter: 5 Monday, January 1, 2016 - Saturday, March 31, 2016
Student:		
Warning: No Receipt ha	s been uploaded for this Expense Entry.	
* indicates a required field		
Transaction Date	01/06/2018	
Transaction Method	Phone, Mail, Internet	
Vendor / Facility *	ESA Tutoring Test	
Merchant Name	PAYPAL	
Transaction Total	2542.38	
Receipt File *	Select File *Applicants can now upload multiple documer	nts/receipts
N .	ESA Receipt.docx remove	
l utor Name *	ESA Professional Tutor	
Applicant Has Verified The Credentials *		
Tutor Credential Type *	Bachelors degree	
Credential Field of Study *	Mathematics	
Tutoring Subject *	Algebra	

Step 6. Select a previous credential from the drop-down list, or upload the Credential for the Tutor by selecting a file from your computer with the "Browse" button. Then click the "Save" button.

Tutor Credent	ial for ESA Professional Tutor	
* indicates a required fir	sid .	
Credential *	Upload New Credential	
Credential File*	H1ESA DOCSICredentiale Browse	
	H1ESA DOCSICredentiale Browse	Rs

Step 7. Your expense is now entered. You can repeat the steps for all expenses, attach all receipts and credentials as required.

Step 8. If an expense already has a pre-populated category, please click on the "Expense/Refund Type" to attach receipt and supporting documents as needed. You will not be able to submit the entire expense report if there are receipts missing.

Step 9. When you have finished, they should all say "complete" under the "status" column. The "Submit Expense Report" green button then becomes available to submit all documentation. Submit your expense report.

			Expen	se Reporting		
Welcome Student:		School Yea	r: 2017 - 2018	Reporting Period: Quarter: 3	January 01, 2018 - March 31, 2	018
Application Report Stat	tus: Unsubmitte	d		REMINDER: A portion of the e annually to provide an educati	empowerment scholarship accou on for the qualified student mus	int monies allocated t be used annually.
				Attention: ESA expense re your visa card. Please ensu missing you will not be able ESA Hotline: 602-364-1969	ports require a receipt for all line re you have uploaded all receip to submit the expense report. F	e llemsicharges to ts. If a receipt is for question, contact
					<b>\$</b> Submit Expense Ro	Export To PDF
Transaction Date	Transaction Total	Expense/Refund Type	Transaction Method Type	Merchant Name	Vendor / Facility	Status
01/02/2018	220.00	Tutoring Services	Phone, Mail, Internet	PAYPAL		Complete
01/02/2018	400.00	Tutoring Services	Phone, Mail, Internet	PAYPAL 1		Complete
01/04/2018	20.00	Tutoring Services	Phone, Mall, Internet	ARIZONA DREAMS GYMNAST	ARIZONA DREAMS GYMNAST	Complete
01/06/2018	2,542.38	Tutoring Services	Phone, Mall, Internet		ESA Tutoring Test	Complete
01/06/2018	30.70	Other Goods and Services	PayPal	BARNES&NOBLE.COM- BN	BARNES&NOBLE.COM- BN	Complete
01/07/2018	286.94	Other Goods and Services	Phone, Mall, Internet	Scholastic Education	Scholastic Education	Complete
01/07/2018	9.30	Other Goods and Services	Phone, Mail, Internet	BARNES&NOBLE.COM- BN	BARNES&NOBLE.COM- BN	Complete
01/07/2018	6.80	Other Goods and Services	Phone, Mail, Internet	BARNES&NOBLE.COM- BN	BARNES&NOBLE.COM- BN	Complete
01/08/2018	43.61	Other Goods and Services	Phone, Mail, Internet	BARNES&NOBLE.COM- BN	BARNES&NOBLE.COM- BN	Complete
01/08/2018	46.83	Other Goods and Services	Phone, Mall, Internet	BARNES&NOBLE.COM- BN	BARNES&NOBLE.COM- BN	Complete
01/09/2018	10.00	Curricula and Supplemental Materials	Phone, Mail, Internet			Complete
01/09/2018	10.00	Curricula and Supplemental Materials	Phone, Mail, Internet			Complete
01/09/2018	45.00	Tutoring Services	Phone, Mall, Internet			Complete
01/09/2018	329.60	Other Goods and Services	Phone, Mall, Internet	PAYPAL		Complete
01/09/2018	164.80	Tutoring Services	Phone, Mall, Internet	PAYPAL		Complete
01/09/2018	32.00	Curricula and Supplemental Materials	Phone, Mail, Internet			Complete
01/09/2018	90.09	Other Goods and Services	Phone, Mail, Internet	BARNES&NOBLE.COM- BN	BARNES&NOBLE.COM- BN	Complete
01/09/2018	49.70	Other Goods and	Phone, Mail, Internet	BARNES&NOBLE.COM- BN	BARNES&NOBLE.COM- BN	Complete
01/10/2018	49.26	Other Goods and Services	Phone, Mail, Internet	BARNES&NOBLE.COM- BN	BARNES&NOBLE.COM- BN	Complete
01/12/2018	19.26	Other Goods and Services	Phone, Mail, Internet	AMAZON.COM AMZN.COM/BILL	AMAZON.COM AMZN.COM/BILL	Complete
01/13/2018	628.60	Other Goods and Services	Phone, Mail, Internet			Complete
01/17/2018	14.21	Other Goods and Services	Phone, Mall, Internet	BARNES&NOBLE.COM- BN	BARNES&NOBLE.COM- BN	Complete
				Total B	Expenses reported for th	is period: \$5,049.08

## Empowerment Scholarship Account (ESA) Expense Report Portal Guide 2018

Step 10. Complete the Verification Form, this should pop up after you click the "submit" button. Check all three boxes, type your name in the "Signature of Parent/Guardian of Qualified Student" box and click the "Submit Expense Report" button. You will receive a confirmation email to confirm the expense report has been completely submitted.

Provide any	y adaptina memation you wan to source with your expense report. (opininaly
	Enter Comment
VERIFY TH	
	HAT YOU HAVE READ AND UNDERSTOOD THE FOLLOWING:
Pursuant to	HAT YOU HAVE READ AND UNDER STOOD THE FOLLOWING: io Arizona Revised Statutes § 15-2420 & 15-2430, as the ESA contract holder, I certify that:
Pursuant to	HAT YOU HAVE READ AND UNDER \$TOOD THE FOLLOWING: to Artzona Revised Statutes § 15-2402 & 15-2403, as the ESA contrast holder, I certify that: All funds have been spent for the lawful benefit of the qualified student as authorized in Section 3 of the Empowerment Scholarship Agreement.
Pursuant to	NAT YOU HAVE READ AND UNDERSTOOD THE FOLLOWING: to Artzona Revised Statules § 15-2402 & 15-2403, as the ESA contract horder, I certify that: All funds have been spent for the lawful benefit of the qualified student as authorized in Section 3 of the Empowerment Scholarship Agreement. I understand that the Artzona Department of Education is authorized to audit all expenditures and may:
Pursuant to	HAT YOU HAVE READ AND UNDERSTOOD THE FOLLOWING: to Artzona Revised Statules § 15-2402 & 15-2403, as the ESA contract holder, I certify that: All funds have been spent for the lawful benefit of the qualified student as authorized in Section 3 of the Empowerment Scholarship Agreement. I understand that the Artzona Department of Education is authorized to audit all expenditures and may: a. Surgend an SeA account or remove a parent for mespending:
Pursuant to	HAT YOU HAVE READ AND UNDER \$TOOD THE FOLLOWING: to Artzona Revised Statules § 15-2402 & 15-2403, as the ESA contract holder, I certify that: All funds have been spent for the lawful benefit of the qualified student as authorized in Section 3 of the Empowerment Scholarship Agreement. I understand that the Artzona Department of Education is authorized to audit all expenditures and may: a. Suspend an ESA account or remove a parent for misspending: b. Require register of the Section before releasing additional monies;
Pursuant to	HAT YOU HAVE READ AND UNDER \$TOOD THE FOLLOWING: to Artzona Revised Statules § 15-2402 & 15-2403, as the ESA contract holder, I certify that: All funds have been spent for the lawful benefit of the qualified student as authorized in Section 3 of the Empowerment Scholarship Agreement. I understand that the Artzona Department of Education is authorized to audit all expenditures and may: a. Suspend an ESA account or remove a parent for misopending: b. Require regenerator of memory and before reasing additional monies; c. Refer gross misopending for further investigation to the Attorney Generals' Office that may result in a civil judgment or ortiminal indictment.
Pursuant to	NAT YOU HAVE READ AND UNDER \$TOOD THE FOLLOWING: to Artzona Revised Statules § 15-2402 & 15-2403, as the ESA contract horder, I certify that: Al funds have been spent for the laviful benefit of the qualified student as authorized in Section 3 of the Empowerment Scholarship Agreement. I understand that the Artzona Department of Education is authorized to audit all expenditures and may: a. Suspend an ESA account or remove a parent for misspending; b. Require repayment of misspent funds before releasing additional monies; c. Refer gross misspending for further investigation to the Attorney Generate' Office that may result in a civil judgment or chrisnal indictment. I understand til is a violation of ESA policy to retain the services of a family member or ESA card holder as a therapiat, futor or aide.
	HAT YOU HAVE READ AND UNDER \$TOOD THE FOLLOWING: to Atzona Revised Statutes § 15-2402 & 15-2403, as the ESA contract horder, I certify that: All funds have been spent for the lawful benefit of the qualified student as authorized in Section 3 of the Empowerment Scholarship Agreement. I understand that the Arzona Department of Education is authorized to audit all expenditures and may: a. Suspend an ESA account or remove a parent for misspending: b. Require repayment of misspent funds before releasing additional monies; c. Refer gross misspending for further investigation to the Attorney Generate' Office that may result in a civil judgment or oriminal indictment. I understand til is a violation of ESA policy to retain the services of a family member or ESA card holder as a therapist, futor or aide.

## Success

Thank you for submitting your Empowerment Scholarship Account (ESA) Expense Report.

A decision regarding your expense report, or a request for additional information, will be sent to you via email once your expense report has been processed.

Confirmation of your Expense Report submission has also been emailed to the email address you provided on your application.

If you have any questions, please do not hesitate to contact ESA Staff at 602-364-1969.

