

# Online Expense Portal

## QUICK REFERENCE GUIDE

### REGISTRATION

Dear Applicant,  
Welcome to Empowerment Scholarship Account (ESA) Online Portal

Have you already registered for the ESA Portal?

[Yes - Take me to the Login screen »](#) [No - Create my account »](#) **1**

*Note: If you are a Parent/Guardian of more than one ESA Student, you only need to register once.*

1) Select **No – Create my account** if this is your first time registering for the Applicant Portal

- If you registered for a different student, select **Yes – Take me to the Login screen** to login into your account. Only one account is required for applicants with multiple students.
  - You do not have to register again when adding a new student to the ESA program

Application Check

If you know your ESA Application #, please enter it below and click Submit.

If you don't know your ESA Application #, enter the Parent and Student below and click Submit.

**2 a** ESA Application #:  [Submit](#) **3**

OR

**2b** PARENT DETAILS:

First Name\*  Last Name\*

Date of Birth\*  MM/DD/YYYY

STUDENT DETAILS:

First Name\*  Last Name\*

Date of Birth\*  MM/DD/YYYY

[Reset](#) [Submit](#) **3**

2a) Enter your ESA application number

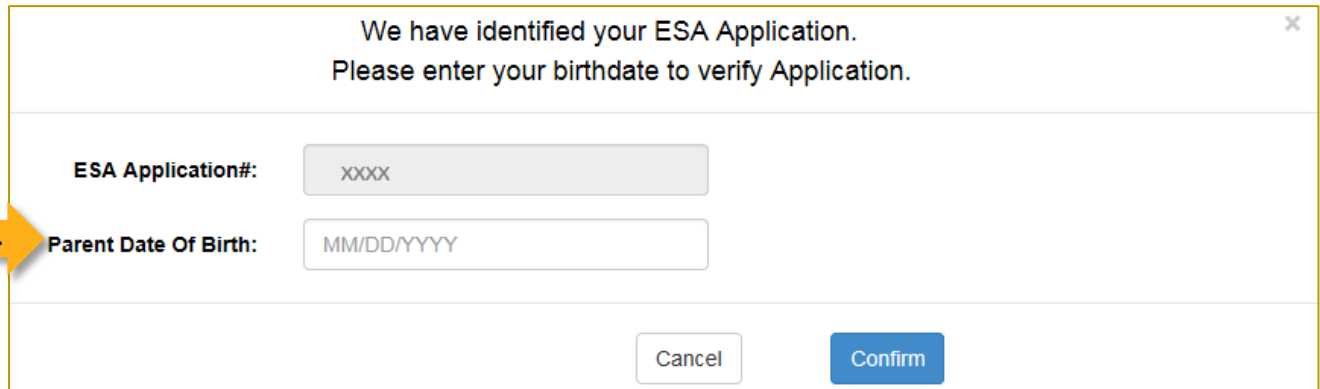
- If you don't know your application number, proceed to Step 2b

2b) Complete the Parent Details and Student Details using the information that was entered on the application

3) Click **Submit**

## APPLICATION NUMBER VERIFICATION

The following window only displays if you are creating your account using the **application number**:



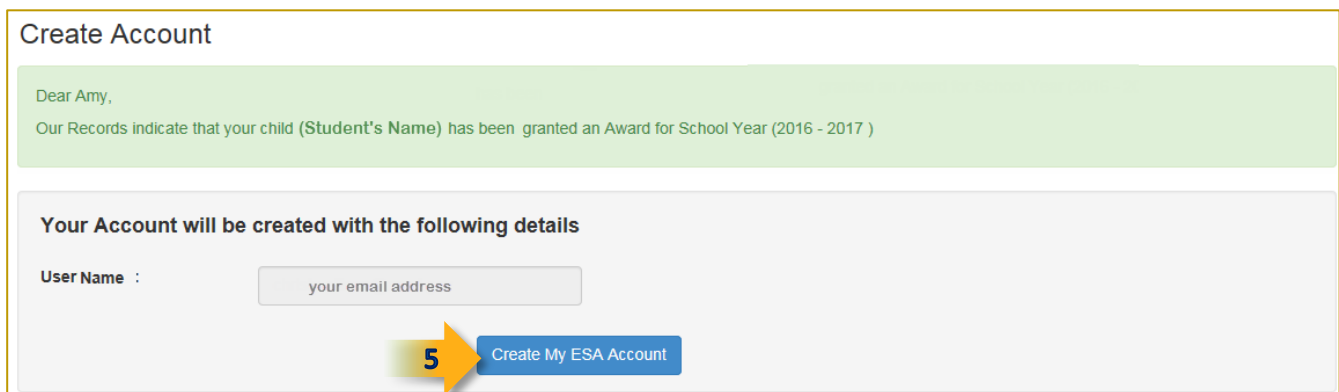
We have identified your ESA Application.  
Please enter your birthdate to verify Application.

ESA Application#: XXXX

4 Parent Date Of Birth: MM/DD/YYYY

Cancel Confirm

4) Enter your **birthdate** to confirm that you are the applicant and click **Confirm**



Create Account

Dear Amy,  
Our Records indicate that your child (Student's Name) has been granted an Award for School Year (2016 - 2017 )

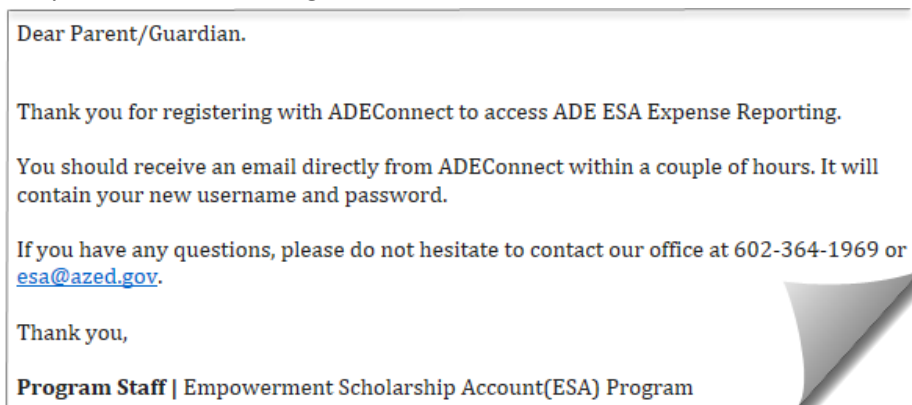
Your Account will be created with the following details

User Name : your email address

5 Create My ESA Account

5) Click **Create My ESA Account**

- Your username for the account will be the email address that is on file with ESA (and automatically entered into the **User Name** field)
- You will quickly receive the following email:



Dear Parent/Guardian.

Thank you for registering with ADEConnect to access ADE ESA Expense Reporting.

You should receive an email directly from ADEConnect within a couple of hours. It will contain your new username and password.

If you have any questions, please do not hesitate to contact our office at 602-364-1969 or [esa@azed.gov](mailto:esa@azed.gov).

Thank you,

Program Staff | Empowerment Scholarship Account(ESA) Program

A few hours later you will receive a follow-up email with link and temporary password. You will be prompted to select a new password after the initial login to the system.