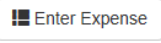


Online Expense Portal

QUICK REFERENCE GUIDE

SELECTING AN EXPENSE CATEGORY

Click  to begin an expense entry, and choose a category from the pop-menu (shown below):



Select Expense Type

- 530 Coverdell Plan
- Assistive Technology Rental *
- 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
- Testing Fees
- Tutoring Services
- Vocational / Life Skills Education *

Back

* Items marked with an asterisk are specific to students with disabilities and are covered on [Page 2](#).

- **530 Coverdell Plan:** Direct deposits into a 530 account. Please note that transferring money from a 529 is not allowed.
- **Curricula and Supplemental Materials:** Select this option for:
 - Curricula purchased with or without out supplemental materials
 - Supplemental materials for previously-purchased curricula that is already entered into the system
 - Supplemental materials for previously-purchased curricula that is not entered into the system
- **ESA Bank Fees:** Fees accrued when obtaining a replacement ESA card
- **Online Private Program Expenses:** Classes at a private-online school or program
- **Postsecondary Institution Expenses:** Attendance at a college, community college, or trade school
- **Private School Expenses:** Tuition, books, fees, and uniforms paid directly to a private school
- **Public School Tuition Expenses:** Tuition for programs or activities hosted by a public school
- **Testing Fees:** College admissions testing fees (e.g. SAT or ACT) or purchased practice tests for a future testing date
- **Tutoring Services:** Teaching services provided by an accredited and qualified person or provider

STUDENTS WITH DISABILITIES - ADDITIONAL CATEGORIES

Select Expense Type

- 530 Coverdell Plan
- Assistive Technology Rental *
- 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
- Testing Fees
- Tutoring Services
- Vocational / Life Skills Education *

Back

The following expense categories are only available to students with disabilities:

- **Assistive Technology Rental:** Rental fees for assistive technology that is required in order to complete educational courses
- **Educational Therapies and Services:** Educational therapies or services specific to student’s individual educational needs (speech therapy, occupational therapy, music therapy, etc.)
- **Paraprofessional Services:** Services from a qualified paraprofessional
- **Vocational / Life Skills Education:** Classes required for basic day-to-day functioning