## Uploading Debit Card Receipts and other Documentation

1. Access the ClassWallet homepage by clicking on the blue button inside your ESA Portal.
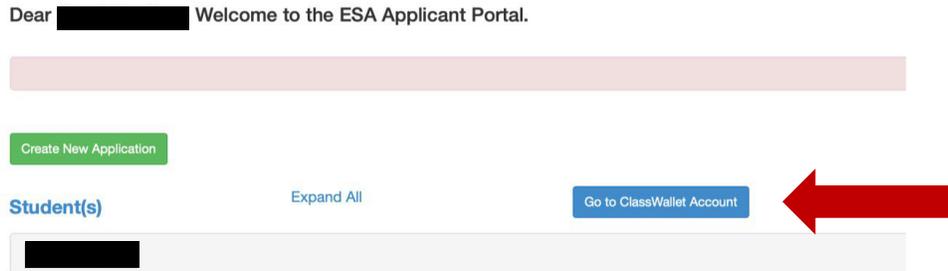


2. Transactions that are missing documentation are visible on the ClassWallet homepage, under the heading **"Action Required"**. Documentation can include a receipt or invoice, as well as certification if you're paying a tutor or therapist. If you are purchasing a supplemental item, you will also need to include the curriculum showing that the item is required or recommended! For more information on purchasing supplemental items that require curriculum, the ***ESA Parent Handbook*** is a great resource!

   ***NOTE:*** *As you'll see below, once you upload the first document, you will be given the option to continue uploading additional documents.*
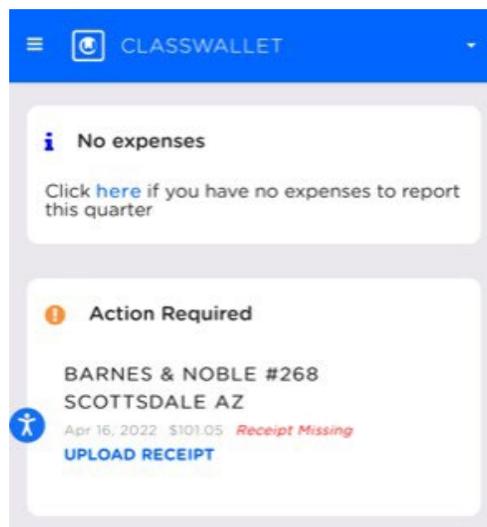
3. Click to enter the transaction and select the appropriate category.  You can select more than one category if you need to!



4. Now you'll be given the option to upload documentation.  After uploading the first document, you'll see you have the option to upload additional documents.  You can upload screenshots, JPGs, PDFs, etc.  If necessary, use the "Notes" section to include any links.

5.  Click the gray box with the arrow to upload each additional document and then click "save".  Repeat the process until you've uploaded all of your documents.  **That's it!**