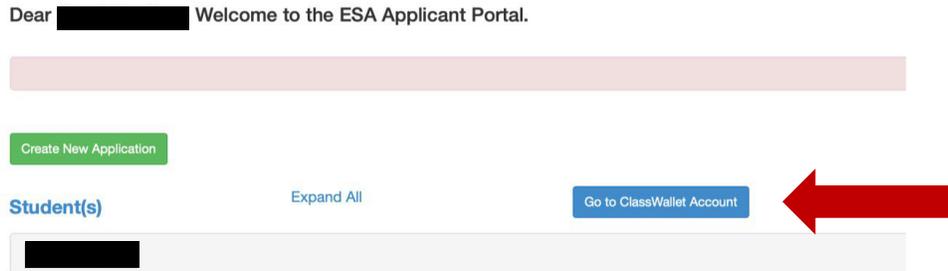


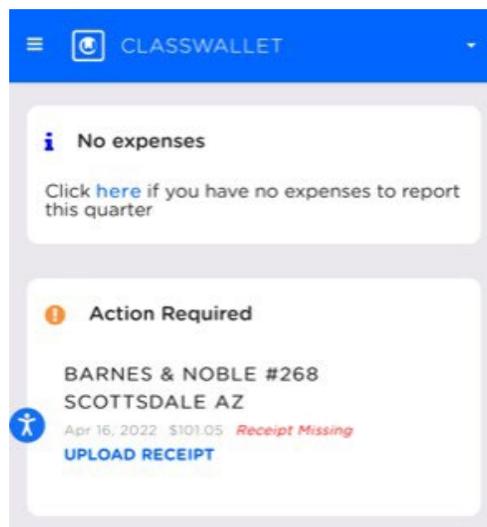
Uploading Debit Card Receipts and other Documentation

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!

The screenshot shows the CLASSWALLET interface for entering a transaction. At the top, there's a blue header with the CLASSWALLET logo. Below it, the 'Transaction Details' section shows: BARNES & NOBLE #268, SCOTTSDALE AZ, 16/04/2022 01:58 am, and \$101.05. The 'Purse' is listed as 'Arizona - ESA'. There are input fields for 'Work Order #' and 'Other Reference'. The 'Category Codes' section is highlighted with a red arrow and contains three selected categories: 'Educational Materials/Items', 'Reading Books', and 'Supplemental Material (required or r...'. At the bottom, there's a 'Notes' section with an 'Optional' label and a 'Chat with an Expert' button.

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.

The screenshot shows the CLASSWALLET interface for uploading a receipt. At the top, there's a blue header with the CLASSWALLET logo. Below it, there's a 'Select categories' input field. The 'Notes' section is highlighted with a red arrow and contains an 'Optional' label. Below the notes is a 'Receipt' section, which is highlighted with a red arrow. It features a dashed box containing an upload icon, the text 'Upload your receipts here', and a 'BROWSE' button. At the bottom, there are 'SAVE' and 'CANCEL' buttons.

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!**

