



Dear ESA Parent,

Welcome! As your student gets started in the ESA program, we hope you'll find the following information helpful.

What's Next?

Your student's ClassWallet account will be set up and funded. ClassWallet is a third-party vendor and the ESA Program's payment platform; **it is how you will make purchases and spend your student's ESA funds.**

NOTE: It typically takes approximately 3 weeks after signing the ESA contract to set up and fund your student's account in ClassWallet. You will receive an email from ClassWallet when funds have been deposited.

Accessing ClassWallet

To access your student's ClassWallet account, log into your ESA Applicant Portal. Once logged in, select the blue button that says, "**Go to ClassWallet Account**". The link will take you directly to the ClassWallet portal, no additional sign in necessary!

Create New Application

Student(s)

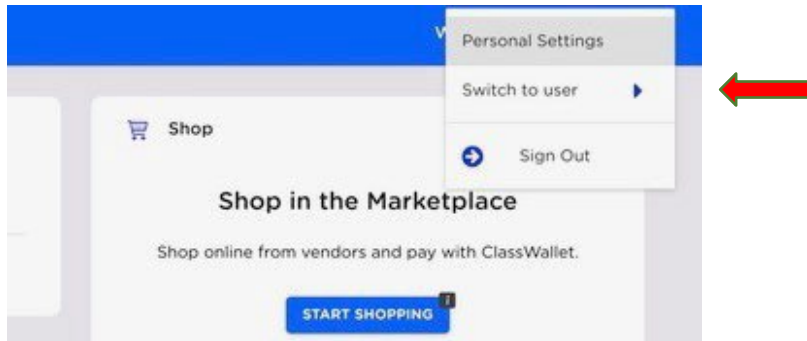
Expand All

Go to ClassWallet Account

Multiple Children with ESA Funds:

If you have multiple children receiving ESA funds, you can log in once and switch between your children's accounts on the ClassWallet homepage.

At the top right, click on the "**Welcome**" drop-down menu. Select "**Switch to user**" and your participating children will be listed. If you do not see multiple students, please contact ClassWallet at help@classwallet.com



NOTE: Please be mindful when submitting purchase requests, that you are selecting the correct student. You can view additional step-by-step instructions at [Switch Child Accounts](#).

Making Purchases

Your student's ESA funds can be used for more than just private school tuition. You can purchase many educational items like, reading books, textbooks, flashcards, educational games and more!

We have a **searchable database of allowable items** at [ESA Allowable Items | Arizona Department of Education \(azed.gov\)](#).

Also, make sure to review the [ESA Parent Handbook](#) available on our website.

There are 4 ways you can use your ESA funds through ClassWallet:

1. Shop in the Marketplace

You can place orders with various online vendors within the ClassWallet Marketplace.

Start by selecting the **"Start Shopping"** tab on the ClassWallet homepage (see screenshot on page 3).

- For a more detailed article click [here](#)
- For a video tutorial click [here](#)

2. Pay Schools and Service Providers

If your child's school and/or service providers are registered in ClassWallet, you can find them by clicking on the **"Pay Vendor"** tab on the ClassWallet homepage (see screenshot on page 3).

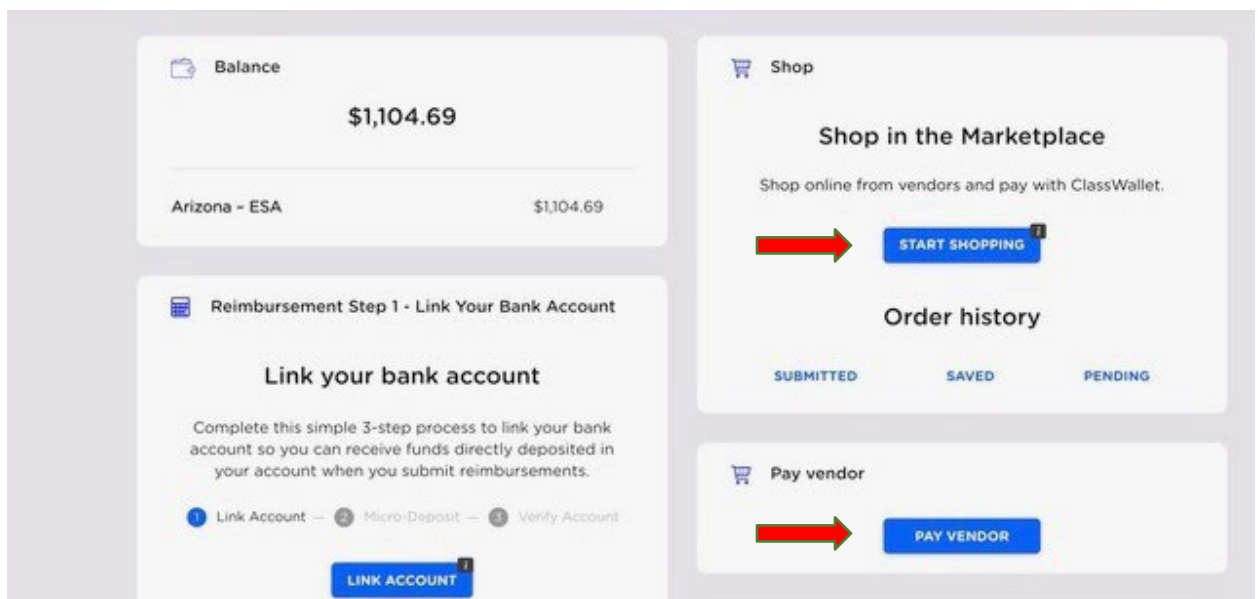


You can make payments for tuition, private school expenses, tutors, paraprofessionals, purchase uniforms, and more right through the ClassWallet portal.

NOTE: To submit a payment, you'll need to upload your invoice, statement, or other supporting document (PDF, JPEG or PNG format).

- For a more detailed article, click [here](#)
- For a video tutorial, click [here](#)

NOTE: If your school or vendor isn't already registered in ClassWallet, they can get started at [Arizona Department of Education Service Provider Registration](#)



3. Reimbursement Option

If your educational vendor, provider, or school is not currently set up in ClassWallet, there is a reimbursement option available.

- To learn more about reimbursement click [here](#)
- For a video tutorial click [here](#)



4. ClassWallet PrePaid Debit Card

For additional flexibility and to be able to make purchases outside of the ClassWallet marketplace, ClassWallet offers a debit card. **To request a debit card, contact ClassWallet directly.** There is a \$10 one-time fee for the debit card. Please review the [Debit Card FAQ](#), as well as our [step-by-step guide](#) to uploading receipts.

NOTES: *Your card will be deactivated after 20 transactions if receipts are not uploaded. A short video with step-by-step instructions is available at [How to Use the ClassWallet Debit Card - YouTube](#).*

As part of the contract between ClassWallet and The Arizona State Treasurer, the debit card does have limitations and certain MCC codes are restricted, including those codes associated with private schools. Private school payments can be made through ClassWallet Pay Vendor or via reimbursement. **More information on MCC codes is available beginning on page 35 of the [ESA Parent Handbook](#).**

Using the ADE HelpDesk

The ADE HelpDesk is a way for you to easily communicate with any member of the ESA team. It is a self-service portal that allows you to simply submit and track your requests or questions. **First-time users need to follow a one-time [HelpDesk registration process](#).**

Contact ClassWallet

Phone: 1-877-969-5536

Email: help@classwallet.com

- Monday through Friday 8 AM to 8 PM (Eastern time)
- Saturday 10 AM to 4 PM (Eastern time)

There are helpful tutorials, step-by-step videos and FAQs available anytime at [How to Use Your ClassWallet Funds - YouTube](#).



Questions?

If you have any questions, feel free to reach out to our team at 602-364-1969 or visit our website at www.azed.gov/esa

We are happy to help!

The ESA Team