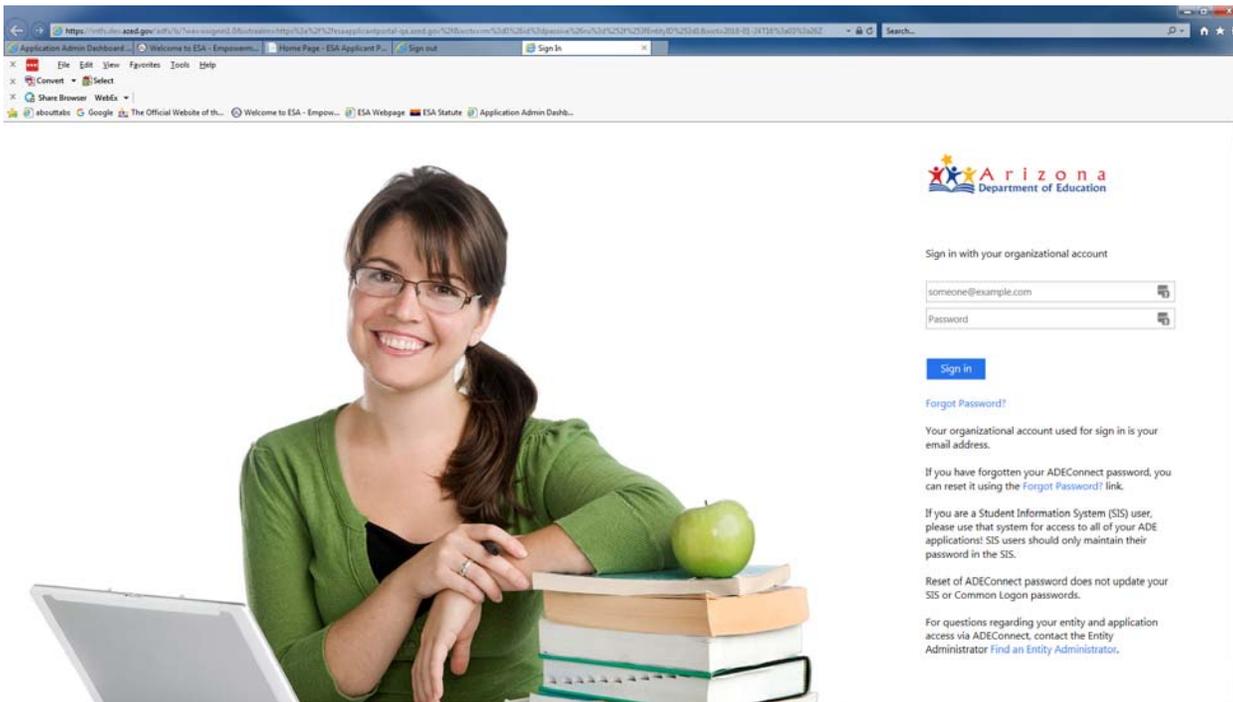


# Empowerment Scholarship Account (ESA) Expense Report Portal Guide 2018

Dear Parents,

Before starting your expense report, it might be helpful to have your bank statement handy for referencing any transactions that show in the electronic bank data as charges from your VISA prepaid card. In addition, if you are submitting your expense report through the portal, please ensure you have all receipts and credentials needed to support those charges available and saved electronically before beginning.

Step 1. Login to the ESA portal using your registered email address and password.



Step 2. Select the Student in which you would like to complete an expense report for, only Q3 2017-2018 and forward will be available in the new format of electronic bank data. Select the quarter to submit under “Expense Report Links”.



## Empowerment Scholarship Account (ESA) Expense Report Portal Guide 2018

Step 3. After clicking on the quarter that you need to submit, you will see all the charges made on you VISA prepaid card up to the date of logging in for that time period. Example: Q3 timeframe: January 1st to March 20<sup>th</sup>. Anything charged after you completely submit your expense report will move to the next reporting period.

Expense Reporting

Welcome [REDACTED]

Student: [REDACTED]

Application #: [REDACTED]

Report Status: Unsubmitted

School Year: 2017 - 2018

Reporting Period: Quarter: 3 January 01, 2018 - March 31, 2018

**REMINDER:** A portion of the empowerment scholarship account monies allocated annually to provide an education for the qualified student must be used annually.

**Attention:** ESA expense reports require a receipt for all line items/charges to your visa card. Please ensure you have uploaded all receipts. If a receipt is missing you will not be able to submit the expense report. For question, contact ESA Hotline: 802-364-1989.

[Export To PDF](#)

Transaction Date	Transaction Total	Expense/Refund Type	Transaction Method Type	Merchant Name	Vendor / Facility	Status
01/02/2018	220.00	Tutoring Services	Phone, Mail, Internet	PAYPAL [REDACTED]		Incomplete
01/06/2018	2,542.38	<a href="#">Categorize Expense</a>	Phone, Mail, Internet	PAYPAL [REDACTED]		Incomplete
01/06/2018	30.70	<a href="#">Categorize Expense</a>	Phone, Mail, Internet	BARNES&NOBLE.COM-BN		Incomplete
01/07/2018	288.94	<a href="#">Categorize Expense</a>	Phone, Mail, Internet	Scholastic Education		Incomplete
01/07/2018	9.30	<a href="#">Categorize Expense</a>	Phone, Mail, Internet	BARNES&NOBLE.COM-BN		Incomplete
01/07/2018	6.80	<a href="#">Categorize Expense</a>	Phone, Mail, Internet	BARNES&NOBLE.COM-BN		Incomplete
01/08/2018	43.61	<a href="#">Categorize Expense</a>	Phone, Mail, Internet	BARNES&NOBLE.COM-BN		Incomplete
01/08/2018	46.83	<a href="#">Categorize Expense</a>	Phone, Mail, Internet	BARNES&NOBLE.COM-BN		Incomplete
01/09/2018	10.00	<a href="#">Categorize Expense</a>	Phone, Mail, Internet	[REDACTED]		Incomplete
01/09/2018	10.00	<a href="#">Categorize Expense</a>	Phone, Mail, Internet	[REDACTED]		Incomplete
01/09/2018	45.00	<a href="#">Categorize Expense</a>	Phone, Mail, Internet	[REDACTED]		Incomplete
01/09/2018	329.60	<a href="#">Categorize Expense</a>	Phone, Mail, Internet	PAYPAL [REDACTED]		Incomplete
01/09/2018	164.80	<a href="#">Categorize Expense</a>	Phone, Mail, Internet	PAYPAL [REDACTED]		Incomplete
01/09/2018	32.00	<a href="#">Categorize Expense</a>	Phone, Mail, Internet	[REDACTED]		Incomplete
01/09/2018	90.09	<a href="#">Categorize Expense</a>	Phone, Mail, Internet	BARNES&NOBLE.COM-BN		Incomplete
01/09/2018	49.70	<a href="#">Categorize Expense</a>	Phone, Mail, Internet	BARNES&NOBLE.COM-BN		Incomplete
01/10/2018	49.26	<a href="#">Categorize Expense</a>	Phone, Mail, Internet	BARNES&NOBLE.COM-BN		Incomplete
01/12/2018	19.26	<a href="#">Categorize Expense</a>	Phone, Mail, Internet	AMAZON.COM AMZN.COM/BILL		Incomplete
01/13/2018	628.60	<a href="#">Categorize Expense</a>	Phone, Mail, Internet	[REDACTED]		Incomplete
01/17/2018	14.21	<a href="#">Categorize Expense</a>	Phone, Mail, Internet	BARNES&NOBLE.COM-BN		Incomplete
01/02/2018	400.00	Tutoring Services	Phone, Mail, Internet	PAYPAL [REDACTED]		Complete
01/04/2018	20.00	Tutoring Services	Phone, Mail, Internet	ARIZONA DREAMS GYMNAST	ARIZONA DREAMS GYMNAST	Complete
Total Expenses reported for this period: \$5,049.08						

## Empowerment Scholarship Account (ESA) Expense Report Portal Guide 2018

Step 4. Click on the Blue “Categorize Expense” button next to the expense you want to categorize. Next, the “Select Expense Type” window pops up. Select by clicking on the correct expense type.

Select Expense Type

- 530 Coverdell Plan
- Assistive Technology Rental
- Braille Translation Services
- Curricula and Supplemental Materials
- Educational and/or Psychological Evaluations
- 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
- Other Goods and Services

Back

Step 5. If Selecting “Tutoring Service” You will need to provide the receipt and credential as you previously were required in the ESA portal expense reports.

Tutoring Service Expense Entry

Welcome [redacted] School Year: 2017 - 2018 Quarter: 3 Monday, January 1, 2018 - Saturday, March 31, 2018

Student: [redacted]

**Warning: No Receipt has been uploaded for this Expense Entry.**

*\* indicates a required field*

Transaction Date: 01/06/2018

Transaction Method: Phone, Mail, Internet

Vendor / Facility \*:

Merchant Name: PAYPAL [redacted]

Transaction Total: 2542.38

Receipt File \* [Select File](#) *\*Applicants can now upload multiple documents/receipts*

Tutor Name \*:

Applicant Has Verified The Credentials \*

Tutor Credential Type \* Select one

Credential Field of Study \*:

Tutoring Subject \*:

Save Cancel Back

## Empowerment Scholarship Account (ESA) Expense Report Portal Guide 2018

Step 5. Complete the required fields of: Vendor Facility, Tutor Name, Applicant has Verified the Credentials (check the box), Tutor Credential Type, Credential Field of Study and Tutoring Subject. Attach the Receipt with the “Select File” blue button. Then click “Save” button.

**Tutoring Service Expense Entry**

Welcome [REDACTED] School Year: 2017 - 2018 Quarter: 3 Monday, January 1, 2018 - Saturday, March 31, 2018  
Student: [REDACTED]

**Warning: No Receipt has been uploaded for this Expense Entry.**

\* indicates a required field

Transaction Date	<input type="text" value="01/06/2018"/>
Transaction Method	<input type="text" value="Phone, Mail, Internet"/>
Vendor / Facility *	<input type="text" value="ESA Tutoring Test"/>
Merchant Name	<input type="text" value="PAYPAL [REDACTED]"/>
Transaction Total	<input type="text" value="2542.38"/>
Receipt File *	<input type="button" value="Select File"/> *Applicants can now upload multiple documents/receipts <input type="text" value="ESA Receipt.docx"/> <a href="#">remove</a>
Tutor Name *	<input type="text" value="ESA Professional Tutor"/>
Applicant Has Verified The Credentials *	<input type="checkbox"/>
Tutor Credential Type *	<input type="text" value="Bachelors degree"/>
Credential Field of Study *	<input type="text" value="Mathematics"/>
Tutoring Subject *	<input type="text" value="Algebra"/>

Step 6. Select a previous credential from the drop-down list, or upload the Credential for the Tutor by selecting a file from your computer with the “Browse” button. Then click the “Save” button.

**Tutor Credential for ESA Professional Tutor**

\* indicates a required field

Credential *	<input type="text" value="Upload New Credential"/>
Credential File *	<input type="text" value="H:\ESA DOCS\Credentia..."/> <input type="button" value="Browse..."/>

Step 7. Your expense is now entered. You can repeat the steps for all expenses, attach all receipts and credentials as required.

Step 8. If an expense already has a pre-populated category, please click on the “Expense/Refund Type” to attach receipt and supporting documents as needed. You will not be able to submit the entire expense report if there are receipts missing.

# Empowerment Scholarship Account (ESA) Expense Report Portal Guide 2018

Step 9. When you have finished, they should all say “complete” under the “status” column. The “Submit Expense Report” green button then becomes available to submit all documentation. Submit your expense report.

**Expense Reporting**

Welcome: [REDACTED]      School Year: 2017 - 2018      Reporting Period: Quarter: 3 January 01, 2018 - March 31, 2018

Student: [REDACTED]

Application #: [REDACTED]      **REMINDER:** A portion of the empowerment scholarship account monies allocated annually to provide an education for the qualified student must be used annually.

Report Status: Unsubmitted

**Attention:** ESA expense reports require a receipt for all line items/charges to your visa card. Please ensure you have uploaded all receipts. If a receipt is missing you will not be able to submit the expense report. For question, contact ESA Hotline: 602-364-1969.

Submit Expense Report
Export To PDF

Transaction Date	Transaction Total	Expense/Refund Type	Transaction Method Type	Merchant Name	Vendor / Facility	Status
01/02/2018	220.00	Tutoring Services	Phone, Mail, Internet	PAYPAL	[REDACTED]	Complete
01/02/2018	400.00	Tutoring Services	Phone, Mail, Internet	PAYPAL	[REDACTED]	Complete
01/04/2018	20.00	Tutoring Services	Phone, Mail, Internet	ARIZONA DREAMS GYMNAST	ARIZONA DREAMS GYMNAST	Complete
01/05/2018	2,542.38	Tutoring Services	Phone, Mail, Internet	PAYPAL	ESA Tutoring Test	Complete
01/05/2018	30.70	Other Goods and Services	PayPal	BARNES&NOBLE.COM-BN	BARNES&NOBLE.COM-BN	Complete
01/07/2018	286.94	Other Goods and Services	Phone, Mail, Internet	Scholastic Education	Scholastic Education	Complete
01/07/2018	9.30	Other Goods and Services	Phone, Mail, Internet	BARNES&NOBLE.COM-BN	BARNES&NOBLE.COM-BN	Complete
01/07/2018	6.80	Other Goods and Services	Phone, Mail, Internet	BARNES&NOBLE.COM-BN	BARNES&NOBLE.COM-BN	Complete
01/08/2018	43.61	Other Goods and Services	Phone, Mail, Internet	BARNES&NOBLE.COM-BN	BARNES&NOBLE.COM-BN	Complete
01/08/2018	46.83	Other Goods and Services	Phone, Mail, Internet	BARNES&NOBLE.COM-BN	BARNES&NOBLE.COM-BN	Complete
01/09/2018	10.00	Curricula and Supplemental Materials	Phone, Mail, Internet	[REDACTED]	[REDACTED]	Complete
01/09/2018	10.00	Curricula and Supplemental Materials	Phone, Mail, Internet	[REDACTED]	[REDACTED]	Complete
01/09/2018	45.00	Tutoring Services	Phone, Mail, Internet	[REDACTED]	[REDACTED]	Complete
01/09/2018	329.60	Other Goods and Services	Phone, Mail, Internet	PAYPAL	[REDACTED]	Complete
01/09/2018	164.80	Tutoring Services	Phone, Mail, Internet	PAYPAL	[REDACTED]	Complete
01/09/2018	32.00	Curricula and Supplemental Materials	Phone, Mail, Internet	[REDACTED]	[REDACTED]	Complete
01/09/2018	90.09	Other Goods and Services	Phone, Mail, Internet	BARNES&NOBLE.COM-BN	BARNES&NOBLE.COM-BN	Complete
01/09/2018	49.70	Other Goods and Services	Phone, Mail, Internet	BARNES&NOBLE.COM-BN	BARNES&NOBLE.COM-BN	Complete
01/10/2018	49.26	Other Goods and Services	Phone, Mail, Internet	BARNES&NOBLE.COM-BN	BARNES&NOBLE.COM-BN	Complete
01/12/2018	19.26	Other Goods and Services	Phone, Mail, Internet	AMAZON.COM	AMAZON.COM	Complete
01/13/2018	628.60	Other Goods and Services	Phone, Mail, Internet	AMZN.COM/BILL	AMZN.COM/BILL	Complete
01/17/2018	14.21	Other Goods and Services	Phone, Mail, Internet	BARNES&NOBLE.COM-BN	BARNES&NOBLE.COM-BN	Complete

Total Expenses reported for this period: \$5,049.08

## Empowerment Scholarship Account (ESA) Expense Report Portal Guide 2018

Step 10. Complete the Verification Form, this should pop up after you click the “submit” button. Check all three boxes, type your name in the “Signature of Parent/Guardian of Qualified Student” box and click the “Submit Expense Report” button. You will receive a confirmation email to confirm the expense report has been completely submitted.

### Empowerment Scholarship Account Expenditure - Verification Form

Provide any additional information you wish to submit with your expense report. (Optional)

Enter Comment

VERIFY THAT YOU HAVE READ AND UNDERSTOOD THE FOLLOWING:

Pursuant to Arizona Revised Statutes § 15-2402 & 15-2403, as the ESA contract holder, I certify that:

- All funds have been spent for the lawful benefit of the qualified student as authorized in Section 3 of the Empowerment Scholarship Agreement.
- I understand that the Arizona Department of Education is authorized to audit all expenditures and may:
  - a. Suspend an ESA account or remove a parent for misspending;
  - b. Require repayment of misspent funds before releasing additional monies;
  - c. Refer gross misspending for further investigation to the Attorney General's Office that may result in a civil judgment or criminal indictment.
- I understand it is a violation of ESA policy to retain the services of a family member or ESA card holder as a therapist, tutor or aide.

Signature of Parent/Guardian of Qualified Student

01/24/2018  
Date

✔ Submit Expense Report

✖ Cancel

## Success

Thank you for submitting your Empowerment Scholarship Account (ESA) Expense Report.

A decision regarding your expense report, or a request for additional information, will be sent to you via email once your expense report has been processed.

Confirmation of your Expense Report submission has also been emailed to the email address you provided on your application.

If you have any questions, please do not hesitate to contact ESA Staff at 602-364-1969.

[View Report](#)