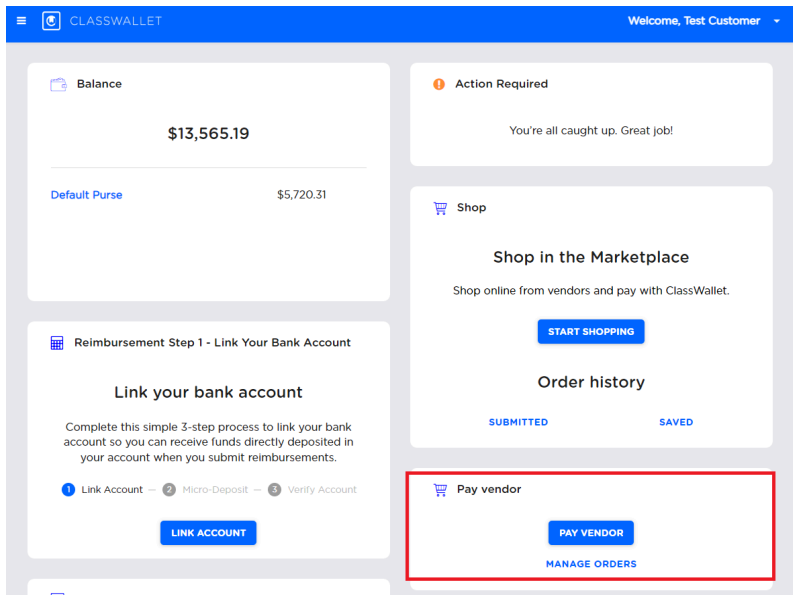
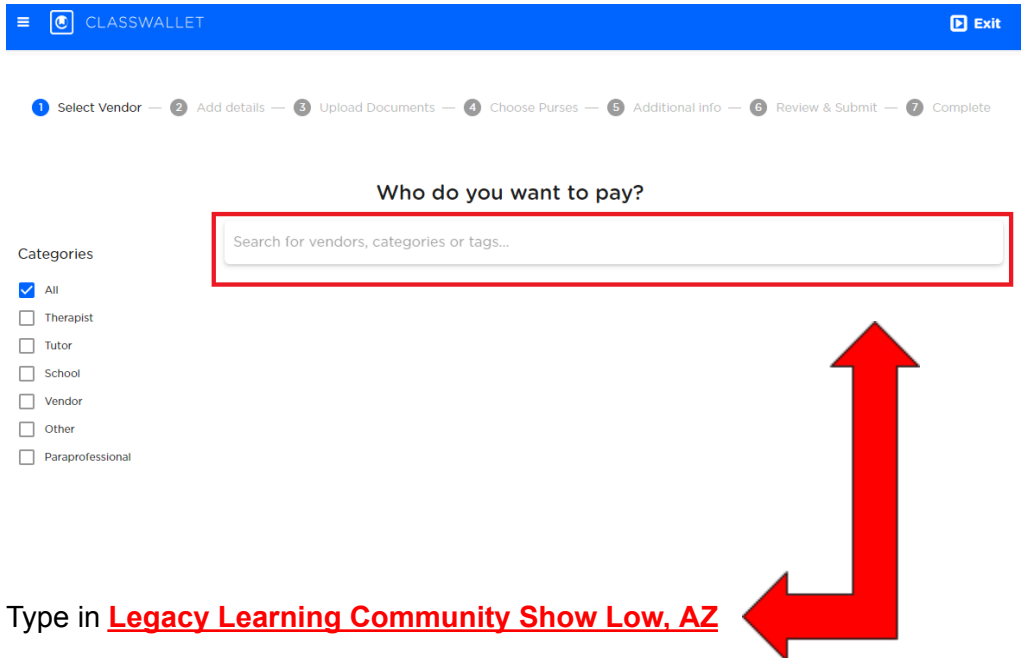


[Log in to your ADE- ESA applicant portal.](#) You will see a **blue tab** that says **CLASSWALLET**. Click on that tab and you will be taken to the following screen. Click **Pay Vendor**



Step One

Select the vendor. You can search the list with vendor names, categories, or tags.



Type in **Legacy Learning Community Show Low, AZ**

Step Two

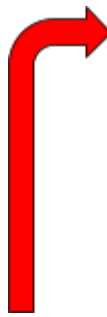
Add details of your order; enter the payment amount that matches the **invoice's total**

✓ Select Vendor — 2 Add details — 3 Upload Documents — 4 Choose Purses — 5 Additional info — 6 Review & Submit — 7 Complete

Add details to your order

Order Details

Vendor Art Supplies, Tampa, Florida



Enter Payment Amount*
\$ 0.00
Service Fee:
\$ 0.00
Amount From Wallet:
\$ 0.00
Amount To Vendor:
\$ 0.00


[BACK](#) [NEXT](#)

Enter the **total amount** of your invoice on the top line. It will automatically fill in the remaining amounts for you.

Step Three (you need to have your invoice downloaded to your device)

Proceed to upload supporting documents. E.g., Invoices, quotes, receipts, screenshots, and other evidence of services being rendered. You can drag and drop the image or click **BROWSE** to search in your saved image files.

✓ Select Vendor — ✓ Add details — 3 Upload Documents — 4 Choose Purses — 5 Additional info — 6 Review & Submit — 7 Complete



Drag your documentation here to upload or click browse

[BROWSE](#)

[BACK](#) [NEXT](#)

Step Four

Choose the purse which will fund the transaction.

✔ Select Vendor — ✔ Add details — ✔ Upload Documents — **4** Choose Purses — 5 Additional info — 6 Review & Submit — 7 Complete

Choose which purse will fund the transaction

Your total is: \$425.60

Service Fee: 10.64

Amount From Wallet: 425.60

Amount To Vendor: 414.96

Which purse would you like to cover this amount? (Select one or more)

Test purse

\$334.88 available



BACK

NEXT

On your screen you should see **Arizona ESA**. Click on the box.

Next select your expense category

✔ Select Vendor — ✔ Add details — ✔ Upload Documents — **4** Choose Purses — 5 Additional info — 6 Review & Submit — 7 Complete

Choose which purse will fund the transaction

Your total is: \$325.00

Service Fee: 8.13

Amount From Wallet: 325.00

Amount To Vendor: 316.87

Which purse would you like to cover this amount? (Select one or more)

Test purse

\$334.88 available

How much of the \$325.00 total would you like "Test purse" to cover?

\$ 325.00

(100%)

Please select your expense category

Tutoring

Therapies

Technology

Tuition

Scroll down until you find **"Tuition, textbooks or fees at a qualified school"**

Step Five

Enter additional information, comments, or description to support your transaction

✔ Select Vendor — ✔ Add details — ✔ Upload Documents — ✔ Choose Purses — **5** Additional info — 6 Review & Submit — 7 Complete

Please add comments or description

Comments (Optional)

Please add Invoice# or Quote#

Invoice# or Quote# (Optional)



BACK

NEXT

Type in your **invoice number** on this line

Step Six

Review your transaction; if everything is correct, click **NEXT**, and your order will be submitted.

✔ Select Vendor — ✔ Add details — ✔ Upload Documents — ✔ Choose Purses — ✔ Additional info — **6** Review & Submit — 7 Complete

Review your details

Your total is: \$325.00

Service Fee: 8.13

Amount From Wallet: 325.00

Amount To Vendor: 316.87

Vendor: Vendor Art Supplies

Expense types: Therapies

Comments:

Invoice# or Quote#:

If at any time you need help, call Rachel at **928-417-1615**. After you have submitted your payment, please send a screenshot of the submitted payment to info@legacylearningcommunity.org to let us know. Thank you!