

# Making a Tuition Payment from ClassWallet

**If you are on your phone, turn your phone sideways to landscape view.**

1. Login to your account using this link:

[Sign In \(azed.gov\)](https://azed.gov)



Sign in with your organizational account

Sign in

[Forgot Password?](#)

Your organizational account used for sign in is your email address.

If you have forgotten your ADEConnect password, you can reset it using the [Forgot Password?](#) link.

If you are a Student Information System (SIS) user, please use that system for access to all of your ADE applications! SIS users should only maintain their password in the SIS.

Reset of ADEConnect password does not update your SIS or Common Logon passwords.

If you cannot create an ADEConnect Account or if you do not want to create an ADEConnect Account, [Click](#)

2. When ADE Connect opens, choose “view applications.” If your screen looks different; you may need to skip to step 4 or logout and log back in.

The screenshot shows the ADEConnect dashboard. At the top is a dark blue navigation bar with the ADEConnect logo on the left and links for Home, Applications, Reports, Help, Feedback, and Account on the right. Below the navigation bar is a large banner image featuring a red apple resting on a stack of books. The text 'ADEConnect' is prominently displayed in white, with the tagline 'Your connection to all ADE applications' underneath. Below the banner, there is a white section with a 'Welcome' message and a note that 'No announcements available'. At the bottom of this section are three colored boxes: a red box for 'Applications' (Access and use ADE applications, View Applications button), a blue box for 'My Profile' (Manage your profile, View My Profile button), and a yellow box for 'Help' (Find help regarding the portal, Help and FAQ's button).

3. Choose “ESA Applicant Portal.”

The screenshot shows the 'Applications' page in ADEConnect. The top navigation bar is identical to the previous screenshot. The main heading is 'Applications'. To the right of the heading is a '[Hide All]' link. Below the heading is a table of application categories. The table has three rows: 'ADE Professional Learning and Development (APLD)', 'Certification Portal', and 'ESA Applicant Portal'. The 'ESA Applicant Portal' row is highlighted in yellow. To the right of the table is a 'Navigation Q' search box with a search input field and a search button. Below the search box is the heading 'Independent Applications'.

Independent Applications	[Hide All] [-]
<a href="#">ADE Professional Learning and Development (APLD)</a>	☆ <a href="#">↗</a>
<a href="#">Certification Portal</a>	☆ <a href="#">↗</a>
<a href="#">ESA Applicant Portal</a>	☆ <a href="#">↗</a>

## 4. Then go to ClassWallet as shown below.

Dear [REDACTED], Welcome to the ESA Applicant Portal.

June 7, 2023

We have begun sending out renewal contracts for next year. When you receive your contract, please review it and sign it for next year.

Once you sign it, the funding will begin in July for the 2023 - 2024 school year.

Thank you,

The ESA Team

Create New Application

Student(s)

Expand All

Go to ClassWallet Account

[REDACTED]

## 5. Click on “Pay Vendor” It will look like this:

The screenshot displays the ClassWallet dashboard. At the top, there is a blue header with the ClassWallet logo and a user profile dropdown. The main content area is divided into several sections:

- Balance:** Shows a balance of \$0.00.
- Reimbursement Step 1 - Link Your Bank Account:** A section with the heading "Link your bank account" and a 3-step process: 1. Link Account, 2. Micro-Deposit, 3. Verify Account. A "LINK ACCOUNT" button is visible.
- Shop:** A section with the heading "Shop in the Marketplace" and a "START SHOPPING" button.
- Order history:** A section with "SUBMITTED" and "SAVED" buttons.
- Pay vendor:** A section with a "PAY VENDOR" button circled in yellow and a "MANAGE ORDERS" button below it.

# 6. When you search for Legacy this is the vendor to click:

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

## Who do you want to pay?

legacy ×

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Shown 3/3 records, use search field or A-Z index to pay specific vendor

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Legacy Driving Academy, Phoenix, Arizona SELECT VENDOR

Vendor is temporarily unavailable

Legacy Learning Community, Show Low, Arizona i SELECT VENDOR

7. This is where you will type in the tuition amount. You need to enter the total balance due in the top line. This will ensure that Legacy receives the correct amount. See the below example for how to enter the balance due.

Example invoice:

Legacy Learning Community LLC  
5551 S White Mountain Rd #2-567  
Show Low, AZ 85901  
928-251-1601  
billing@legacylearningcommunity.org



INVOICE

BILL TO  
Sample Customer

INVOICE # 1008  
DATE 07/25/2023  
DUE DATE 08/24/2023  
TERMS Net 30

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DATE		DESCRIPTION	AMOUNT
07/25/2023	HI Tuition - Blue Ridge	1st Quarter 2023	100.00
07/25/2023	Processing Fee	Processing Fee	2.56
<b>BALANCE DUE</b>			<b>\$102.56</b>

The above invoice would be entered in the following manner:

# Add details to your order

## Order Details

Vendor Payment

---

\$ 102.56

---

Service Fee:

\$ 2.56

---

Amount From Wallet:

\$ 102.56

---

Amount To Vendor:

\$ 100.00


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[BACK](#)

[NEXT](#)

## 8. This is where you will upload the invoice sent to you by Legacy.

✓ 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

## 9. Be sure to click to pay with ClassWallet on this step:

Choose which purse will fund the transaction

**Your total is: \$102.56**

**Service Fee: 2.56**

**Amount From Wallet: 102.56**

**Amount To Vendor: 100.00**

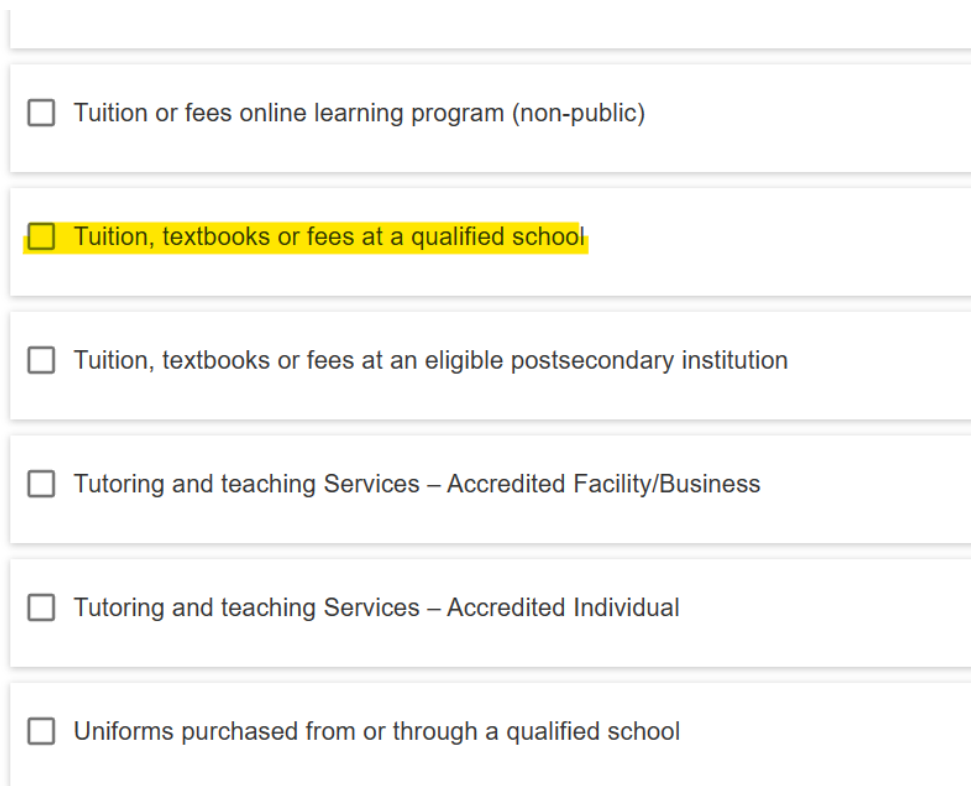
Which purse would you like to cover this amount? (Select one or more)

Arizona – ESA



**BACK**    NEXT

10. After selecting Arizona-ESA the option to select an expense category will come up. The option to choose will be “Tuition, textbooks or fees at a qualified school.”



The image shows a screenshot of a web form with six radio button options. The second option, "Tuition, textbooks or fees at a qualified school", is highlighted in yellow. The other options are:

- Tuition or fees online learning program (non-public)
- Tuition, textbooks or fees at a qualified school
- Tuition, textbooks or fees at an eligible postsecondary institution
- Tutoring and teaching Services – Accredited Facility/Business
- Tutoring and teaching Services – Accredited Individual
- Uniforms purchased from or through a qualified school

11. The next step will give you the option to enter additional information. Here you will type for example “Quarter 1 Tuition”.

12. Review and submit the payment