



How to Pay an Invoice through ADEConnect

Follow the steps below to pay your invoice using Class Wallet.



Login to: [ADEConnect](https://adeconnect.azed.gov/Apps) (<https://adeconnect.azed.gov/Apps>)

1



Click Applications and then Applicant Portal

From the ADEConnect home page, click Applications and then select Applicant Portal.

2



Login to Class Wallet and click Pay for Services

Log in to your Class Wallet account and click Pay for Services.

3



Type in Legacy Learning Community

In the search bar, type in Legacy Learning Community and select it from the results.

4



Upload the Full Detailed Invoice

Upload your full detailed invoice when prompted.

5



Enter Student's Full Name as the User Name

The system will pull in information automatically. You will need to enter your **student's full name** as the user name.

Note: On a cell phone, you will need to click the arrow to the right to put the username.

6



Add Expense Amounts

The system will bring up the 2 expense amounts. For both, select "Tuition, textbooks or fees at a qualified school."

7



Provide More Details

You will be asked for more details. There will be a space **at the bottom of the screen** to upload the invoice again.

8



Click the Arizona ESA Purse

Select the Arizona ESA Purse as your payment source.

9



Review Details

Review details to ensure that all information is correct. Class Wallet will take the invoice amount or the amount available in your classwallet.

10



Submit

This is the last step. Click Submit to complete the process.



Need Help?

We're here for you!



(928) 417-1615



billing@legacylearningcommunity.org



www.legacylearningcommunity.org

*Thank you for being
a part of the
Legacy family! ♥*

We appreciate our partnership and support!