



Arizona Department of Education ESA Division

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

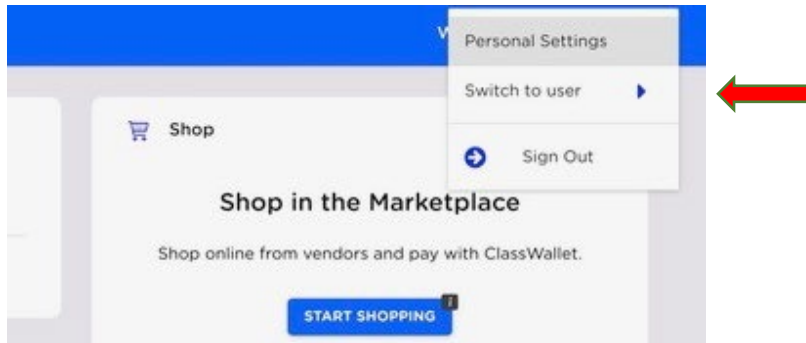
Multiple Children with ESA Funds:

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.



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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 at [ESA: Parent Handbook | Arizona Department of Education \(azed.gov\)](#)

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).



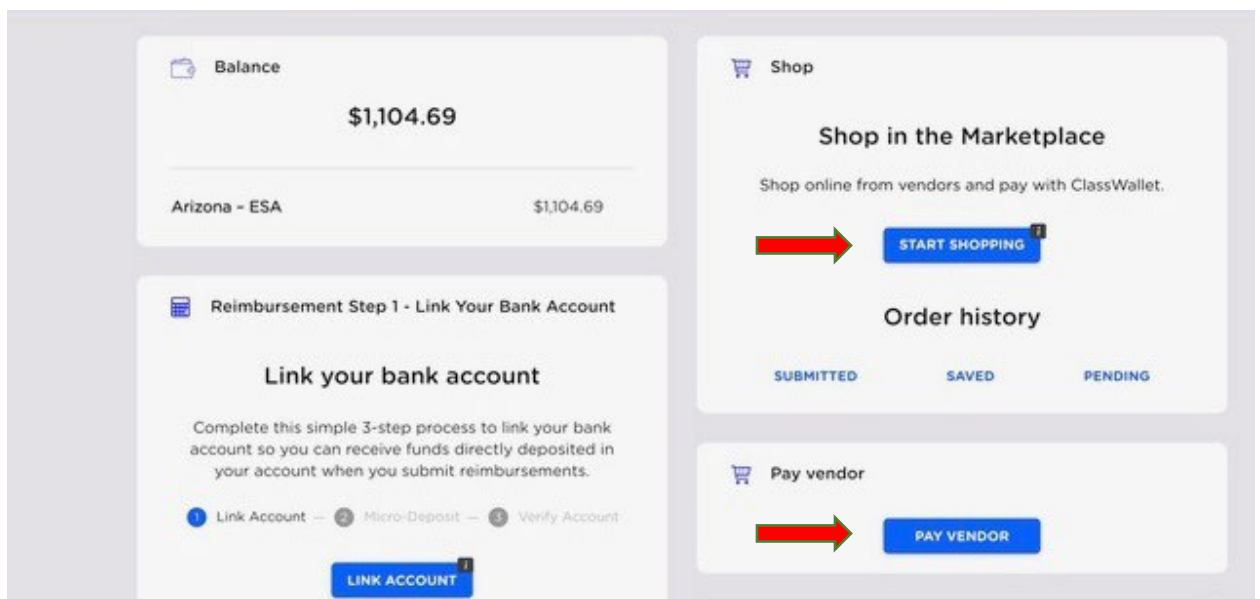
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You can make payments for tuition, private school expenses, tutors, paraprofessionals, purchase uniforms, and more right through the ClassWallet portal.

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](#)



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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** (ClassWallet contact information is below). There is a \$10 one-time fee for the debit card.

Keep in mind, **the debit card should not be used to pay private school tuition or vendors in the ClassWallet marketplace.** Those payments and purchases should be made inside the ClassWallet portal.

NOTE: *After making a purchase with the debit card, don't forget to upload your receipt! 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](#)*

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 registration process.**

Get more information on using HelpDesk, including step-by-step instructions at [HelpDesk Instructions](#)

Contact ClassWallet

You can call, email, or chat with a ClassWallet team member:

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](#)



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ESA Division

Questions?

If you have any questions, feel free to reach out to our ESA Support Team at 602-364-1969 or visit our website at [Arizona Department of Education - ESA Program](#). We are happy to help!

Sincerely,

ESA Staff
Empowerment Scholarship Account Program
Arizona Department of Education