



Dear Parent/Guardian,

Thank you for applying to the Empowerment Scholarship (ESA) and ClassWallet. I have attached the latest invoices for you to submit to ClassWallet. If you need help paying the invoice please contact the front office to set up a meeting at (520) 297-2288. If you have already submitted your invoices to ClassWallet, please disregard this message.

ClassWallet Vendor Pay Instructions:

Step 1. Log in to this site <https://esa.azed.gov/>

Step 2. Click on the **blue** button that is labeled **ClassWallet**

Step 3. Scroll down to the section that says, “Pay Vendor” and click on it.

Step 4. Type in the search field ACC and Accelerated Learning Laboratory/Green Fields School will show up as the second choice. Click on the second choice.

Step 5. Confirm Vendor and click next.

Step 6. Enter your awarded amount. It will automatically take out a processing charge.

Step 7. Upload the invoice. This can be a picture or a pdf. They will accept either one.

Step 8. Confirm ESA and direct this to Private School Related Expenses

Step 9. Confirm the overview and click next to finish paying the invoice.

Step 10. **Email** the receipt that ESA automatically emails you showing that you submitted the invoice. *This is how we can mark your invoice as paid and track the payment to make sure it goes to the school.* **Please email it to admissions@greenfields.org.**

Sometimes ClassWallet will change the order on what you click on, but this is the general steps to submit the invoice. It should not take more than a minute or two to complete.

Thank you for submitting these invoices. Quarter 3 funds should be released at the beginning of January and Quarter 4 should be released in the beginning of April.

Thank you,

Abbie Wallen

Marketing & Fundraising Manager

Main Office 520-297-2288

Cell 520-977-7293

Admissions@greenfields.org

Abbie.Wallen@greenfields.org