

Family ESA Portal User Guide

Tuition and Fees Payment Guide for Families

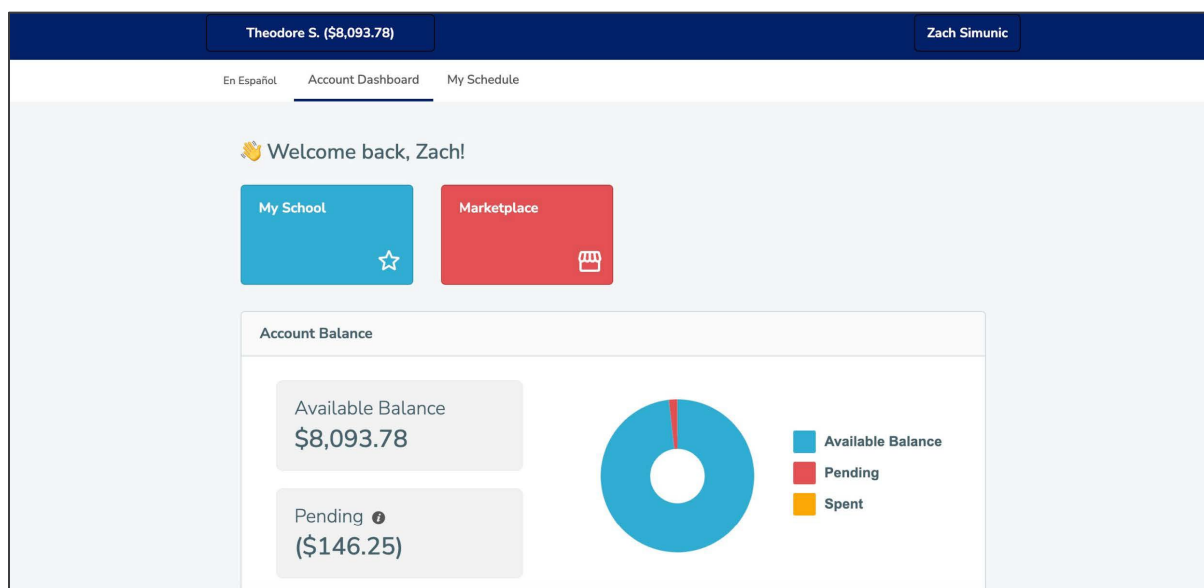
Introduction

Welcome Families! The Tennessee Department of Education and Student First Technologies are delighted to introduce you to a platform designed to simplify the management of your students' ESA funds. Let's embark on this journey to make the most of your educational resources.

Understanding Your Account Dashboard

Access Your Dashboard

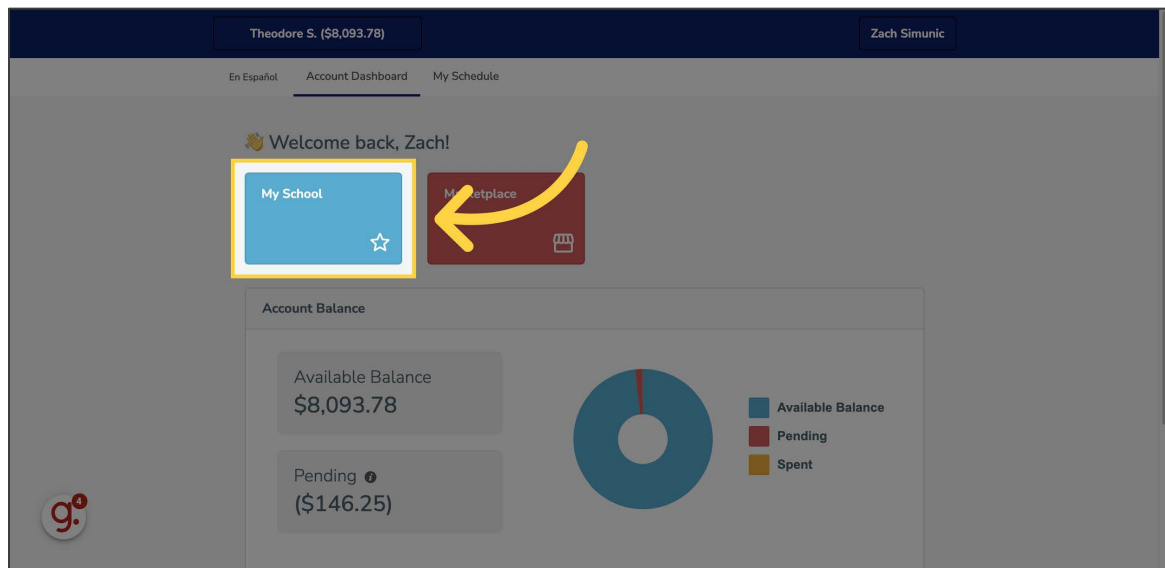
Overview of ESA Account Dashboard: Welcome to your Account Dashboard! Here, you can manage payments for tuition and fees, schedule educational services, and buy products directly from our marketplace.



How to Pay Tuition and Fees

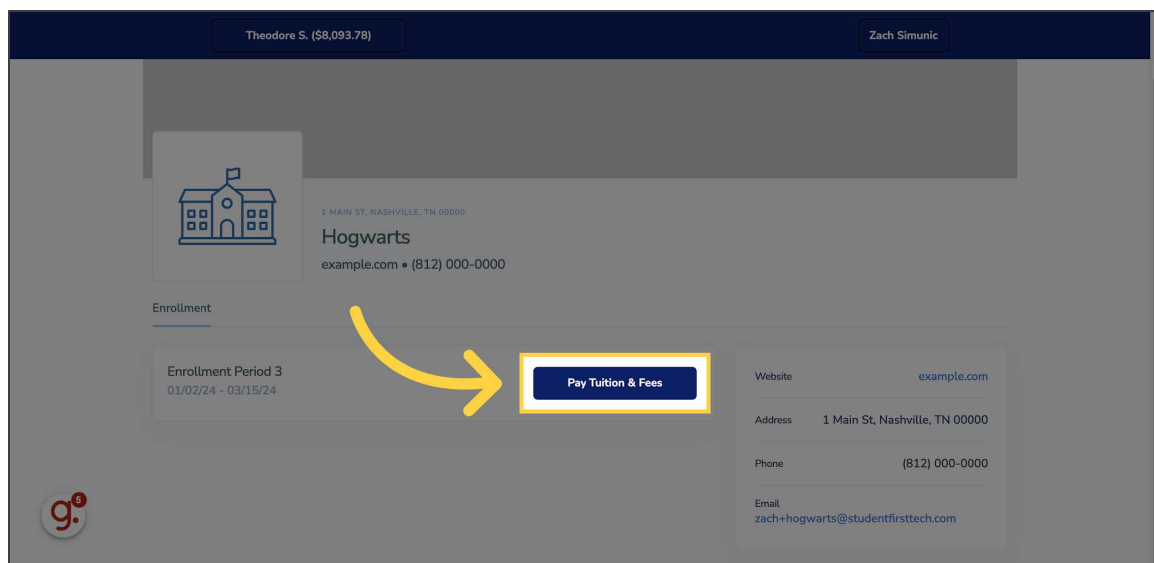
Paying for Tuition and Fees

Initiate Tuition Payments: Tap on the 'My School' button to connect directly to your child's enrolled school.



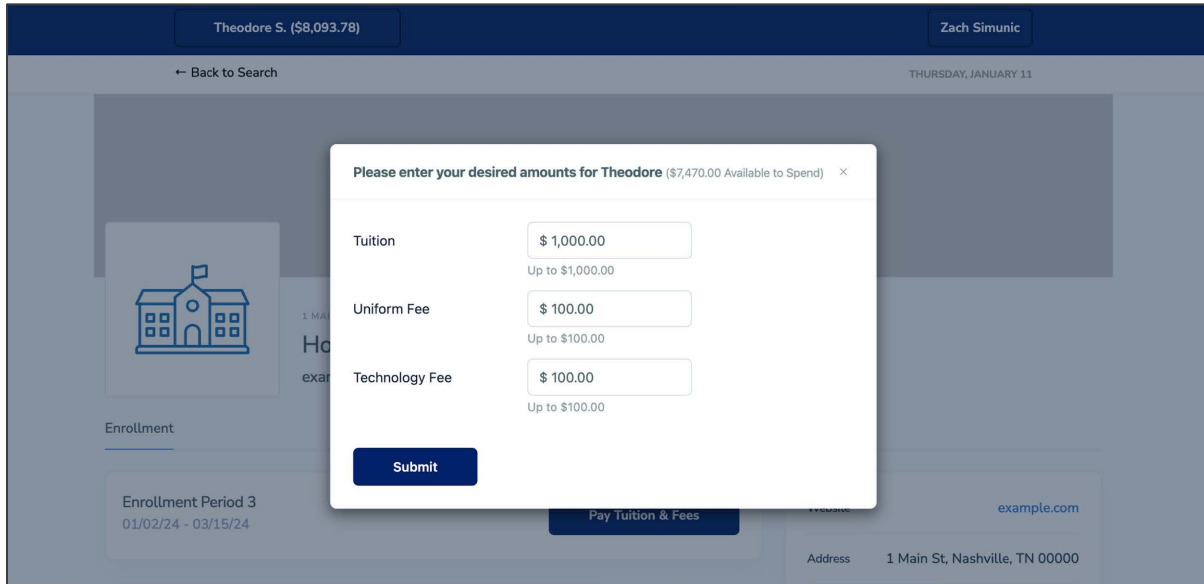
Mastering the Allocation Process

- Press 'Pay Tuition and Fees' to begin the payment process.



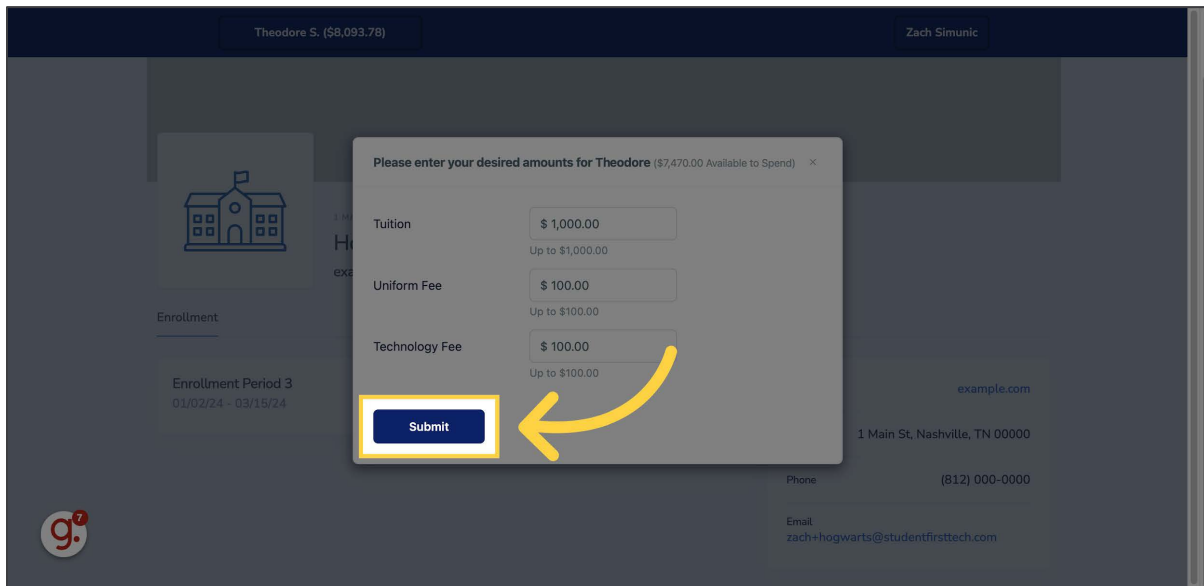
Family ESA Portal User Guide

- **Allocate Funds to Core School Fees:** Specify the amount you wish to allocate to each core school fee, such as tuition, uniforms, and technology. Ensure to stay within the maximum limits displayed for each fee.



The screenshot shows the Family ESA Portal interface. At the top, the user's name 'Theodore S. (\$8,093.78)' and 'Zach Simunic' are displayed. Below the header, there is a 'Back to Search' link and the date 'THURSDAY, JANUARY 11'. The main content area features a modal titled 'Please enter your desired amounts for Theodore (\$7,470.00 Available to Spend)'. The modal contains three input fields for fees: Tuition (\$1,000.00, Up to \$1,000.00), Uniform Fee (\$100.00, Up to \$100.00), and Technology Fee (\$100.00, Up to \$100.00). A 'Submit' button is located at the bottom of the modal. In the background, the 'Enrollment' section is visible, showing 'Enrollment Period 3' from '01/02/24 - 03/15/24' and a 'Pay Tuition & Fees' button. The address '1 Main St, Nashville, TN 00000' is also displayed.

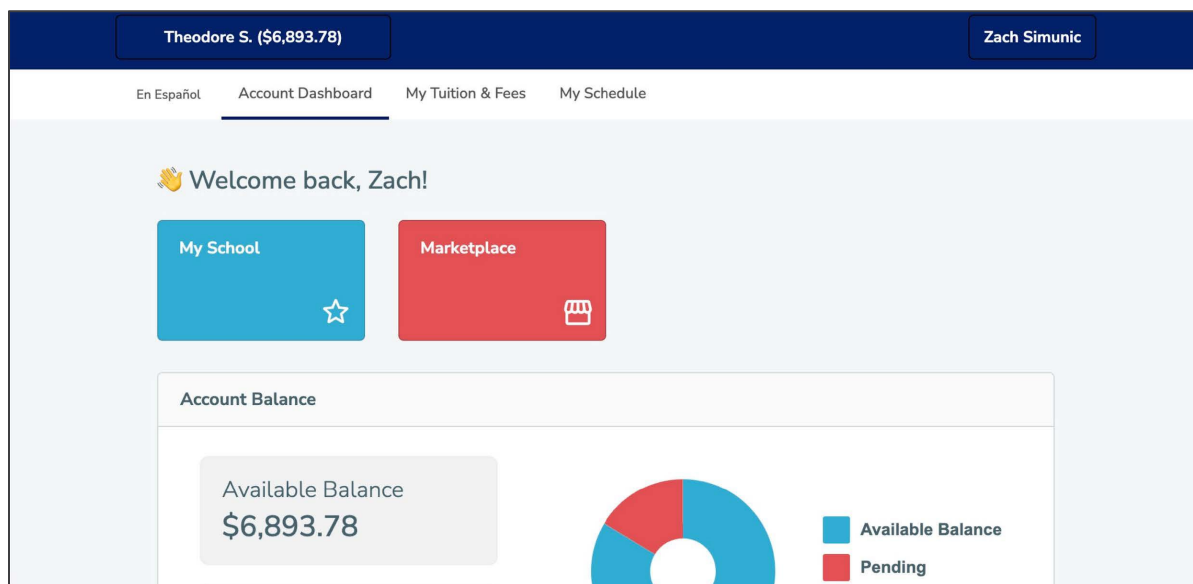
- **Confirm Your Payment:** After entering the payment details, tap 'Submit' to finalize. You will be redirected back to the Account Dashboard.



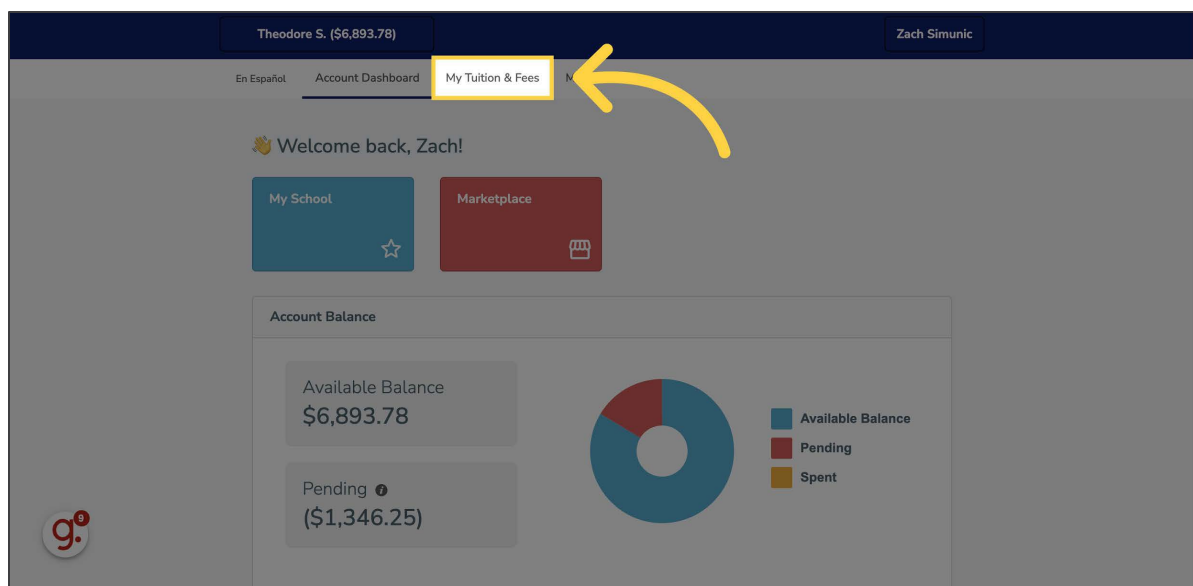
This screenshot is similar to the previous one, showing the same fee allocation modal. However, the 'Submit' button is highlighted with a yellow border, and a yellow arrow points to it from the right, indicating the final step to confirm the payment. The background elements, including the enrollment period and address, remain the same.

Family ESA Portal User Guide

- **Check Your Balance Update:** Review your updated Available Balance, reflecting the funds you've just allocated.



- **Review Tuition and Fees:** Tap the 'My Tuition & Fees' button to see a detailed breakdown of your payments.



Manage ESA Award Allocations

Track and Manage Allocations: In the 'My Tuition and Fees' tab, you can track the status of each allocation, marked as Requested. Once you complete review, click on the 'Account Dashboard' to return to your main page.

Date	Details	Cost	Status
01/02/24 - 03/15/24	Hogwarts Technology Fee	\$100.00	Requested
01/02/24 - 03/15/24	Hogwarts Uniform Fee	\$100.00	Requested
01/02/24 - 03/15/24	Hogwarts Tuition	\$1,000.00	Requested

Editing Tuition Allocations

- **Initiate Allocation Editing:** If you need to change any allocations, tap the 'My School' button again to edit.

Account Balance

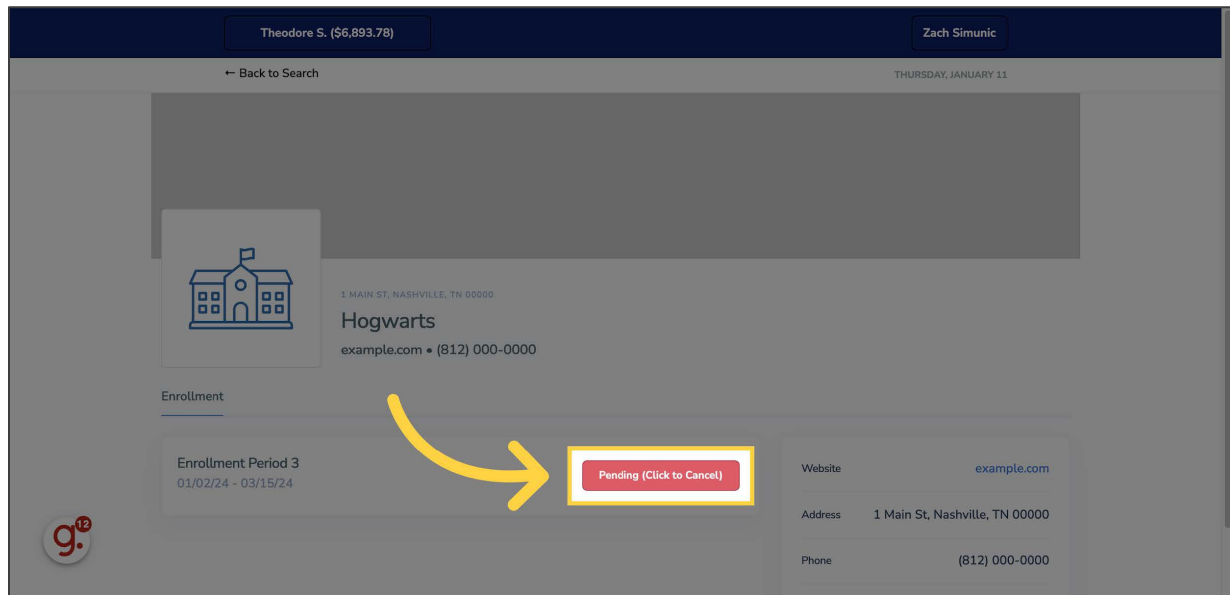
Available Balance
\$6,893.78

Pending ⓘ
(\$1,346.25)

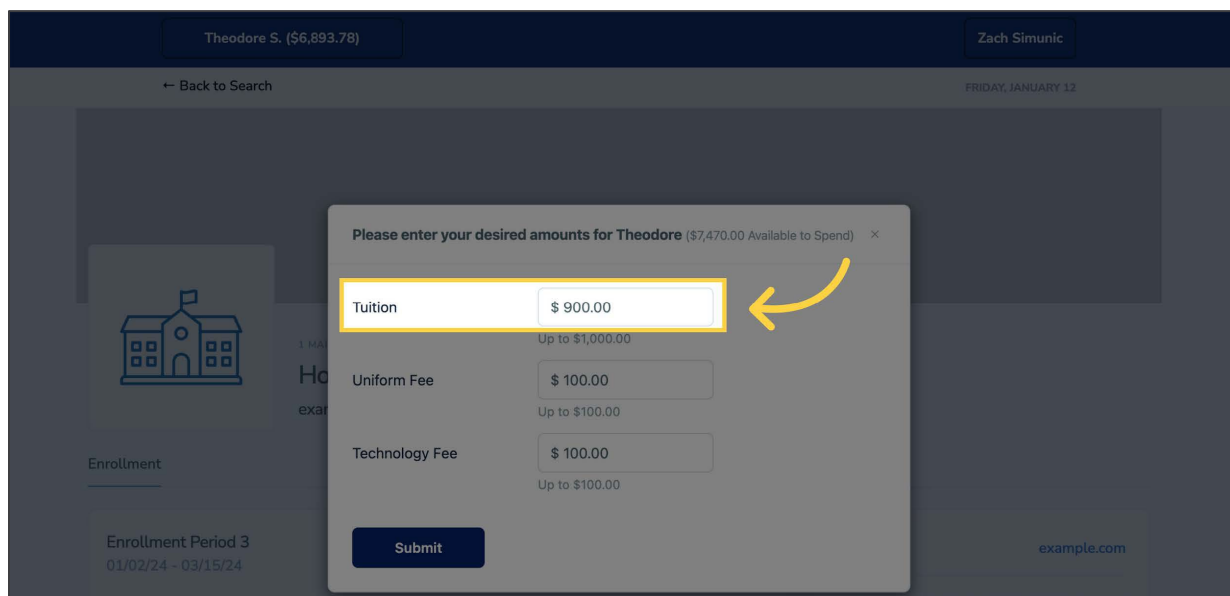
Legend:
Available Balance (Blue)
Pending (Red)
Spent (Yellow)

Family ESA Portal User Guide

- **Adjust Pending Allocations:** If adjustments are needed, tap 'Pending (Click to Cancel)' to edit your allocations.

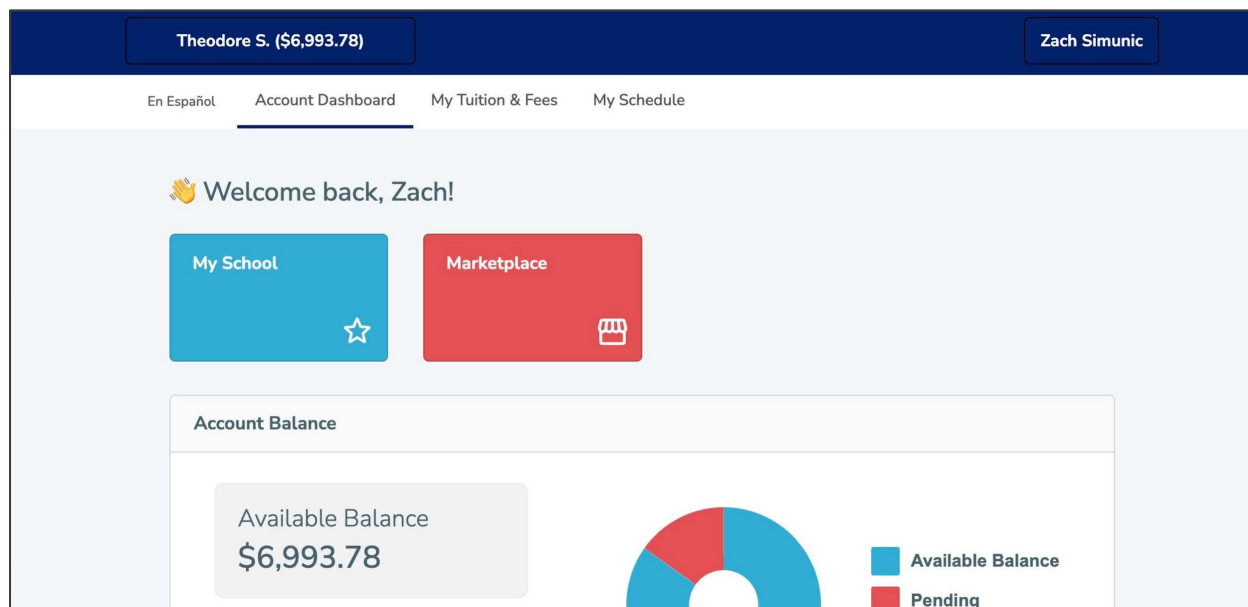


- **Execute Reallocations:** After canceling, reallocate funds by clicking 'Pay Tuition and Fees' again. For example, change the tuition amount from \$1,000 to \$900.



Family ESA Portal User Guide

- **Confirm and Review Updates:** Tap 'Submit' to update your allocations. Notice how the changes are now reflected in your ESA Award Available Balance.



Start Maximizing Your ESA Funds Today!

We hope this guide has made it easier for you to navigate and fully utilize the ESA Family Portal. The Tennessee Department of Education and Student First Technologies are committed to supporting you every step of the way.

Need Assistance?

For any questions or assistance, feel free to reach out via email at ESA.Finance@tn.gov.

Thank you for taking proactive steps to maximize your ESA benefits. Start exploring today and make the most of your educational resources!