



HOW TO PAY A VENDOR OR SCHOOL

Step One

To do so, simply login to your <u>ClassWallet account</u> and select Pay Vendor. You can do this from the tile, circled in the picture just below or from the hamburger menu in the top left corner, as illustrated two pictures down by the red arrow.

=	CLASSWALLET		Welcome, Student One 🕞
	Balance \$171.67	,	Updates Staples Business Advantage is live in the marketplacel Great prices, great
	ESA 18/19 Q1 Default	\$171.67 \$0.00	service. Check them out!
	🛱 Reports		₽ Shop
	FUNDS RECEIVED	ORDERS	Shop in the Marketplace Shop online from vendors and pay with ClassWallet.
	PENDING APPROVALS	RECEIVED DONATIONS	START SHOPPING
			SUBMITTED SAVED PENDING
		\langle	Pay vendor
Site Map	=	CLASSWALL	LET
Home		Balance	
Shop		Balance	\$171.67
Pay Vendor			
Saved Orders		ESA 18/19 Q1	
Manage Orders		Default	
Personal Settings		Reports	

Step Two

Select a vendor from the menu. You can search the list with predictive type, sort by letter or just scroll down to choose. When you find your vendor, click the SELECT VENDOR button.



Who do you want to pay?

	Selected vendor	
North Carolina Elementary		CHANGE VENDOR
	BACK	

Step Three

The next step is to upload your supporting documentation, if you have any. Documentation includes invoices, receipts, screenshots and any other evidence of services being rendered. You can drag and drop the image in or click the BROWSE button to search in your saved image files.

North Carolina Elementar	Y		
On account for (000000) Statement 0	are: [Add Date] Due Date	[Add Date] Balance Due: [300.00]	
Student Datals Name: [Name]	Phone #1:	[04-080-8080]	
CRy, State Zip [CRy, State Zip] Address: [Address]	Phone # 2: Email:	[06-080-0080] [maid/web.com]	
DATE TERM DESCRIPTION	04	ROES PAYMENTS BALANCE	
12/5/2015 15/VA Student Activity Fer [Date]	597	5.00 5875.00	
[Date]			
[Data]			
[Date]			
[Dane]			
[Data]			
[Date]			
[Date]			
[Date]			
	TOTALS: \$37	\$175.00	
COMMENTS/INSTRUCTIONS			

You can upload multiple documents in a single transaction.

Step Four

Enter the amount for every image uploaded.

E CLASSW	ALLET			D Exit	
Select Vendor -	— 🥑 Upload Docum	ients — 3 Add o	details — 🗿 Cho	oose Purses — 🟮 Expense Type — 🌀 Review & Submit — ၇ Complete	
		Add de	tails next t	to each document	
	North Carolina Elementary		Docum	nent #1	
	On account for (969090) Statement Dat	e: (Add Date) Due Date: (Add Date)	Balance Due: [309.06]	Vendor Payment	
	Student Details Name: [Name] City, State Zip [City, State Zip] Address: [Address]	Phone #1: [00-000-0000] Phone #2: [05-000-0000] Email: [mail@web.com	0	\$375.00	
	DATE TERM DESCRIPTION 12/V2015 33/VA ItsudentActivityFee [Oate] [Oate] [Oate]	CHARGES PAYS \$275.00	BNTS BALANCE \$875.00		
	[Curo] [Date] [Curo] [Date] [Date]				
	[Date] [Date] [Date] [Date] [Date]				
	Date Date	TOTALS: \$875.00	\$375.00		
	COMMENTS/INSTRUCTIONS				
	P.O. Box (200) + (309ed Address) + Pho	ren (900-000-0000) + Fas: (900-000-0000) +	shwacose0.acda		
			BACK	NEXT	

Step Five

The next step is to choose which purse you'd like to use. You can use funds from more than one purse, but you must choose *at least* one.

E CLASSWALLET	E Exit				
🤣 Select Vendor — 🥪 Upload Documents — 🤣 Add details — 🔕 Choose Purses — 💿 Expense Type — 🌀 Review & Submit — 🕖 Complete					
Choose which purse will fund the transaction					
Your total is:	\$100.00				
Which purse would you like to cover this amount? (Select one or more)					
SA 18/19 Q1	\$171.67 available				
How much of the \$100.00 total would you like "ESA 18/19 Q1" to cover?					
\$100.00	(100%)				
BACK	TXT				

Funds that are not available for this transaction type will be grayed out and marked 'Restricted'. If you need to use these funds, please contact your administrator.

Step Six

The next step is to choose an expense category for this transaction. You can choose multiple categories by clicking the boxes next to the category types, but you must choose at least one.

≡ CLASSWALLET		D Exit
🤗 Select Vendor — 🔗 U	pload Documents — 🥑 Add details — 🤣 Choose Purses — Expense Type — 👩 Review &	Submit — 🕖 Complete
	Please select your expense category (Select all that apply)	
	✓ Tuition and Fees	
	Textbooks	
	Tutoring	
	Curricula	
	Testing fees	
	Public School Fees	
	Educational Therapies	
	Educational Technology	
	Student Transportation	
	Please add comments or description	
(First semester student activity fees.	

You may also add comments regarding this transaction.

Step Seven

All that remains for you to do is to review your transaction and submit it to your administrator.

