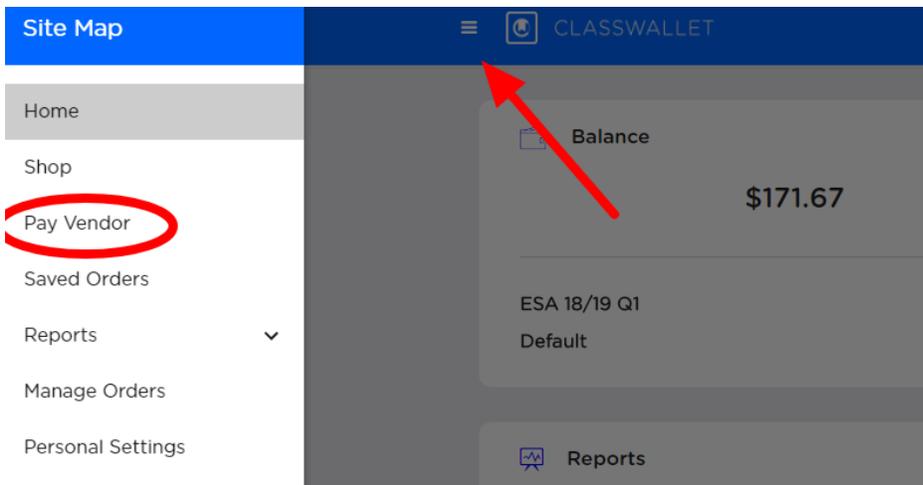
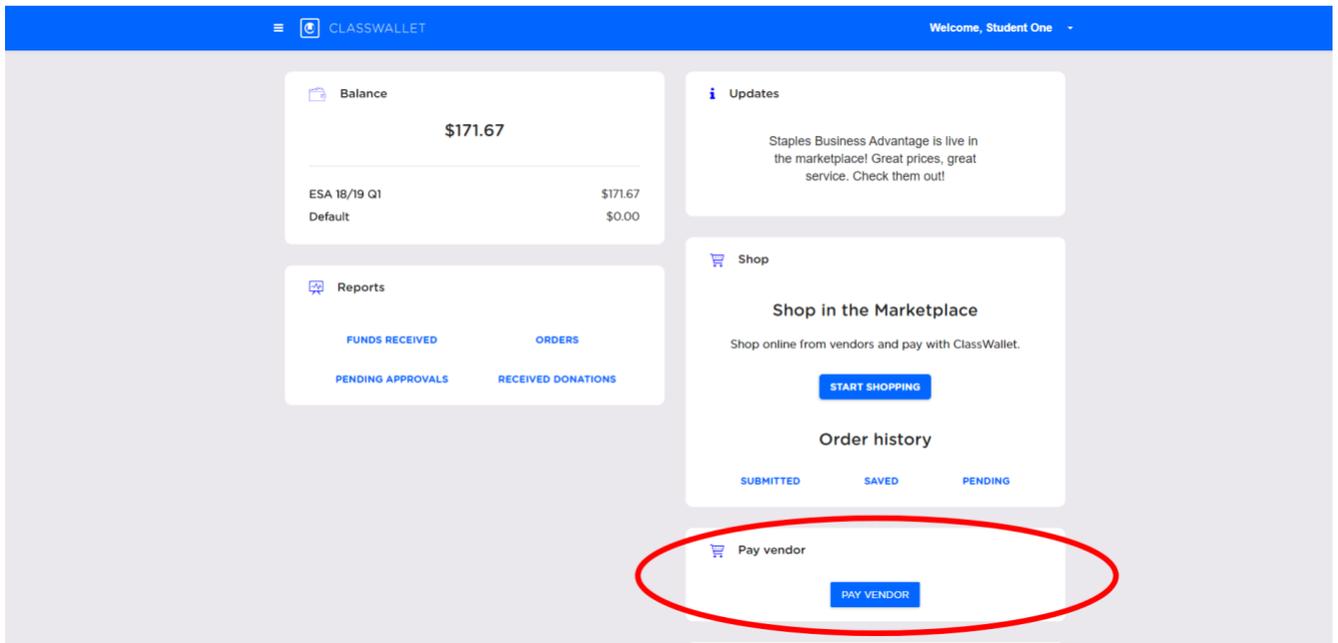


HOW TO PAY A VENDOR OR SCHOOL

Step One

To do so, simply login to your [ClassWallet account](#) 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.



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.

CLASSWALLET Exit

1 Select Vendor — 2 Upload Documents — 3 Add details — 4 Choose Purses — 5 Expense Type — 6 Review & Submit — 7 Complete

Who do you want to pay?

Search vendors

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

A

Al Huda Academy	SELECT VENDOR
Alamance Christian School	SELECT VENDOR
Annunciation Catholic School	SELECT VENDOR
ALC Mosaic INC	SELECT VENDOR
ABC Of NC Child Development Center	SELECT VENDOR

B

Bright Young Minds University	SELECT VENDOR
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C

Charlotte Catholic High School	SELECT VENDOR
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CLASSWALLET Exit

1 Select Vendor — 2 Upload Documents — 3 Add details — 4 Choose Purses — 5 Expense Type — 6 Review & Submit — 7 Complete

Who do you want to pay?

Selected vendor

North Carolina Elementary	CHANGE VENDOR
---------------------------	---------------

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.

CLASSWALLET Exit

Select Vendor — Upload Documents — Add details — **4 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)

ESA 18/19 Q1 \$171.67 available

How much of the \$100.00 total would you like "ESA 18/19 Q1" to cover?

(100%)

BACK NEXT

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 Exit

✔ Select Vendor — ✔ Upload Documents — ✔ Add details — ✔ Choose Purses — **5 Expense Type** — 6 Review & Submit — 7 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.

