How to pay with your ESA

Paying Bright Starr's Academy through ClassWallet

Pay in ClassWallet
Families with an Arizona ESA pay us through ClassWallet's Direct Pay.

A few minutes
Seven short steps, start to finish.

Have your invoice ready
You'll upload the invoice we send you.

Please note: the amounts in the pictures are an example.

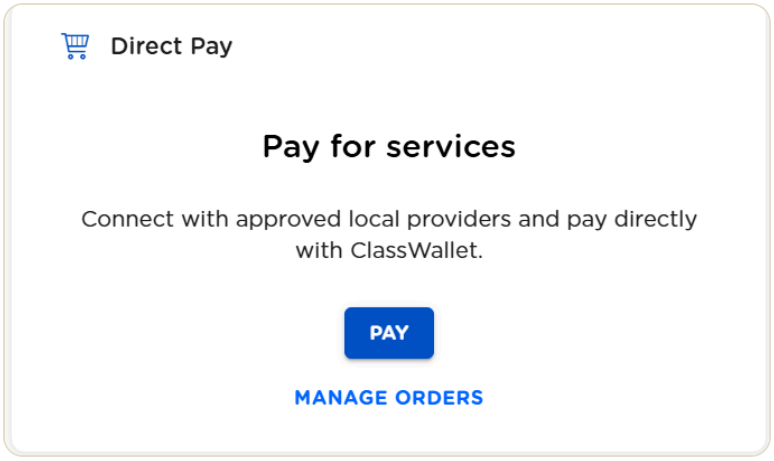
Seven steps in ClassWallet

1

STEP 1

Open Direct Pay

In your ClassWallet, find **Direct Pay · Pay for services** and click **PAY**.

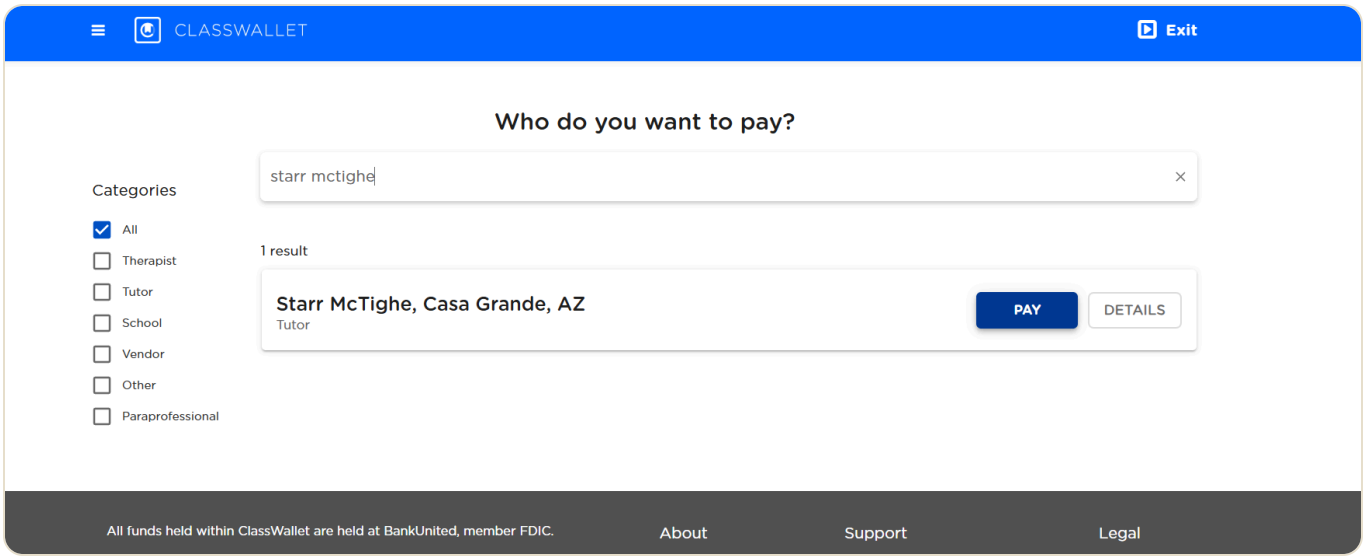


2

STEP 2

Find Starr McTighe

In the search bar, type **McTighe**. Choose **Starr McTighe, Casa Grande, AZ** (listed as Tutor) and click **PAY**.

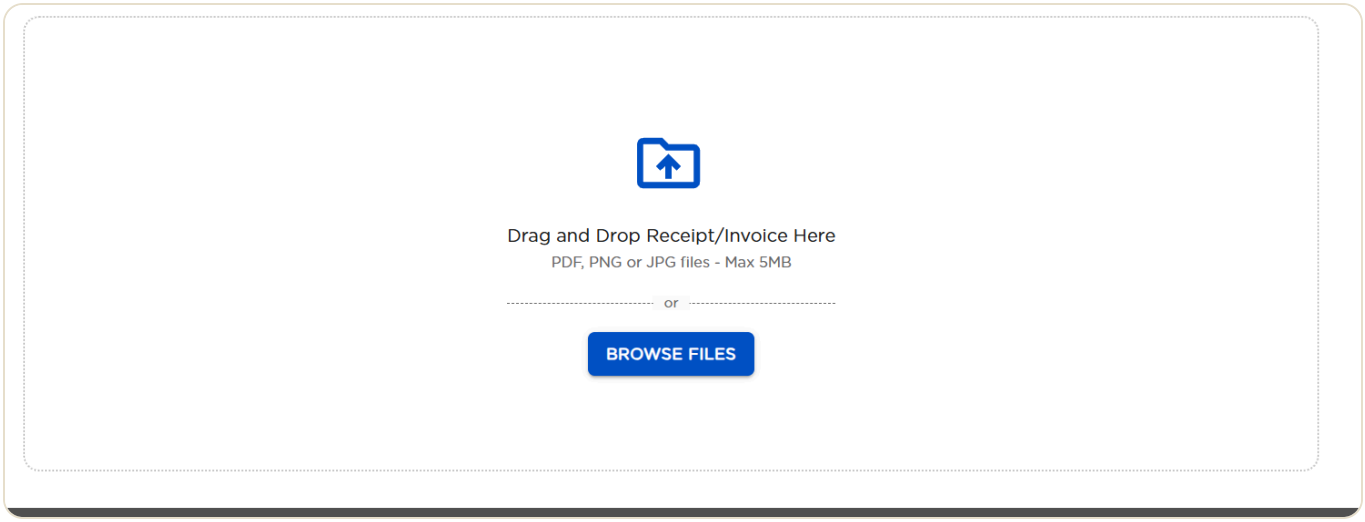


3

STEP 3

Upload your invoice

Upload the invoice we gave you (PDF, PNG or JPG, up to 5 MB). Drag it into the box, or click **Browse Files**.



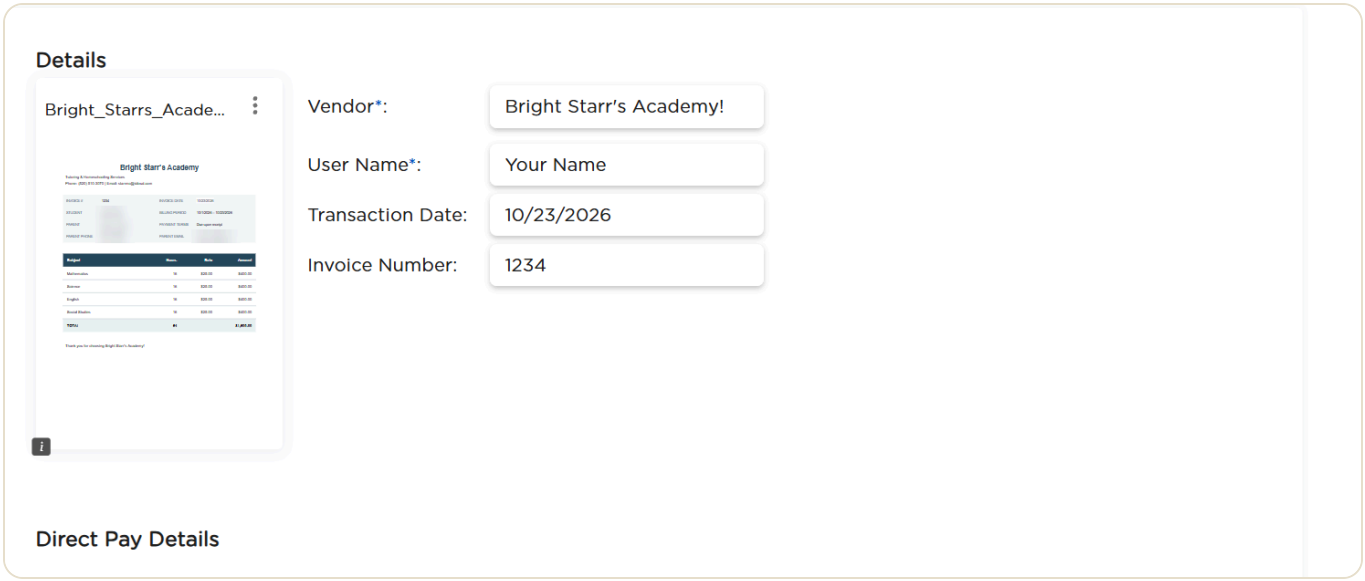
4

STEP 4

Check the details

ClassWallet fills in the details from the invoice. Double check they match your invoice: vendor, date and invoice number.

In **User Name**, type your name.



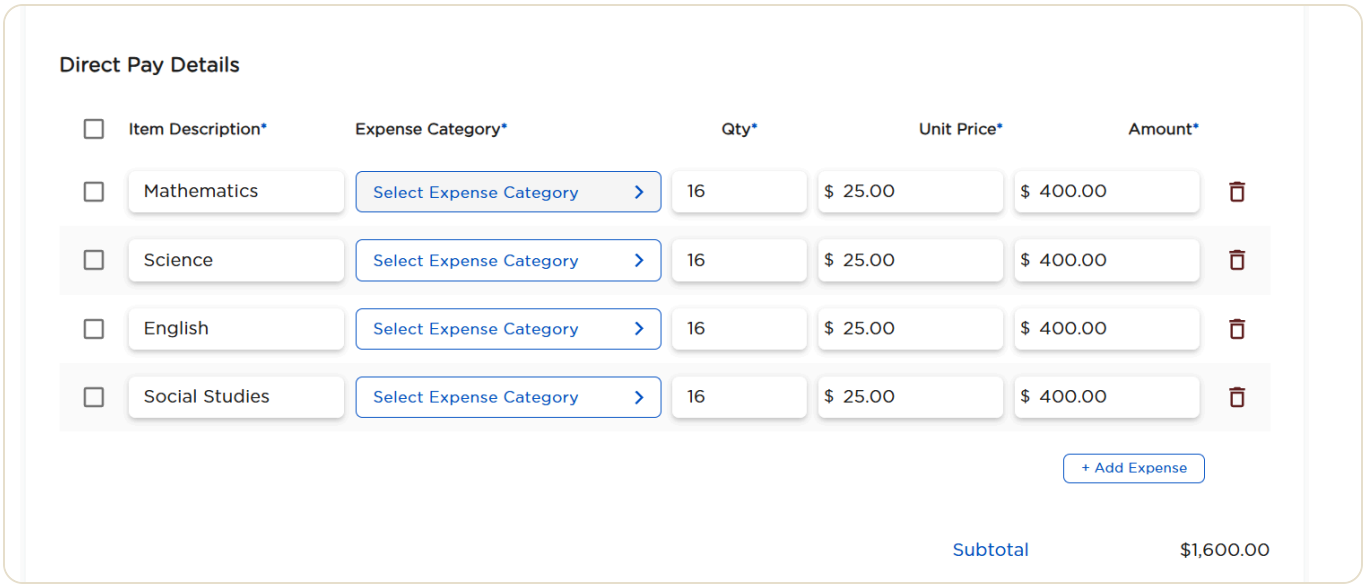
5

STEP 5

Choose the expense category

For each line, click **Select Expense Category** and choose **Tutoring and Teaching Services – Accredited Individual**.

Check that the hours, rate and amount match the invoice.

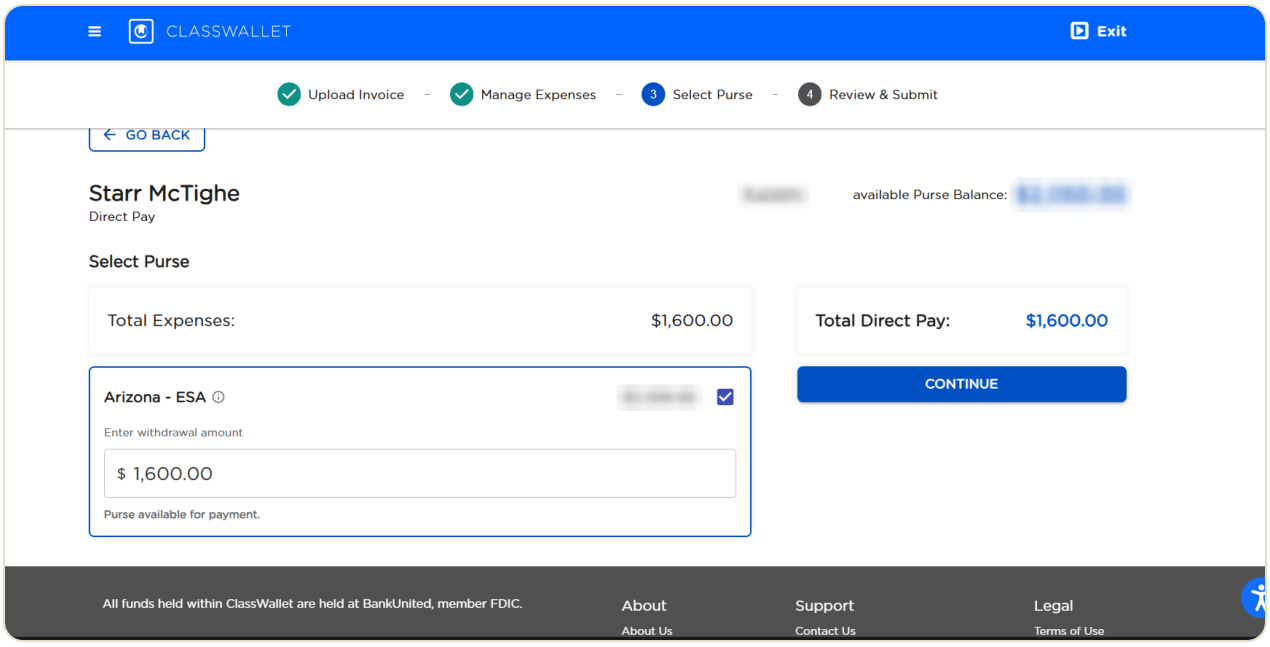


6

STEP 6

Choose your ESA purse

Scroll to the bottom and click **Continue**. On **Select Purse**, tick **Arizona – ESA**, make sure the amount matches your invoice total, and click **Continue**.



7

STEP 7

Review and submit

Look everything over once more, then scroll down and click **Submit**.

ClassWallet notes that submitting confirms the expense is for your student's education, per A.R.S. §15-2402.



Questions? We're happy to help.

Email Starr at **starr@brightstarrsacademy.com**, or send us a note on our **Contact page**.

brightstarrsacademy.com/contact