School Provider Application Instructions
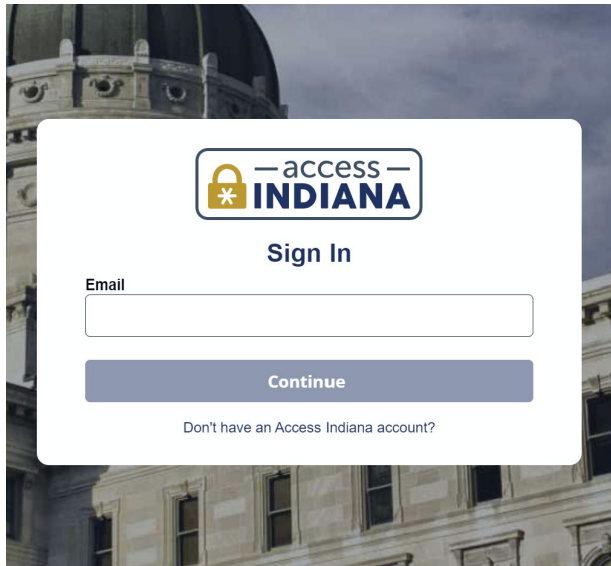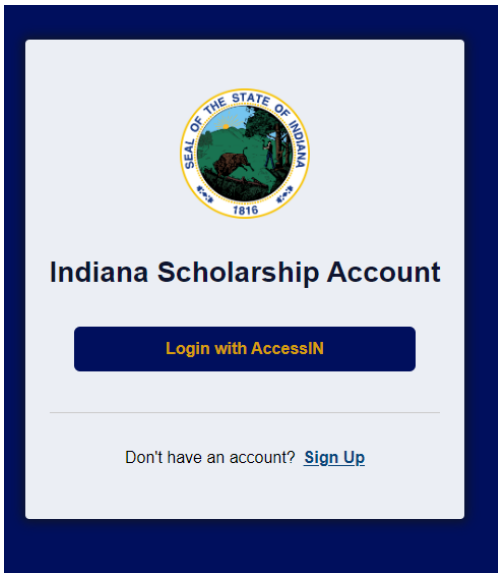## Indiana Education Scholarship Account

Onboarding:

Application Steps for the Indiana Education Scholarship Account

Schools may submit applications year-round at:

https://www.in.gov/tos/inesa/application/

Access Indiana – *You most likely have an account. BMV, Department of Revenue, Family & Social Services Administration, Secretary of State, State of Indiana, Indiana Department of Health.*

Use your same username and password.

A SINGLE LOGIN & PASSWORD FOR YOUR INDIANA SERVICES

Access Indiana is a portal that allows citizens to use one login and one password (single sign-on) to access multiple services from the State of Indiana. Login is a safe and secure way to easily sign-in to a variety of applications. There will be a growing catalog of services that use Access Indiana as the login. Access Indiana is a streamlined and simplified way for citizens to interact with state government.

Return Users will see "Education Scholarship Account Program, Treasurer of the State" tile.
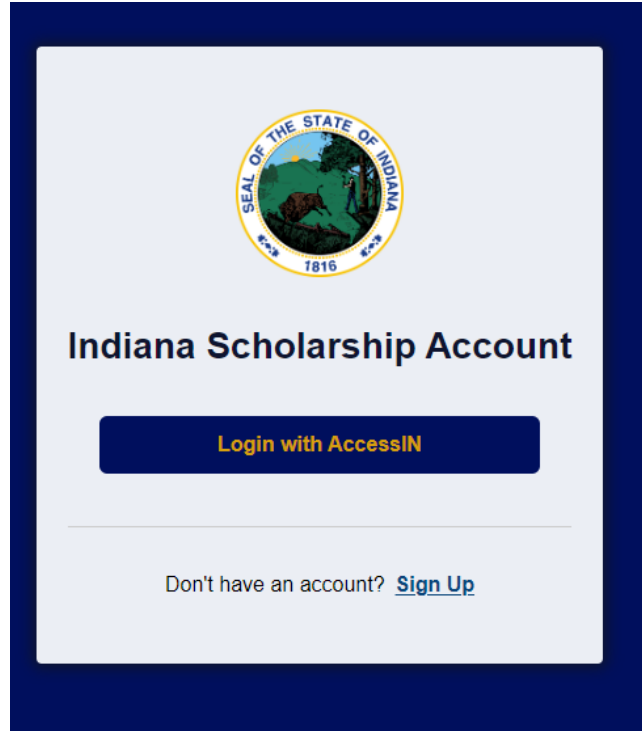
School Provider Application Instructions
Indiana Education Scholarship Account
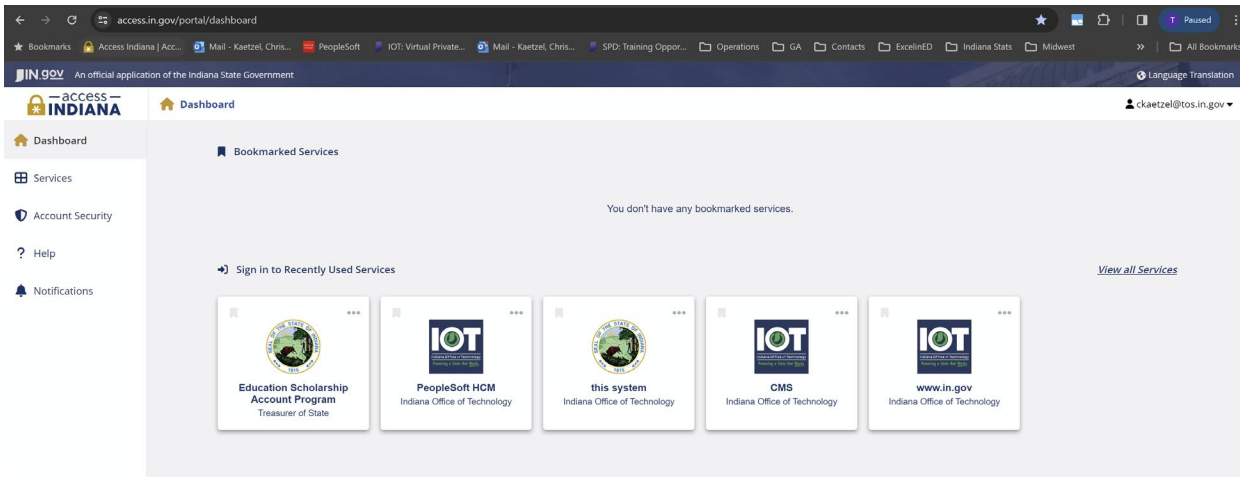
Once you have your AccessIN account set up and have logged into the ESA application, you will be taken to this onboarding screen.

Indiana Scholarship Account

Onboarding

Sign Out

To get started, tell us who you are.

Parent

Emancipated student

Tutor

Paraprofessional

Business

School

Next →

School Provider Application Instructions
Indiana Education Scholarship Account

Choose **School**, and press or click **Next**

Confirm your contact details and choose whether to allow text messages. Allowing text messages is optional.

Welcome, DarinS!

Please verify the information below is correct.

First name
DarinS

Last name
SchoolFive

Email
dlockert+s1@gmail.com

Phone
+14198767787

☐ I authorize Scholarship Accounts Division to deliver text messages to the mobile telephone number(s) I provide and certify that I am the legal owner of the mobile device I registered. I understand that I will incur any charges that may result from receiving text messages. My consent or lack of consent will have no effect on my child's scholarship.

← Previous   Next →

Enter your primary company address and press or click **Submit**.

Welcome, DarinS!

Please provide your address.

Line1
111 Monument Circle

Line2

City
Indianapolis

State
IN

Zipcode
63576

← Previous   Submit →

In the next screen, you will be asked more specific details about your school and how you would provide services to ESA scholarship recipients.

Indiana Scholarship Account

- School Profile
- Program Calendar
- My Account

New School Provider

Organization

Name

Little School Five

School ID

8476

Primary Address

Line1

111 Monument Circle

Line2

City

Indianapolis

State

IN

Zipcode

63576

Special Education Services Relationship

What is your Special Education Services relationship?

- Services provided by LEA
- School provides services in-house
- Other

Website

Business description

If you choose **Services Provided by LEA,** you'll be asked to indicate which one:

Primary Address

Line1

| 111 Monument Circle |

Line2

| |

City

| Indianapolis |

State

| IN ⌄ |

Zipcode

| 63576 |

Special Education Services Relationship

What is your Special Education Services relationship?

| Services provided by LEA ⌄ |

School corporation

| Select one ⌄ |

Select one
Adams Central Community Schools
Alexandria Community School Corp
Anderson Community School Corp
Argos Community Schools
Attica Consolidated School Corp
Avon Community School Corp
Barr-Reeve Community Schools Inc
Bartholomew Con School Corp
Batesville Community School Corp
Baugo Community Schools

Likewise, if you choose **School provides services in-house,** your school name will be populated.

Special Education Services Relationship

What is your Special Education Services relationship?

| School provides services in-house ⌄ |

School Name

| Little School Five |

If you choose **Other,** you are asked to provide details.

Special Education Services Relationship

What is your Special Education Services relationship?
Other ⌄

Please Specify

In the Marketing Information section, you can add information that will be included as a description in the provider search provided to Parents.

Please note, the Website field above should have been a web URL rather than the name of the school.

Once the information on this page is complete, **click Create School Provider.**

Create a Location

Next, choose Locations from the left navigation pane and press or click **+ New Location**. Do this even if you only have one location.

Next, you will need to add a location. Your school will probably only have one location. However, if there is more than one location, you can simply continue to add New Locations until all your locations are in the system.

Add Location

Name
Little School 5

Line1
111 Monument Circle

Line2

City
Indianapolis

State
IN

Zipcode
63567

Contact name
DarinS SmithFive

Contact email
dlockert+S1@gmail.com

Contact phone
4489987678

Cancel   Save Location

Click or Press **Save Location** to add this location to the system.

Upload Documents for Review and Approval

When your Location has been created, you will see this screen. To sign the provider agreement and submit your application, the following documents will need to be be added to your application. Currently all of these documents are required by the system.

To start, click or press the **Upload** button.

School Provider Application Instructions
Indiana Education Scholarship Account

⚠ The following documents are required before submitting location for review:
- Proof Of Accreditation
- Tuition And Fee Schedule
- Discount Policy
- School Year Calendar

← **Back to All Locations**

Little School 5

Submit For Review

`Draft`

Location Contact Information	✏ Edit
Location Name:	Little School 5
Street Address:	111 Monument Circle
Apt / Suite / Unit:	-
City:	Indianapolis
State:	IN
Zipcode:	63567
Contact Name:	DarinS SmithFive
Email:	dlockert+S1@gmail.com
Phone:	4489987678

Documents   ⬆ Upload

View All Documents →

From this screen, you can upload the requested documents that are specific to this location. **Tuition & Fee Schedule will be required for approval.**

Choose the **Document Type** button and then select or drag and drop the file to upload.

School Provider Application Instructions
Indiana Education Scholarship Account

Currently the system will require you to upload a Discount Policy document and a School Year calendar document. If you do not have these documents, that is ok. However, you cannot submit your application without uploading something for each document type. For Discount Policy or School Year, you can upload the Tuition and Fees document again, or create a blank document to upload. This issue will be resolved in an update coming soon.

Upload New Document   ×

> ℹ Document(s) uploaded here will only be applied to this location only. To upload a document that applies to more than one location, go to the **Document Manager**.

Document Type

◯ Tuition & Fee Schedule
◯ Discount Policy
◯ School Year Calendar

File*

⌃
Drag & drop to upload or **select file**
(Max file size: 40MB)

No file chosen

[⊗ Cancel2]   [⌃ Upload]

Choose the **Document Type** button and then select or drag and drop the file to upload.

When the Document Upload is complete, you will reach this screen. Use your **browser back button** to return to the previous screen and upload the next document.

Review Document

`Pending`

Document Information	
Filename	Billing Rate.jpg
Status	Pending
Expires On	-
Upload Date	03/12/2024
Uploaded By	**DarinS SchoolFive**

Document Preview	

As each type of document is uploaded, it will appear on the Location screen. Again, press or click the **Upload** button to upload the next document.

⚠ The following documents are required before submitting location for review:
- Proof Of Accredidation
- Discount Policy
- School Year Calendar

← **Back to All Locations**

Created On: 03/12/2024, 12:51 am
Last Modified: 03/12/2024, 12:51 am

Little School 5

Submit For Review

Draft

Location Contact Information ✎ Edit

Location Name:	Little School 5
Street Address:	111 Monument Circle
Apt / Suite / Unit:	-
City:	Indianapolis
State:	IN
Zipcode:	63567
Contact Name:	DarinS SmithFive
Email:	dlockert+S1@gmail.com
Phone:	4489987678

Documents ⬆ Upload

Tuition & Fee Schedule Pending

Billing Rate.jpg
Submitted: 03/12/2024
Expires: -
School Location

View All Documents →

Repeat this process until all 3 document types are displayed as you can see below. This includes the Tuition and Fee Schedule, the Discount Policy, and the School Year Calendar.

Reminder: If you do not have a discount policy or school year calendar, that is ok. Just upload the Tuition & Fees Schedule for each of the document types to be able to move forward in the process.

← **Back to All Locations**

Created On: 03/12/2024, 12:51 am
Last Modified: 03/12/2024, 12:51 am

Little School 5

Submit For Review

`Draft`

Location Contact Information	✎ Edit
Location Name:	Little School 5
Street Address:	111 Monument Circle
Apt / Suite / Unit:	-
City:	Indianapolis
State:	IN
Zipcode:	63567
Contact Name:	DarinS SmithFive
Email:	dlockert+S1@gmail.com
Phone:	4489987678

Documents ⬆ Upload

Tuition & Fee Schedule `Pending`
Billing Rate.jpg
Submitted: 03/12/2024
Expires: -
School Location

Discount Policy `Pending`
Billing Rate.jpg
Submitted: 03/12/2024
Expires: -
School Location

School Year Calendar `Pending`
School Schedule.jpg
Submitted: 03/12/2024
Expires: -
School Location

View All Documents →

There is one additional document the system will require and that is Proof of Accreditation. Again, this is <u>not required</u> for approval, but will need to be uploaded in order to be able to move forward in the system.

Click **View All Documents** to upload the last document.

This will take you to the Document manager. Press or Click **+ New Document**.

Document Manager
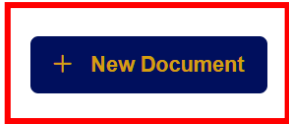
+ New Document

Displaying **3** items

Document Name ⇅	Location ⇅	Submitted ⇅	Expires ⇅	Status ⇅	Document Type ⇅
School Schedule.jpg	Little School 5	03/12/2024	-	Pending	School Year Calendar
Billing Rate.jpg	Little School 5	03/12/2024	-	Pending	Discount Policy
Billing Rate.jpg	Little School 5	03/12/2024	-	Pending	Tuition & Fee Schedule

School Provider Application Instructions
Indiana Education Scholarship Account

Choose the **Proof of Accreditation** Document Type. If you have an accreditation and wish to upload it, you can do that here. However, accreditation is not required to become approved as a provider. If you don't have an accreditation, it is ok to upload the Tuition & Fee Schedule again or other unrelated document to be able to move forward in the system.

Upload New Document

> As a school provider, you must provide a current proof of accreditation, tuition and fee schedule along with discount policy, and your school year calendar. If your school has multiple locations and each location has a different tuition and fee schedule, discount policy and/or school year calendar, separate documents must be provided per location.

Document Type
- ● Proof Of Accredidation
- ○ Tuition & Fee Schedule
- ○ Discount Policy
- ○ School Year Calendar

File*

Drag & drop to upload or **select file**
(Max file size: 40MB)

Certificate.jpg

Location

All

⊗ Cancel   ⬆ Upload

When all the system required documentation is uploaded, your screen will look something like this showing each of the 4 documents.

Document Manager

<div style="text-align:right">+ New Document</div>

Displaying **4** items

Document Name ⇕	Location ⇕	Submitted ⇕	Expires ⇕	Status ⇕	Document Type ⇕
Certificate.jpg	All	03/12/2024	-	Pending	Proof Of Accredidation
School Schedule.jpg	Little School 5	03/12/2024	-	Pending	School Year Calendar
Billing Rate.jpg	Little School 5	03/12/2024	-	Pending	Discount Policy
Billing Rate.jpg	Little School 5	03/12/2024	-	Pending	Tuition & Fee Schedule

To move to the next step, click the link to your location from this screen.

School Provider Application Instructions
Indiana Education Scholarship Account

Sign the Agreement and Submit the Application

Once all the documents have been uploaded, you can sign the agreement and submit your application from this Location screen. Click or press **Submit For Review.**

Little School 5

Submit For Review

`Draft`

Location Contact Information   ✎ Edit

Location Name:	Little School 5
Street Address:	111 Monument Circle
Apt / Suite / Unit:	-
City:	Indianapolis
State:	IN
Zipcode:	63567
Contact Name:	DarinS SmithFive
Email:	dlockert+S1@gmail.com
Phone:	4489987678

Documents   ⬆ Upload

Tuition & Fee Schedule   `Pending`

Billing Rate.jpg
Submitted: 03/12/2024
Expires: -
School Location

Discount Policy   `Pending`

Billing Rate.jpg
Submitted: 03/12/2024
Expires: -
School Location

School Year Calendar   `Pending`

School Schedule.jpg
Submitted: 03/12/2024
Expires: -
School Location

Proof Of Accredidation   `Pending`

Certificate.jpg
Submitted: 03/12/2024
Expires: -
School Location

View All Documents →

School Provider Application Instructions
Indiana Education Scholarship Account

Review the agreement, as well as the linked document and then check each box to indicate you agree.

Type your name at the bottom and press Sign & Submit For Review to submit your application to the Scholarship Division for review and approval.

Agreement

In accordance with the statutory and regulatory guidance of the Indiana Education Scholarship Account I affirm that:

☑ I have read, understand, and agree to the **INESA Entity Agreement** for the relevant scholarship program I am applying to.

☑ Direct Pay Process - Parent/EES may authorize the Scholarship Accounts Division to direct pay tuition (ADM only) allocation to their nonpublic school. Direct pay disbursements are made 2x per school year and does not require the school to invoice the Parent/EES for reimbursement.

☑ Entity who does not participate in the Direct Pay Process shall provide a receipt to a Parent/EES for each qualified expense to be reimbursed.

☑ Payments will be made after the service is provided from the Parent/EES INESA account.

☑ Entity understands State Assessment obligation aligned to accreditation category.

☑ Agreement is valid for one (1) school year. Subsequential years documentation will require a renewal process.

Application Submission and Certification

By signing and submitting this application, the undersigned hereby acknowledges the information provided on this application is true and accurate to the best of his/her knowledge. You should be aware that when you sign and submit this application, the information you share may be disclosed with the Indiana Department of Education, business partners of the Treasurer of State, and participating entities of the ESA program. The Treasurer of State may collect information about you from other sources to verify information submitted in the application.

By providing your name below, you understand that the signing and submitting of this application in this fashion is the legal equivalent of having placed your handwritten signature on the submitted application and this affirmation.

Acknowledgment

I acknowledge and agree with the above statement about my application.

Please type your name below to confirm your acknowledgment.

Full Name
DarinS SchoolFive

Date
03/12/2024

Sign & Submit For Review

25

A success message will display at the top of the page.

✓ Location successfully submitted for review.

← Back to All Locations

Created On: 03/12/2024, 12:51 am
Last Modified: 03/12/2024, 12:58 am

Little School 5

Pending

Location Contact Information	✎ Edit
Location Name:	Little School 5
Street Address:	111 Monument Circle
Apt / Suite / Unit:	-

Documents	⬆ Upload
Tuition & Fee Schedule	Pending
Billing Rate.jpg	
Submitted: 03/12/2024	
Expires: -	

There will also be a confirmation email sent to the email address for this Location.

Scholarship Accounts Division
Office of the Treasurer of State
101 W. Ohio Street | Suite 1450
Indianapolis, IN 46204

Dear DarinS SchoolFive,

We are pleased to inform you that your application to become a Participating Entity in the Indiana Education Scholarship Account Program has been received.

Please allow 7-10 business days for your application to be reviewed by a member of our team. At that time, we will notify you of your updated application status.

Scholarship Accounts Division
Monday - Friday 8:00am - 4:30pm
Office Phone: 317-232-0723
Email: ESA@tos.in.gov
https://www.in.gov/tos/scholarship

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