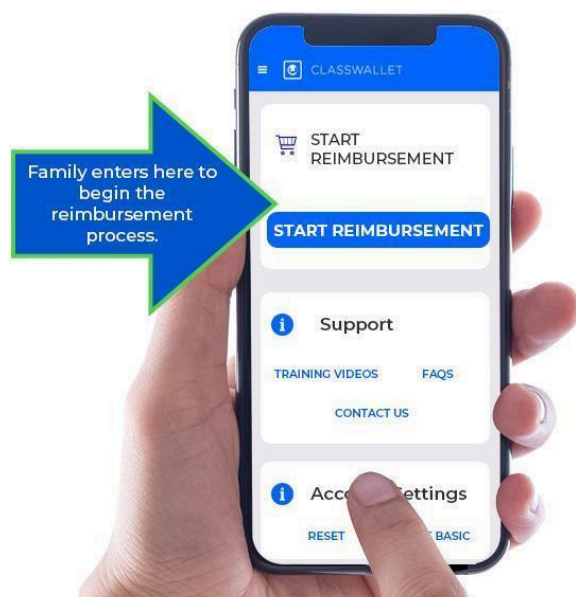


Submitting a Reimbursement

The ClassWallet platform allows Indiana families to easily and quickly get reimbursed for eligible purchases. Below is a guide on how families submit for reimbursement on our platform.



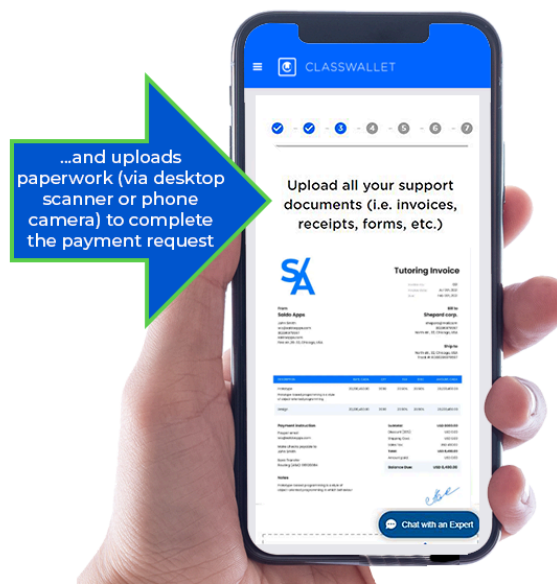
Step 1: Initiate the Reimbursement Process.

Parent enters the ClassWallet platform and proceeds to the “Start Reimbursement” tile.

Step 2: Provide State-required supporting and relevant documentation. Simply proceed to upload any State-required and relevant paperwork to complete the payment request.

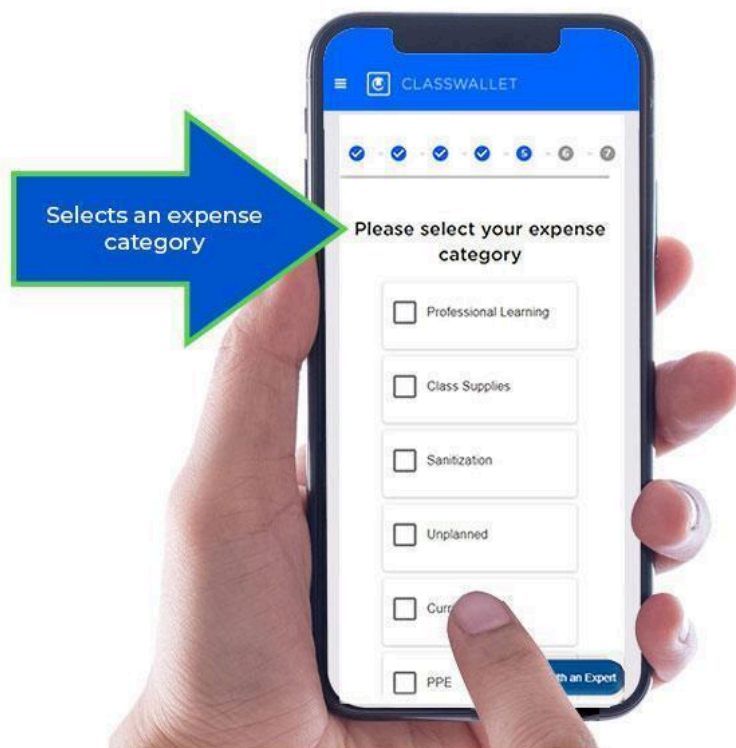
Documents may be submitted by:

- taking a photo using a smartphone or tablet and submitting them through the ClassWallet mobile-friendly website, or
- scanning them using a desktop printer and submitting them through the ClassWallet online application.



Common Documentation Types	Acceptable File Types
A merchant receipt A detailed invoice or bill of sale Tuition invoices Fee statements	.PDF .JPEG .PNG

Families can save time and effort by preparing all the reimbursement expenses and combining them into a single reimbursement request. There is no limit to how many receipts can be uploaded in a single transaction.

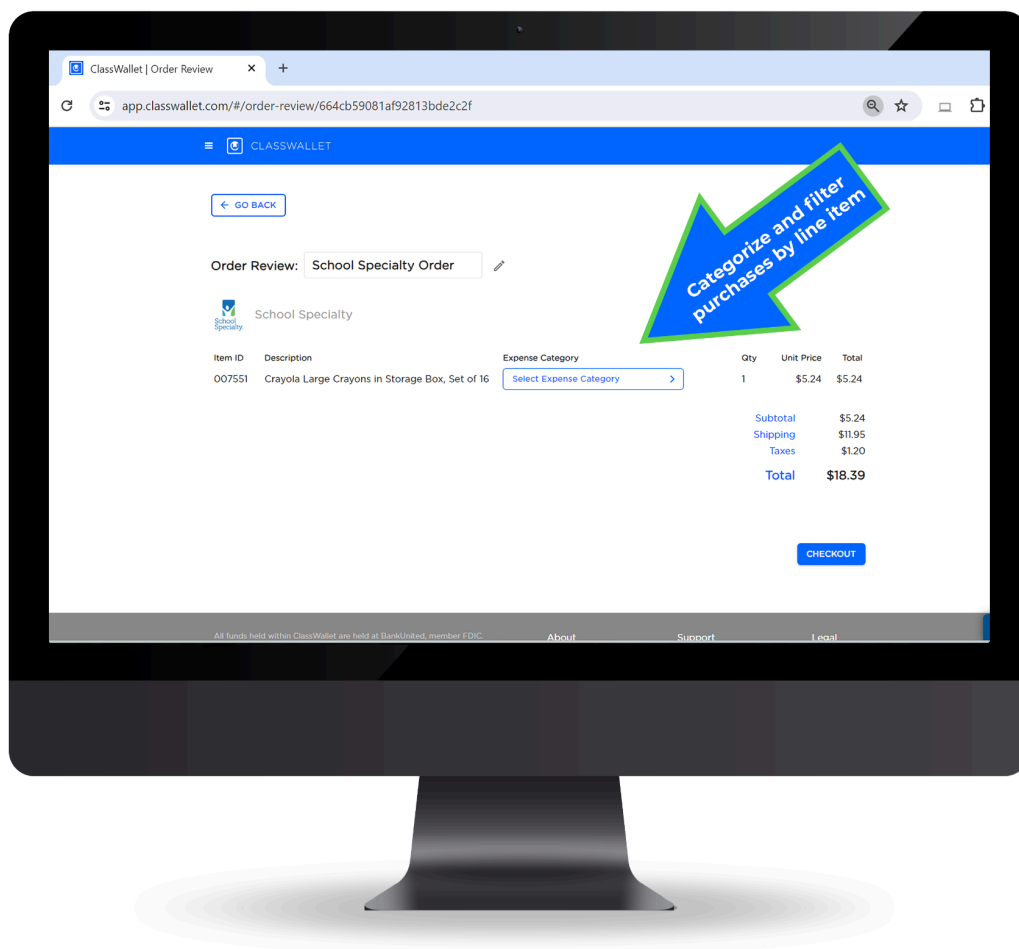


Step 3: Completing the Request.

Select a State-approved expense category.

Step 4: Submit.

Submit for reimbursement and Review the order



Reviewing and Reconciling Account Activity

Through ClassWallet, families also have access to multiple reports that make it very easy for them to track and reconcile their activity.

