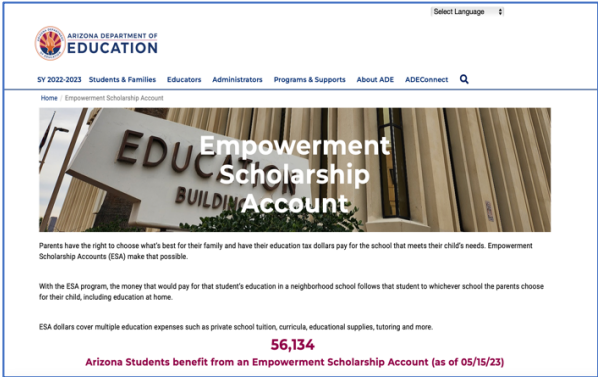# Ready to apply for an ESA? It takes only few minutes to fill out the online application!

Follow the red arrows for step-by-step instructions!
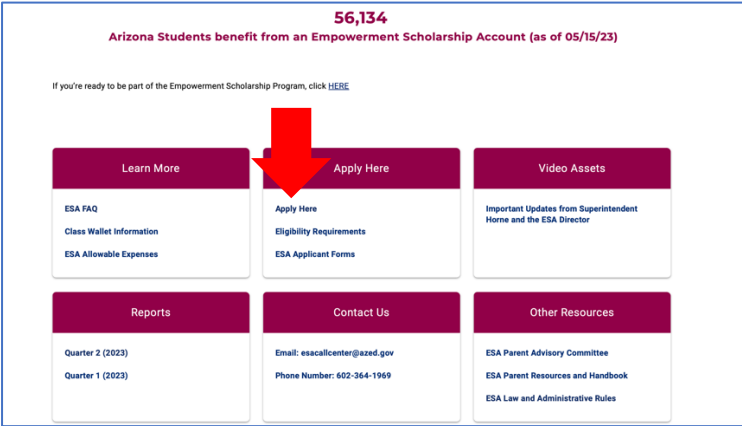
Step 1: Get Started

⇒ Go to azed.gov/ESA in your browser.

⇒ This is what the ESA homepage looks like.

⇒ Scroll down and click on "Apply Here".

Step 2: Creating Your Account

⇒ Create your ESA account by clicking on the red box.

Do you have an active ADEConnect account to access the ESA Portal?

Yes - Take me to the Login screen »   No - Create my account »

Note: If you are a Parent/Guardian of more than one ESA Student, you only need to register once.

⇒ The next screen is a registration form that looks like this.

EMPOWERMENT SCHOLARSHIP

ESA Applicant Portal ADEConnect Account Registration

Parent/Guardian Prefix	Select prefix...
Parent/Guardian First Name*	Enter First Name
Parent/Guardian Middle Name	Enter Middle Name
Parent/Guardian Last Name*	Enter Last Name
Parent/Guardian Suffix	Select suffix...
Phone Number	
Email*	Enter a valid email
Confirm Email*	Enter Confirm Email Address

Register   Cancel

⇒ Fill out all the *required information. Hit "Register" at the bottom.

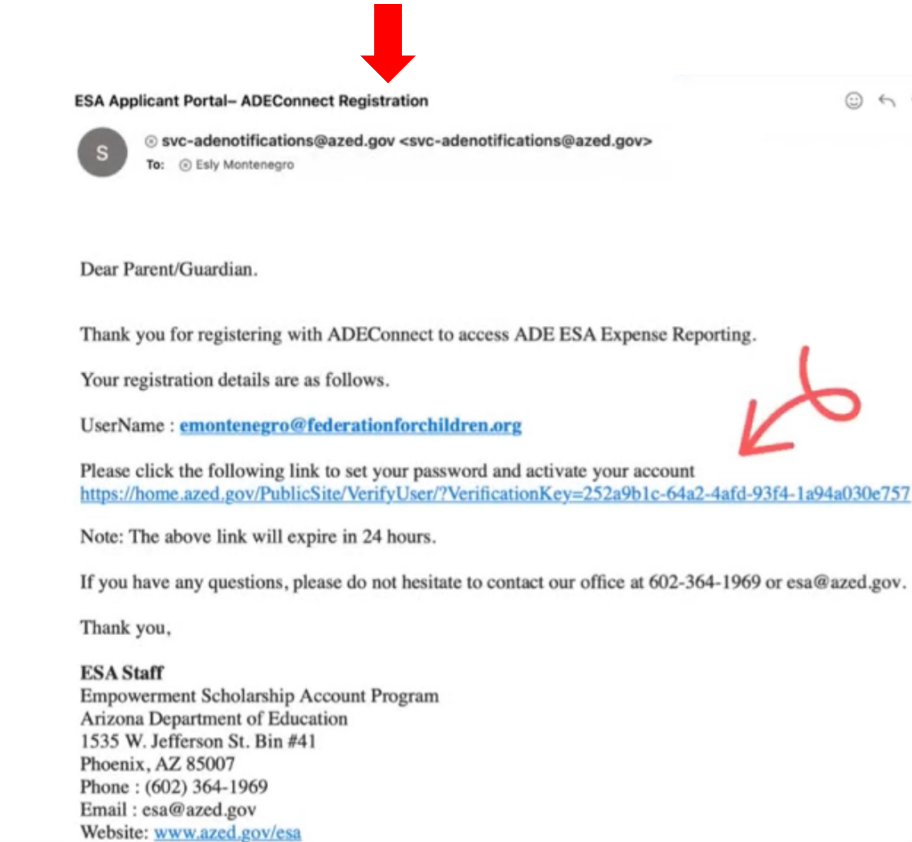| Parent/Guardian Prefix | Select prefix... |
Parent/Guardian First Name*	Enter First Name
Parent/Guardian Middle Name	Enter Middle Name
Parent/Guardian Last Name*	Enter Last Name
Parent/Guardian Suffix	Select suffix...
Phone Number	
Email*	Enter a valid email
Confirm Email*	Enter Confirm Email Address

Register   Cancel

Step 3: Activate Your Account

⇒ Go to your inbox. You'll have an email from the ESA office. Click the link to set up your password and activate your account. This is what the email looks like.

ESA Applicant Portal– ADEConnect Registration

⊙ svc-adenotifications@azed.gov <svc-adenotifications@azed.gov>
To: ⊙ Esly Montenegro

Dear Parent/Guardian.

Thank you for registering with ADEConnect to access ADE ESA Expense Reporting.

Your registration details are as follows.

UserName : emontenegro@federationforchildren.org

Please click the following link to set your password and activate your account
https://home.azed.gov/PublicSite/VerifyUser/?VerificationKey=252a9b1c-64a2-4afd-93f4-1a94a030e757

Note: The above link will expire in 24 hours.

If you have any questions, please do not hesitate to contact our office at 602-364-1969 or esa@azed.gov.

Thank you,

ESA Staff
Empowerment Scholarship Account Program
Arizona Department of Education
1535 W. Jefferson St. Bin #41
Phoenix, AZ 85007
Phone : (602) 364-1969
Email : esa@azed.gov
Website: www.azed.gov/esa

⇒ After clicking the activation link, you'll be redirected to this screen to set up your password.

Please set your Password

Password:
Confirm:

Set Password

ADE Password Policy
☑ Eight characters minimum in length
☑ Three of the four options below must be included:
☑ Contains at least one upper case letter
☑ Contains at least one lower case letter
☑ Contains at least one symbol [example: !,@,#,$,%,*]
☑ Contains at least one number [between 0-9]

Step 4: Fill Out Your Child's Application

⇒ Now head back to the ESA Homepage at azed.gov/ESA and click on "Apply Here" one more time.

⇒ Remember seeing this screen below? Now that your account is set up, you'll click on the green box.

⇒ Below is the next screen you'll see. This is where you log on using your newly activated ESA account username and password.

Arizona
Department of Education

Sign in with your organizational account

emontenegro@federationforchildren.org

••••••••••••

Sign in

Forgot Password?

Your organizational account used for sign in is your email address.

If you have forgotten your ADEConnect password, you can reset it using the Forgot Password? link.

***Don't be confused about the wording asking you to enter "your organizational account" to log on. All you need to enter is your personal email address in the top box and your password in the bottom box.

⇒ This is the first screen you'll see after logging in.

Dear **Mary Doe**, Welcome to the ESA Applicant Portal.   Submit a HelpDesk Request

PLEASE READ BEFORE APPLYING

If you are applying under the ESA expansion, you must select 'UNIVERSAL' category that fits your student. If you have already applied in any other category, we recommend that you withdraw your application, by **Clicking on the 'Close account for this student' red button** on your Parent Portal and then submit a new application under the 'UNIVERSAL' category. This does not impact the amount of funding that you will receive.

IMPORTANT

Please keep in mind that it does take approximately 3 weeks to set up and fund an account once a contract has been singed. Due to volume, it might take longer. You will receive email directly from ClassWallet when funds are available.

Create New Application

⇒ Click the green box to start a new application.

⇒ The first question on the application asks if you and your child are Arizona residents. If you have a home address in Arizona, the answer to this question is "yes".

Empowerment Scholarship Account (ESA) Application
Submit a HelpDesk Request

Note: If your student is currently on the ESA program (has an active current year contract), it is not necessary to reapply. You will be sent a Renewal Contract at the appropriate time by the ESA Team.

✖ Cancel

Do you AND the student reside in Arizona?

◉ Yes
○ No

✖ Cancel   ✔ Continue

⇒ The second question asks you which school year you're applying for your child. Answer and hit "continue".

For which school year are you applying?

○ Current School Year 2022 - 2023
○ Next School Year 2023 - 2024

⇒ Now you'll see this screen asking you to choose your child's eligibility category.

Which of the following would you like to designate as your primary eligibility?

The UNIVERSAL eligibility categories do not require any previous public school attendance. The other categories listed in law still require 45 days in a public school prior to being eligible.

Therefore, we recommend all incoming applications apply under the UNIVERSAL category as listed below, since the funding amounts are the same.

○ PRESCHOOLERS WITH DISABILITIES
○ UNIVERSAL WITH DISABILITIES
  - **Covers all K-12 students residing in the state of AZ. This includes the previously covered categories:**
    ○ **Military with Disabilities**
    ○ **Disabilities**
○ UNIVERSAL
  - **Covers all K-12 students residing in the state of AZ. This includes the previously covered categories:**
    ○ **Military**
    ○ **Adoption/Foster Care-Adopted**
    ○ **Adoption/Foster Care-Planned Adoption**
    ○ **Sibling**
    ○ **Previously in ESA Program**
    ○ **Attending D/F School**
    ○ **Legally Blind/Deaf/Hard of Hearing Parent**
    ○ **Residing on a Native American reservation**

← Back   ✖ Cancel   ✔ Continue

If your child has special needs (IEP or MET), click here.

If your child DOES NOT have special needs, click here.

⇒ This screen below instructs you to prep two simple documents. You'll need your child's birth certificate (a copy of the birth certificate is acceptable) scanned and ready for upload from your computer. Also, you'll need ONE piece of paperwork that has the parent or legal guardian's name AND physical address. Again, please make sure both are scanned and ready for upload from your computer. Hit "Confirm" at the bottom when you're ready.

A copy of your child's birth certificate is required! But it doesn't matter where your child was born.

You only need to provide ONE of these documents!

Empowerment Scholarship Account (ESA) Application Submit a HelpDesk Request

You have indicated that the following eligibilities apply to your student:

Before continuing with your application please make sure you have the following document(s) to upload:

Student`s Birth Certificate and/or Guardianship Documents

Provide proof of Arizona residency (name must match applicant name). Examples below, please see Eligibility Requirements for additional proof of residency options.
1. Real estate deed or mortgage documents
2. Property tax bill
3. Residential lease or rental agreement
4. Water, electric, gas, cable, or phone bill
5. W-2 statement

Please confirm if you are ready to continue with your application

← Back   ✗ Cancel   ✔ Confirm   🖨 Print Copy

⇒ Now it's time to upload your documents on the screen below. It's quick and easy!

Empowerment Scholarship Account (ESA) Application Submit a HelpDesk Request

ⓘ File Upload Specifications:
- File name cannot have any special characters except those specified. Only letters, numbers, " - "(hyphen or dash) and " " (space) are allowed.
- Allowed file extensions: **.jpg, .png, .gif, .doc, .docx, .pdf** only.
- Multiple files can be uploaded - Individual file size should be less than **10 MB**.

Please refer to the list below for the required documents needed to upload.

Student`s Birth Certificate and/or Guardianship Documents
📄 Choose File(s)

Provide proof of Arizona residency (name must match applicant name). Examples below, please see Eligibility Requirements for additional proof of residency options.
1. Real estate deed or mortgage documents
2. Property tax bill
3. Residential lease or rental agreement
4. Water, electric, gas, cable, or phone bill
5. W-2 statement

📄 Choose File

✗ Cancel   ✔ Continue

Click these boxes to upload your documents directly from your files on your computer.

⇒ This is a sample of what the screen will look like after you upload. If you see your document listed under the blue "Choose File" boxes, you did it right!

File Upload Specifications:

- File name cannot have any special characters except those specified. **Only letters, numbers, " - "(hyphen or dash) and " " (space) are allowed.**
- Allowed file extensions: **.jpg, .png, .gif, .doc, .docx, .pdf** only.
- Multiple files can be uploaded - Individual file size should be less than **10 MB**.

Please refer to the list below for the required documents needed to upload.

Student`s Birth Certificate and/or Guardianship Documents

📄 Choose File(s)

Birth Certificate.docx remove

Provide proof of Arizona residency (name must match applicant name). Examples below, please see **Eligibility Requirements** for additional proof of residency options.

1. Real estate deed or mortgage documents
2. Property tax bill
3. Residential lease or rental agreement
4. Water, electric, gas, cable, or phone bill
5. W-2 statement

📄 Choose File

PROOF OF RESIDENCY DOCUMENT.docx remove

✖ Cancel   ✔ Continue

⇒ Ok, you're almost done! The next screen just asks for the basic information of your child.

Empowerment Scholarship Account (ESA) Application   Submit a HelpDesk Request

* Indicates field is required

Student Information

First Name*

Last Name*

Middle Name

Gender*
Select Gender

Date Of Birth*
MM/DD/YYYY

Grade Level*
Select your Grade

PLEASE VERIFY YOU HAVE READ AND UNDERSTOOD THE FOLLOWING:

☐ I certify the information provided in this application, including any supporting documentation is truthful and accurate.
☐ I understand that if my child is awarded an ESA, I am required to withdraw him or her from public/charter school prior to signing the contract.
☐ I understand that if my child is awarded an ESA, I may not receive a School Tuition Organization (STO) tax credit based scholarship for the same time period.
☐ I certify that I am the responsible party, and hold the nesessary authority to make all educational decisions for the applicant student.
☐ I attest that my student is physically in the state of Arizona, while being educated.

Sign and Date Below:

Signature*
American Federation For Children

SignatureDate*
5/20/2023

✖ Cancel   ✔ Submit

Read and click all these boxes. (they'll turn blue)

Simply type in your name here as your signature

Last step, hit submit!

Step 5: Congratulations, you've Officially Applied for an ESA!

⇒ This is the last screen you'll see! It's an important one because it has your ESA Application number. Save or print this page!

You will need this number in order to be able to check on your child's application as it moves through the ESA office!

Empowerment Scholarship Account (ESA) Application Submit a HelpDesk Request

Thank you for submitting your Empowerment Scholarship Account (ESA) application. A decision regarding your application will be sent to you via email no later than 45 days following your Submission.

Your ESA Application number is:

106209

It is important to save your assigned ESA Application number as you will need it when inquiring about your application. The ESA Application number has also been emailed to the email address you provided on the application.

Please check your email regularly. We recommend adding esa@azed.gov , esa.communications@azed.gov and echosign@echosign.com to your email contacts to avoid any correspondence going into your spam or junk folder.

If you have any questions, please do not hesitate to contact ESA staff at 602-364-1969.

⬇ Save Copy   🖶 Print Copy   ◀◀ Back To Portal

If you're applying for an ESA for more than one child, you will need to fill out a separate application for each child. Every child who qualifies will receive their own contract from the ESA office. You'll need to sign each contract and email it back to the ESA Office. Note, the contract (or contracts) will be emailed to you at the email address you provided in the ESA Portal.