



REDEEMER CHRISTIAN ACADEMY

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Payment of invoice using ESA funds via ClassWallet

1. SELECT VENDOR

Search for and select "RCA Redeemer Christian Academy"

2. ADD DETAILS

Enter the invoice amount. Click Next

3. UPLOAD

Upload the invoice provided

4. SELECT PURSE

Select the purse you want to pay this invoice from. Click Next

5. ADJUST AMOUNT

If the amount owed is greater than the current balance in your ClassWallet, input the total balance in your wallet. The service fee will automatically be applied, and you'll see the adjusted Amount to Vendor at the bottom. The remaining balance to RCA will need to be paid out-of-pocket.

If the amount owed is less than the current balance in your ClassWallet, you will need to figure out the right Payment Amount to enter so that the Amount to Vendor matches your Invoice Amount. (Invoice Amount multiplied by 1.025 = Payment Amount).

Select 'Tuition' for your expense category and click Next.

6. ADDITIONAL INFORMATION

Please add your students name to the comments and the invoice number in the sections. Click Next

7. REVIEW

Review all transaction information click Next, then Close.