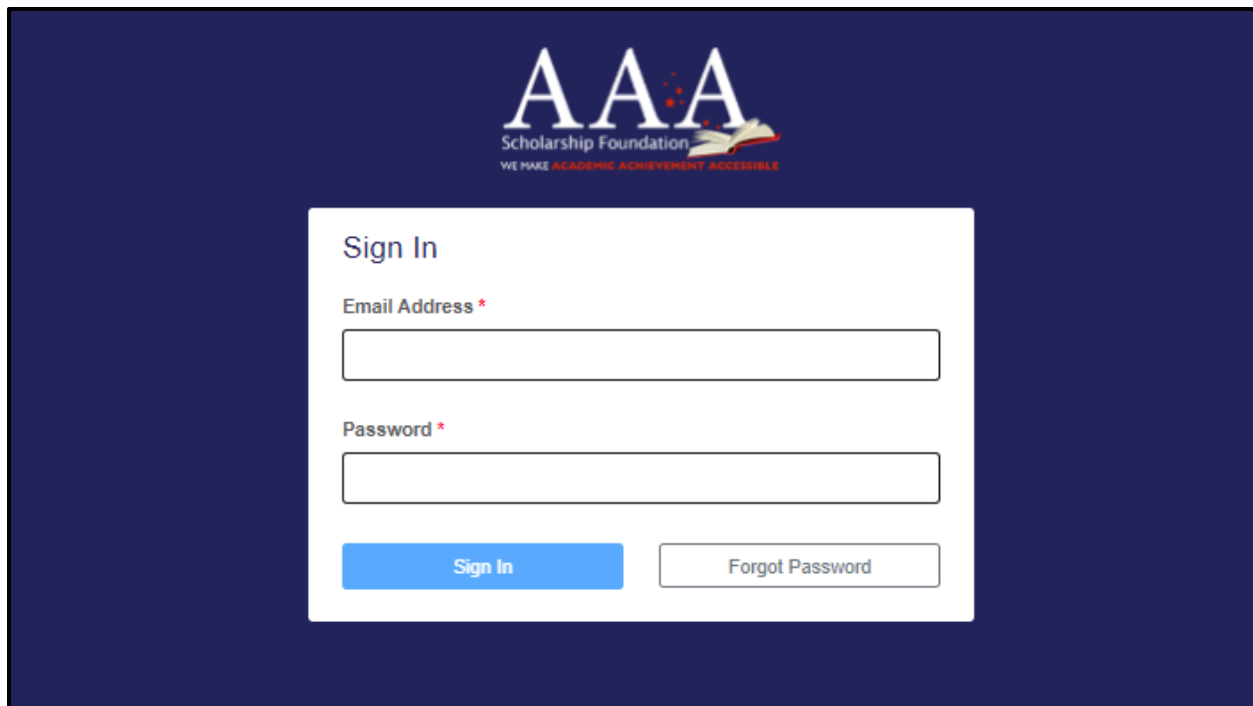


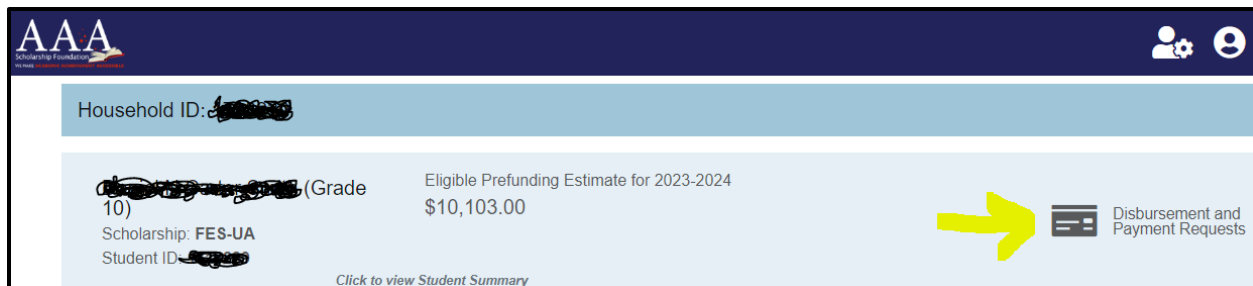
## How to submit a disbursement request from your student's PEP scholarship account

Step 1. Log into your SMP account (<https://start.aaascholarships.org/userlogin>)



The screenshot shows the AAA Scholarship Foundation Sign In page. At the top center is the AAA Scholarship Foundation logo with the tagline "WE MAKE ACADEMIC ACHIEVEMENT ACCESSIBLE". Below the logo is a white "Sign In" form on a dark blue background. The form contains two input fields: "Email Address \*" and "Password \*". Below the fields are two buttons: a blue "Sign In" button and a white "Forgot Password" button.

Step 2. Click on Disbursement and Payment Requests



The screenshot shows the AAA Scholarship Foundation user dashboard. At the top left is the AAA Scholarship Foundation logo. At the top right are icons for user profile, settings, and a person. Below the header is a light blue section with the text "Household ID: [redacted]". Below that is a white section with the following information: "[redacted] (Grade 10)", "Eligible Prefunding Estimate for 2023-2024 \$10,103.00", "Scholarship: FES-UA", and "Student ID: [redacted]". At the bottom of this section is a link that says "Click to view Student Summary". To the right of the student information is a yellow arrow pointing to a button labeled "Disbursement and Payment Requests".

### Step 3. Select Create a New Disbursement Request

The screenshot shows the 'Payments' tab of a student portal. At the top, there are tabs for 'Student Summary', 'Verification Report', and 'Payments'. Below the tabs, the student's information is displayed: 'Grade 10', 'Student ID: [redacted]', 'Household ID: [redacted]', and 'Student Application Type: Renewal'. Under 'Award Details', the 'Eligible Prefunding Estimate' is \$10,103.00, with a 'Balance Details' button. A message states 'Scheduled Payment Plan - No School Payments Scheduled at this time'. Below this, the account is identified as 'Florida Prepaid College and Savings' with an 'Update Account' button. The 'Payment Authorizations & Requests' section contains a yellow arrow pointing to a blue button labeled 'Create a New Disbursement Request'. Other options include 'Invite a New Vendor/Service Provider' and a search bar. A table with columns for Status, Transaction ID, Preauth, Request Date, Due Date, and Type is shown below, with the message 'No data to display' and 'Showing 0 - 0 of 0 items' at the bottom.

### Step 4. Enter the information about the Vendor that provided the products/services

The 'Vendor Information' form is titled 'Vendor Information' and includes the instruction: 'You must complete the required vendor information in order to submit your request for reimbursement.' The form contains the following fields: 'Vendor Name \*' (a single-line text box), 'State \*' (a dropdown menu with 'Florida' selected), 'City \*' (a text box), 'Zip Code \*' (a text box), 'Address Line 1 \*' (a text box), 'Address Line 2' (a text box), 'Contact Information' section with 'First Name \*' and 'Last Name \*' (text boxes), 'Title' (a text box), and 'Email Address \*' (a text box). At the bottom, there is a checkbox with the text 'Check box if this vendor is the same person who directly provided the product/service.' and two buttons: 'Continue' and 'Close'.

Step 5. Complete the Disbursement Request form, upload your paid receipt and submit your request:

### Disbursement Request

Grade 10

Available Balance: \$2,727.80

Item/Service to be Purchased \*

Category \*

Annual Evaluation Fees

Confirm Vendor/Service Provider Name \*

Vendor/Service Provider Name \* Test vendor

\*This Vendor is not set up to accept Direct Payments

Total \*

\$0.00

Educational Purpose \*

Date of Purchase/Service \*

Receipt \*

[Upload your Itemized Receipt](#)

If you have documentation that supports your student's need for this product/service, please upload here.

[Choose File](#)

I confirm that this purchase abides by the affirmations agreed to by me on the Certification and Authorization and/or Sworn Compliance Statement when applying for the FES-UA Scholarship and by the AAA Scholarship policies and procedures as stated in the FES-UA Handbook and understand that failure to comply could result in loss of the FES-UA Scholarship and/or require the return of 4 funding to AAA Scholarship Foundation.

[Submit Request](#)

Step 6. The disbursement request will show as Pending AAA once it has been submitted:

### Payment Authorizations & Requests

[Create a New Disbursement Request](#) [Invite a New Vendor/Service Provider](#)

Search

Status	Transaction ID	Preauth	Request Date	Due Date	Type	Vendor	Description	Amount	
Pending AAA	GD0051	N/A	10/02/2023		Guardian Reimbursement	Test vendor / First Last	annual evaluation fee	\$100.00	<a href="#">Cancel</a>

Showing 1 - 1 of 1 items

Step 7. Once reviewed, the status of the request will update to Approved, Declined or Pending Guardian Additional Information.

- If Approved, your payment will be included in the next scheduled payment run.\*
- If Declined, the reason will be listed. You may appeal the decision by clicking on the Appeal button.
- If Pending Guardian Additional Information, please check your email for our request for additional information and provide it by the listed deadline.

\*To ensure prompt payment, enter your banking information in the Account Settings section of your Family profile:

