

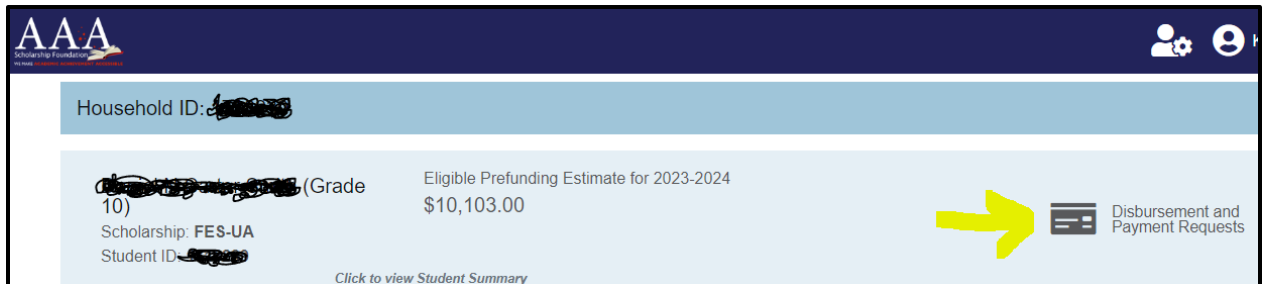
How to submit a disbursement request from your student's AAA scholarship account

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

Step 3. Select Create a New Disbursement Request

The screenshot shows the 'Payments' tab of a student portal. At the top, there are navigation tabs: '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'. The 'Award Details' section shows an 'Eligible Prefunding Estimate' of '\$10,103.00' and a 'Balance Details' button. The 'Scheduled Payment Plan' section indicates 'No School Payments Scheduled at this time'. The 'Florida Prepaid College and Savings' section has an 'Update Account' button. The 'Payment Authorizations & Requests' section contains a yellow arrow pointing to a 'Create a New Disbursement Request' button, along with an 'Invite a New Vendor/Service Provider' button and a search bar. Below this is a table with columns: Status, Transaction ID, Preauth, Request Date, Due Date, and Type. The table is currently empty, showing 'No data to display' and 'Showing 0 - 0 of 0 items'.

Step 4. Choose one of the following options: Vendor Disbursement (for a direct payment to the vendor) or Guardian Reimbursement (for a parent/guardian reimbursement):

The screenshot shows the 'Choose Transaction Type' screen. It has a title 'Choose Transaction Type' and a sub-header 'Choose Transaction Type'. Below the title, there is a paragraph: 'You can select the transaction type by clicking on one of the buttons below. The system will guide you through the necessary steps to complete the transaction and gather the required information.' There are two blue buttons: 'Vendor Disbursement' and 'Guardian Reimbursement'. Below the 'Vendor Disbursement' button, there is a paragraph: 'You can request a direct disbursements to a vendor for items or services purchased.' Below the 'Guardian Reimbursement' button, there is a paragraph: 'You will request a reimbursement for the items or services purchased. You will need to enter some required information from the vendor.'

Step 5. Enter the information about the Vendor that provided the products/services

Vendor Information

You must complete the required vendor information in order to submit your request for reimbursement.

Vendor Name *

State * Florida **City *** **Zip Code ***
Address Line 1 *
Address Line 2
Contact Information
First Name * **Last Name ***
Title
Email Address *
 Check box if this vendor is the same person who directly provided the product/service.

Step 6. 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 *

*This Vendor is not set up to accept Direct Payments

Total *

Educational Purpose *

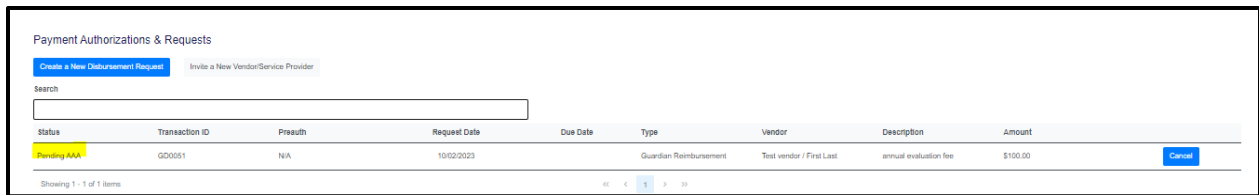
Date of Purchase/Service *

Receipt *

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

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.

Step 7. 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	Praeth	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	Cancel

Showing 1 - 1 of 1 items

Step 8. 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:

