



# Step Up For Students

## **EMA Account Set-Up for Public School Providers (School Districts and Charter Schools)**





## Welcome & Congratulations



We're thrilled to welcome you as a Public School Provider partnering with Step Up For Students! By joining this growing network, you're helping to expand educational access and empower families across Florida with meaningful choices. Your commitment to offering flexible, high-quality services—whether in-person, online, or hybrid—will make a lasting impact on students statewide. Thank you for stepping into this important role. We look forward to supporting your success as you begin serving scholarship students and shaping the future of education.

As you begin your journey as a public school provider with Step Up For Students, know that you're not alone. Our team is here to support you—from setting up your EMA Business Account to promoting your offerings and navigating the payment process.

Whether you have questions, need guidance, or want to explore new ways to serve students, we're just a call or email away.

**Keith R. Jacobs, M.Ed.**

**Director, Provider Development**

**Email: [kjacobs@sufs.org](mailto:kjacobs@sufs.org)**



## Flexible Services. Direct Funding. Statewide Reach.

Over 460,000 Florida students are customizing their education through scholarships from Step Up For Students. As a public school provider—district or charter—you can offer part-time classes, enrichment programs, or support services that meet these students' unique needs. This model allows families to select individual services—not full-time enrollment—creating new ways for your school to serve students and generate revenue.

Here's how it works:

- **Fee-for-Service Model:** Unlike students funded through FEFP, scholarship students are not enrolled full-time. Your school sets pricing for the services it offers.
- **Direct Payment:** Families are invoiced through Step Up For Students' secure system, and costs are reimbursed from scholarship funds—no out-of-pocket expense when funds are available.
- **Statewide Access:** Your offerings aren't limited by geography. Scholarship students from anywhere in Florida can access your services—whether in person, online, or through hybrid models.
- **Maximize Existing Resources:** Repackage what you already do well—AP courses, career training, online classes—into flexible offerings that meet diverse student needs.

Join public school providers across Florida in expanding access, supporting personalized learning, and making educational choice a reality for more families.



## Items needed to set up EMA Account



To begin offering services to scholarship students through Step Up For Students, public school providers must create an EMA (Education Market Assistant) Business Account. This enables secure invoicing and payment processing.

### What You'll Need:

- W-9 Form with your organization's EIN (Employer Identification Number)
- Banking Information for direct deposit of payments
- Business Email Address for account setup and communication (do not use a personal email)
- Primary Contact Information including name, title, phone number, and email
- Service Details such as course or program descriptions and pricing



## Creating an EMA Business Account

**Get  
Started  
NOW**

**Only one person from the business will need to create a business account.**

**For the purposes of this presentation, “Business Accounts” refers to District Schools and/or Charter Schools.**



# Creating an EMA “Business” Account

1

A screenshot of the EMA (Education Market Assistant) login page. The page features the EMA logo (an owl) and the text "EMA Education Market Assistant Welcome!". Below the logo are two input fields: "Username" with a "Forgot Username?" link, and "Password" with a "Forgot Password?" link and a "Show" button. There is a checkbox for "Keep me signed in" and a prominent red "LOG IN" button. At the bottom, there are links for "Don't have an account? Sign Up" and "SUFS Team Member? Sign In".

To create an EMA account, go to [apply.stepupforstudents.org](https://apply.stepupforstudents.org), click on the “Sign Up” link located under the LOG IN bar.

2

A screenshot of the EMA verification page. The page is titled "Welcome to EMA" and contains the text: "For added security, we will send a One-Time Password (OTP) to your email. Please enter a valid email address and verify the code." Below this is an "Email Address" input field. A prominent red button labeled "SEND CODE" is positioned below the input field. At the bottom of the form area, there is a link that says "Back to Sign In". At the very bottom of the page, there is a small line of text: "By signing up, you agree to EMA [Privacy Policy](#)."

For added security, we will send a One-Time Password (OTP) to your email. Please enter a valid email address and verify the code.



# Step Up For Students

## Scholarships for Florida Schoolchildren



Para leer este correo electrónico en español, [haga clic aquí](#).

Thanks for verifying your [redacted] account! Your verification code is: 8242568 Please enter this code on the sign up screen to continue.

**Questions?**  
If you have questions, please

Thank you,  
Step Up For Students



Welcome to EMA

For added security, we will send a One-Time Password (OTP) to your email. Please enter a valid email address and verify the code. Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address

Verification Code

8242568

**CONFIRM**

Resend verification code

[Back to Sign In](#)

By signing up, you agree to EMA [Privacy Policy](#).

3

Once you receive the verification code via email, please enter it exactly as listed.



# Step Up For Students

**Parent/Guardian:** The person designated to administer or manage a scholarship student's account.

**Service Provider:** A person or organization authorized to provide services to scholarship students.

Please select the appropriate account type below.

Email

n\*\*\*\*\*@sufs.org

Account Type

Service Provider



Username

First Name

First Name

Last Name

Last Name

Create Password

Show

Confirm Password

Show

- Lowercase characters
- Uppercase characters
- Numbers (0-9)
- Symbols

4

Service Providers are defined as a person or organization authorized to provide services to scholarship students.

Please ensure you select the correct account type.

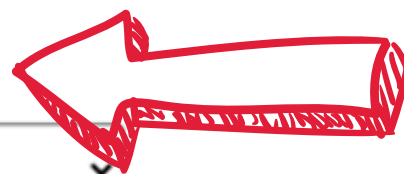


# Step Up For Students

## Set up your security questions

Security Question

In what city did you meet your first spouse/partner?



Answer

Security Question

Security Question

Answer

Security Question

Security Question

Answer

**CONTINUE**

**Once you complete your security questions, please click continue to move forward.**

**Please note that once security questions are created, they cannot be changed.**



# Step Up For Students

## What kind of account would you like to create?

If you need to create both, please select "Business Account" first. You'll be able to create a Personal Account after creating your Business Account.

### BUSINESS ACCOUNT

- Sets up business information and profile.
- If applicable, accepts individuals as a service provider.
- Will manage accounting and billing.

SELECT

### PERSONAL ACCOUNT

- Persons who provide approved services for students.
- Does not manage invoicing or billing.
- Individuals who provide approved services and are paid through a business.

SELECT



## Creating a “Business” Provider Account

Once you log back in, you’ll see your business profile. On this page you’ll need to fill out your business information and the description of your business.

The business email listed in your EMA profile will receive all notifications related to service purchases and updates.

The brief description has a 1500-character limit, including spaces. Please be concise.

The screenshot shows a web interface for creating a business profile. At the top, there are tabs for "Profile", "Direct Pay", "Terms & Conditions", "Contacts", and "Users". The "Profile" tab is active. Below the tabs is the "Business Profile" section with the instruction "Please complete your business profile." The "Business Information" section contains several input fields: "Legal Business Name\*" (Beyonce Knowles Tutoring), "Advertised Name\*" (Bk Tutoring), "Business Email\*" (nlpuat251@sufs.org), "Primary Phone\*" ((222) 555-6666), "Primary Phone Type\*" (Mobile), "Secondary Phone" ((850) 222-6666), "Secondary Phone Type" (Home), "Website" (BKtutoring.org), and "Fax Number" ((000) 000-0000). A red arrow points to the "Business Information" heading. A red box highlights the "Business Email\*" field. Below this is the "Description\*" section with the instruction "Please enter a description for your school or business that highlights the services and populations that you serve. This description will be helpful for parents searching for services through the marketplace." A red box highlights the "Description\*" section, which contains the text "BK Tutoring; virtual and part-time and full-time services".



# Step Up For Students

## Mailing Address

Street Address:

Address Line 2:

City:  County:  State:  Zip Code:

Check to use same address for both Mailing and Physical addresses.

## Physical Address

Street Address:

Address Line 2:

City:  County:  State:  Zip Code:

## Direct Pay

Business Service Providers with a valid bank account and tax ID on file will be able to receive payments directly into their bank account with parent approval. Please click on Manage to add or edit your banking information. Please keep in mind, if your banking information changes at any point, you will have limited access to the system until the banking information is corrected.

Invalid! Please update your banking information to proceed.

MANAGE

SAVE

Enter the information and click **SAVE** on the business profile.





# Step Up For Students



## Two-Step Verification

For added security, we will send a One-Time Password (OTP) to your phone.

Text me

Call me

Country Code

American Samoa (+1)

Phone Number

9206505215

**Send Code**

If you have any issues, please contact us at 1-833-622-6819.

Standard messaging and data rates may apply.

Return to [Log In](#)



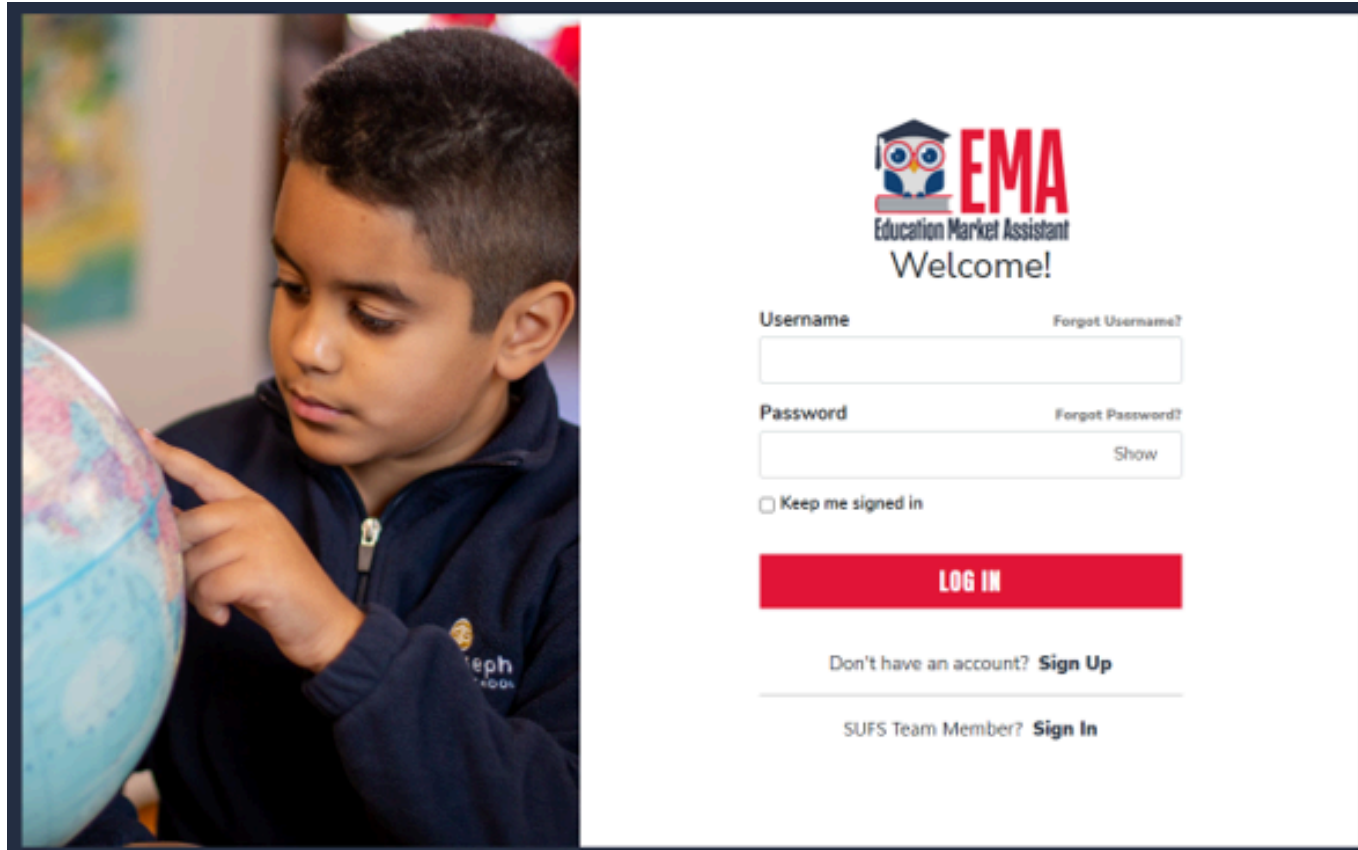
The phone number used for two-step verification must be multifactor authentication compatible.

This means the call must be able to receive a code through a text or call.

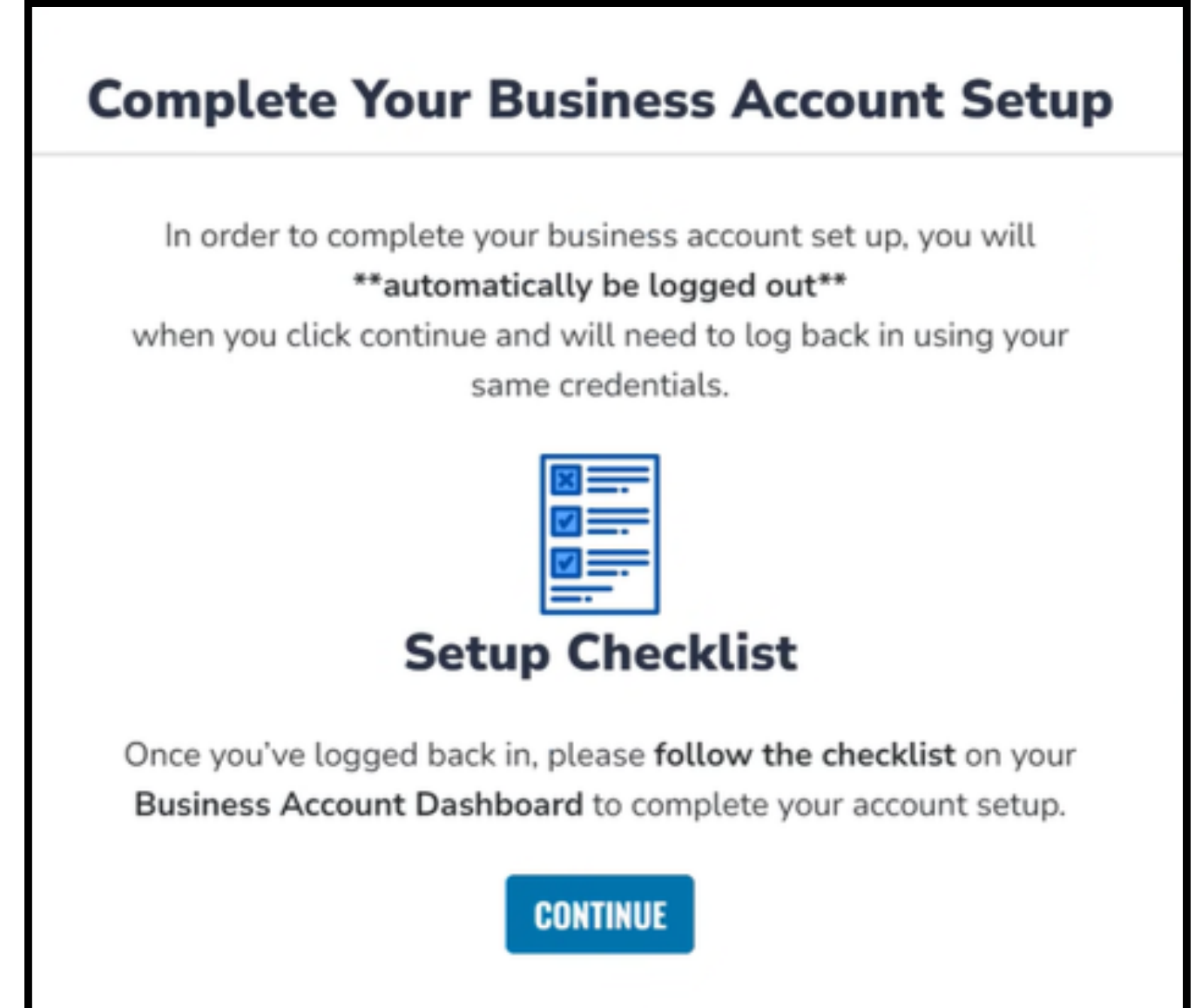
Numbers that are answered with an automated recording will not work.



# Step Up For Students



To continue setting up your business account, you will be automatically logged out after clicking 'Continue.' Please log back in using your existing credentials to proceed.



After logging back in, please refer to the checklist on your Business Account Dashboard to complete the setup process and continue with your business process.



# Step Up For Students

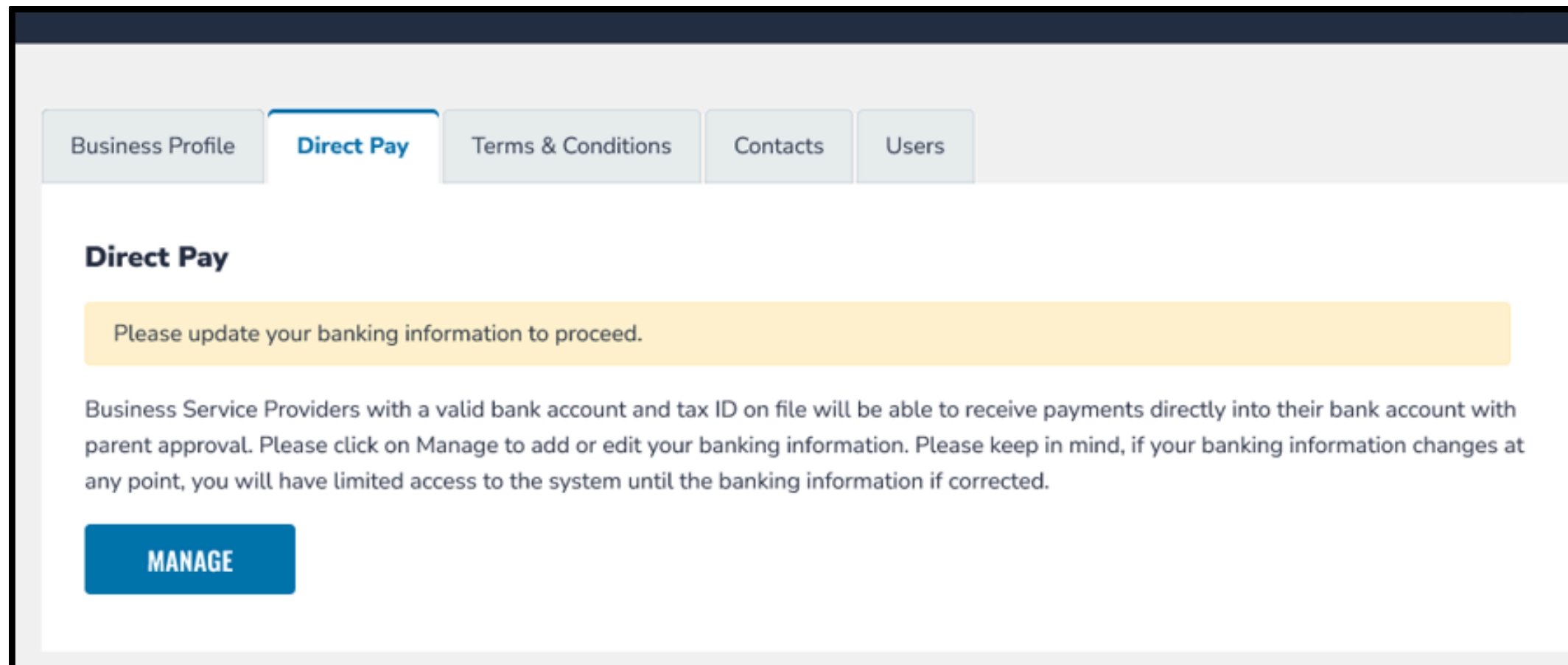
Your business profile has been completed as indicated by the blue checkmark.

Continue by clicking the arrow adjacent to the “Add Payment Method” section.

The screenshot shows the "Service Provider Portal" interface. On the left, a blue sidebar contains a "Welcome!" message and a list of capabilities: "Create a network of service providers", "Manage accounting and billing", and "Make your profile visible to Guardians in the EMA Marketplace". The main content area is titled "Account Setup Checklist" and lists five items: "Complete Business Profile" (checked with a blue checkmark), "Add Payment Method" (with a red arrow pointing to its right), "Sign Terms & Conditions", "Add Locations" (with a lock icon and "Complete Steps 1-3 first"), and "Add Service Offerings" (with a lock icon and "Complete Steps 1-3 first"). At the bottom, there is a section titled "ALSO NEED A PERSONAL ACCOUNT?" with a link to "Create Account" and a right-pointing arrow.



# Step Up For Students



**Please note: If your banking information changes at any time, you will have limited access to the system until the banking information is corrected.**

**In this section you will enter your banking information to receive payments directly into your banking account with family approval.**



# Step Up For Students

**Setup Payment**

them with your bank.

Type  Individual  Company

Contact Email

Phone Number

First Name

Middle Name

Last Name

Company

Street Address

Address 2

City

Country

State

ZIP

**Next** →

When entering payment information, providers will be required to indicate that they are a business and provide basic contact information.

Phone numbers require a country code; for the U.S, we use +1.

This option will only appear if setting up payment as a company.



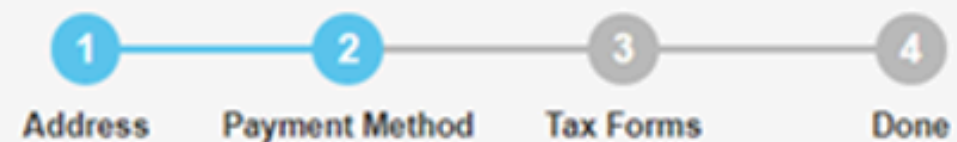
# Setup Payment

Enter the banking information and click next.

## Setup Payment

Banking and tax information is not saved within EMA.

Invalid! Please update your banking information to proceed.



Payment Method:

Direct Deposit / ACH

Transaction fees: USD 1.00.

Name on Account

Bank Name

Routing Code ⓘ

Account Number

Account Type

Checking  Savings

I agree to the Terms of Service and Tipalti's Privacy Policy.

← Back

Next →



# Step Up For Students

## Setup Payment

SUFS2 is required to collect certain declarations from our payees.  
If you are a US person (see definitions on the [IRS site](#)) select the "US Person" tab to electronically submit the W-9 form.

If you are not a US person, select the "Non US person" tab and follow the instructions there.

If you do not fall under the above mentioned definitions, consult the [IRS site](#) for clarifications, and contact support for instructions on submitting other IRS forms.

[US Person](#)

Please continue to fill the W-9 form below:

Substitute Form <b>W9</b>	<b>Request for Taxpayer Identification Number and Certification</b>	Rev. October 2018
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Name (individual or company name as shown on your income tax return) ⓘ

Business Name/Disregarded Entity Name (if different from above)

### Check appropriate box:

- Individual/sole proprietor or single-member LLC  C Corporation
- S Corporation  Partnership  Trust/estate
- Limited liability company. Enter the tax classification: ▶

Exemptions (codes apply only to certain entities, not individuals):

Exempt payee code (if any)

## Please note:

**You must complete the W9 form and ensure that the information you provide, including Business Name, is exactly what is on file with the IRS.**

**Complete the electronic W9 Tax Form and electronically sign it. Then, select **NEXT**.**



# Step Up For Students

## Setup Payment



State

Select state... ▾

City

Address

Address2

Zip

Requester's name and address  
(optional)

List account number(s) here (optional)

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3 ([fw9.pdf](#)). For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3 ([fw9.pdf](#)).

**Note:** If the account is in more than one name, see the [instructions](#) for line 1. Also see "What Name and Number To Give the Requester" for guidelines on whose number to enter.

Please ensure the TIN entered below matches the name entered in the "Name" field.

**Social Security Number (SSN)**

or

**Employer Identification Number (EIN)**



Please make sure to enter your EIN#, where indicated.



# Step Up For Students

## Setup Payment

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** If you have been notified by the IRS that you are currently subject to backup withholding, you must cross out item #2 above. You will need to print a hard copy of this form, cross out item #2 and e-mail a scanned copy of the signed form to [test@tipalti.com](mailto:test@tipalti.com). To download the form, [click here](#).

**By typing my name and contact email address, I confirm that I agree to the electronic submission of my completed W9 form and that I accept that the information provided constitutes a legally binding digital signature.**

**Date Signed**

**Contact Email** ⓘ

**Be consistent and use the same name and address as the banking information within each of these fields.**



# Step Up For Students

Setup Payment

Banking and tax information is not saved within EMA.



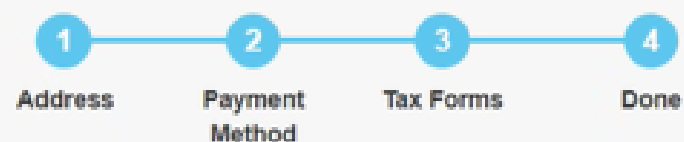
Powered by tipalti

Once you click on "Next" the system will give you the "Done" message.

Setup Payment

Banking and tax information is not saved within EMA. [click here](#).

Valid! Thank you for connecting your bank account.



Powered by tipalti

Done

You are all set. Payments will be made per your selections.

If you want to review your information, press the back button to review previous steps. If you wish to edit any details, click the edit button on the appropriate form. After editing please proceed through all the steps again until this final confirmation.

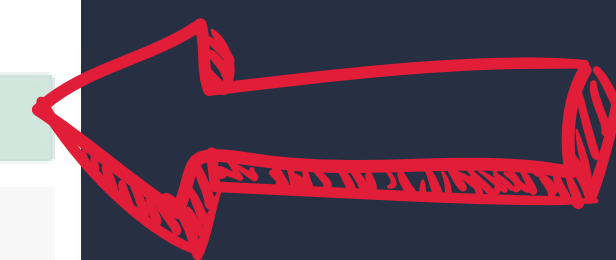
← Back

Done

You are all set. Payments will be made per your selections.

If you want to review your information, press the back button to review previous steps. If you wish to edit any details, click the edit button on the appropriate form. After editing please proceed through all the steps again until this final confirmation.

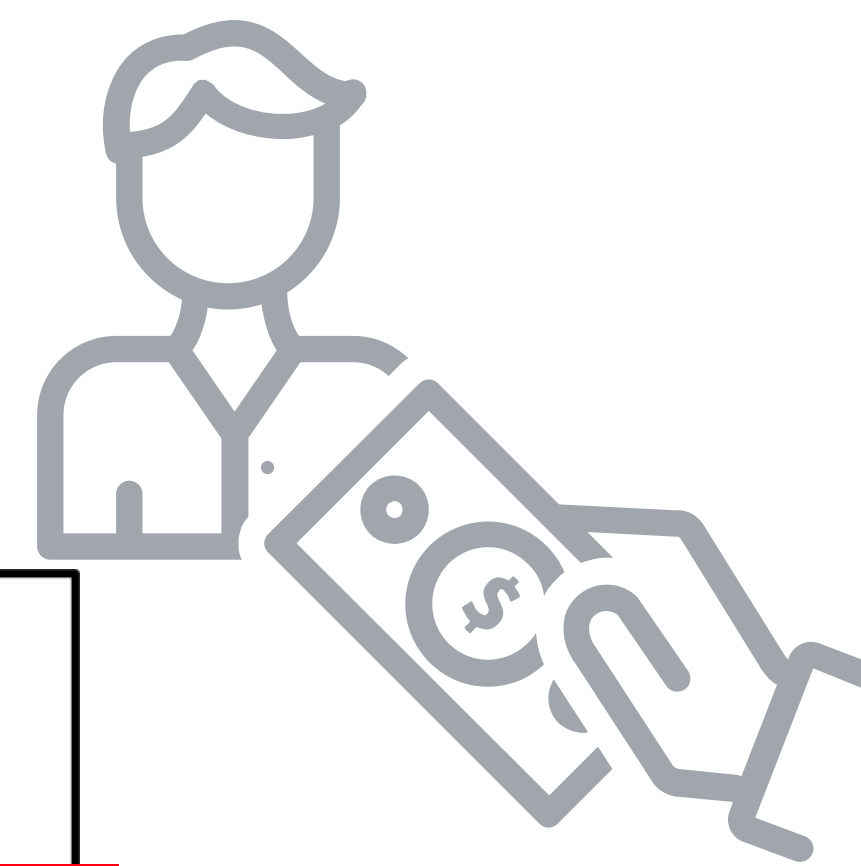
← Back



**Note:** Please do not close this page until you see the green valid banner.



# Step Up For Students



## Direct Pay

Business Service Providers with a valid bank account and tax ID on file will be able to receive payments directly into their bank account with parent approval. Please click on Manage to add or edit your banking information. Please keep in mind, if your banking information changes at any point, you will have limited access to the system until the banking information is corrected.

Valid! Thank you for connecting your bank account.

MANAGE

**Once you see the green 'Valid' banner, you may close the confirmation box. Your profile page will now display an updated status indicating validity.**

**Please note: Your information must still be verified with the IRS. This verification process can take up to 24 hours. However, you may continue with the remaining steps in the meantime.**



# Terms and Conditions

Business Profile | Direct Pay | **Terms & Conditions** | Contacts | Users

### Terms & Conditions

In accordance with the statutory and regulatory guidance of Florida's various school choice programs, including the Florida Tax Credit Scholarship, Family Empowerment Scholarship, New Worlds Reading Scholarship Accounts, and Hope Scholarship programs, I affirm that:

If applicable, Private School Eligibility and Obligations: I certify that I will comply with all requirements for private schools participating in state school choice scholarship programs pursuant to s. 1002.421. I understand that participating private schools must abide by the policies of Step Up For Students associated with, but not limited to the timely submission of School Commitment Forms, tuition and fee schedules, Exit Confirmation Forms, or completion student attendance verification. Failure to comply with relevant deadlines may result in a student's ineligibility to receive a quarterly payment.

If applicable, Annual Assessments: I certify that I will annually administer or make provisions for students participating in the scholarship program statewide. This requirement for private schools to administer annual assessments is not applicable to private schools that do not report to the Department of Education.

If applicable, I certify that I will annually administer or make provisions for students participating in the scholarship program statewide. This requirement for private schools to administer annual assessments is not applicable to private schools that do not report to the Department of Education.

### Please Sign Here

Signature\*

Your Signature\*

Under penalties of perjury, I certify that the information presented is true and accurate. I understand that providing false representations constitutes an act of fraud. False, misleading or incomplete information may result in the termination of the approved provider status and declare the person or entity permanently ineligible to receive scholarship funds.

Please read and review the Terms and Conditions carefully. If you agree, check each acknowledgment box. At the bottom of the page, enter your name and provide your electronic signature. Once completed, click 'SUBMIT' to proceed.



# Step Up For Students

Contacts do not have their own log-in credentials.

Users will receive an e-mail from the EMA platform with a unique link to create their own log-in credentials.

Contacts	Users
Will receive general communication from EMA	Will receive general communication from EMA.
	Can make changes to the account (i.e. change banking information, add contacts).
	If they provide services, they can also create a personal account.



The email address and phone for each contact and user should be unique to that individual. The system will not allow multiple individuals to utilize the same contact information.



# Step Up For Students

A screenshot of the Service Provider Portal. The left sidebar contains navigation links: Business Dashboard, Business Profile, Service Offerings, and Service Providers. The main content area has tabs for Profile, Direct Pay, Terms &amp; Conditions, Contacts, and Users. The Contacts tab is active, showing a "NEW" button and a table with columns: FIRST NAME, LAST NAME, EMAIL, CONTACT TYPE, WORK PHONE, and EXT. A red arrow points to the "NEW" button.

Click on the blue **NEW** button, and fields will appear below.

A close-up screenshot of the Contacts form. It shows the "NEW" button and a table with input fields for FIRST NAME, LAST NAME, EMAIL, CONTACT TYPE, WORK PHONE (with a placeholder "(000) 000-0000"), and EXT. To the right of the table are two columns of action buttons: a green checkmark and a grey circle, and a red X and a blue pencil icon.

To save the information, click on the green check mark. If you need to delete the line, click on the red **X**.



# Step Up For Students

To add a new user, click on the blue **NEW** button. The following information will be required for each new user:

- First Name
- Last Name
- Work Email
- Work

After entering the users' information, click on the green check mark to save. If you need to delete the user, click on the red **X**.

A screenshot of a web application interface for managing users. At the top, there is a heading "Users" followed by a paragraph of instructions. Below this is a blue button with a plus icon and the word "NEW", which is highlighted with a red box. Underneath the button is a table with columns for "USER ID", "FIRST NAME", "LAST NAME", "WORK EMAIL", "WORK PHONE", and "EXT". A single row of data is visible, showing a user with ID 20000180, first name Beyonce, last name Carter-Knowles, and work email nlpuat251@sufs.org. To the right of the row are two icons: a green checkmark and a red X.

**Users need unique email addresses (including if they have a guardian account), and they may NOT use duplicate numbers.**



# Step Up For Students

Once a user is added, they will receive the following email to create an account.

They will need to create a unique user ID and password to access EMA.

After completing the steps to create their account, they will receive a confirmation screen that states that they have successfully created an account.

## Scholarships for Florida Schoolchildren



### REQUEST TO JOIN NOTIFICATION

Dear Service Provider,

An individual provider has requested to join your EMA business account. This request links your business to the individual service provider for billing purposes. Please click the button below to log in to your Service Provider Portal and review this request.

If you accept, you are approving this individual to be affiliated with your business for services they provide to scholarship students.

If you decline, you are denying the individual service providers request to be affiliated with your business for services they provide to scholarship students.

[Click here to log in](#)

### Questions?

If you have questions, please [click here](#) to send us a message or view our contact information.



Congratulations! You have successfully created your account.



# Step Up For Students



## Create an Account

All of the following details are required to complete your account sign up.

**GUARDIANS:** Please enter Your First Name (on the account profile and scholarship name). You cannot manually change your name.  
**Continue..**

### ACCOUNT TYPES:

**Parent/Guardian:** The person designated to manage the scholarship student's account.

**Service Provider:** A person or organization that provides services to scholarship students.

Please select the appropriate account type.

Email

m\*\*\*\*\*@gmail.com

Username

Create Password

Confirm Password

- Lowercase characters
- Uppercase characters

**CONTINUE**

By signing up, you agree to our Terms of Service and Privacy Policy.

## Set up your security questions

Security Question

In what city did you meet your first spouse/partner?

Answer

This information is required.

Security Question

Security Question

Answer

Security Question

Security Question

Answer

**CONTINUE**



Congratulations! You have successfully created your account.

If you have any issues, please contact us at 1-877-735-7837.

Return to [Log In](#)



# Step Up For Students

After you complete the Terms & Conditions, you will be returned to your Business Profile.

Navigate back to the Business Dashboard to continue through the checklist.

A screenshot of the 'Service Provider Portal' showing the 'Business Profile' page. The page has a dark blue header with the 'EMA Education Market Assistant' logo and the title 'Service Provider Portal'. A navigation menu on the left includes 'Business Dashboard', 'Business Profile' (highlighted), 'Service Offerings', 'Service Providers', 'Billing', and 'Help'. The main content area has tabs for 'Profile', 'Direct Pay', 'Terms & Conditions', 'Contacts', and 'Users'. The 'Business Profile' section is active, with a sub-section for 'Business Information' containing several input fields: 'Legal Business Name\*' (Beyonce Knowles Tutoring, Inc.), 'Advertised Name\*' (Bk Tutoring), 'Business Email\*' (nlpuat251@sufs.org), 'Primary Phone\*' ((222) 555-6666), 'Primary Phone Type\*' (Mobile), 'Secondary Phone' ((850) 222-6666), 'Secondary Phone Type' (Home), 'Website' (BKtutoring.org), and 'Fax Number' ((000) 000-0000). Below this is a 'Description\*' section with a text area containing 'BK Tutoring; virtual and part-time; full-time services'.



# Step Up For Students


A screenshot of the Service Provider Portal. The top left corner shows the EMA Education Market Assistant logo. Below it is a navigation menu with options: Business Dashboard, Business Profile, Service Offerings, Service Providers, Billing, and Help. The main content area is titled "Beyonce Carter-Knowles" and contains a "Welcome!" message with a list of capabilities: "Create a network of service providers", "Manage accounting and billing", and "Make your profile visible to Guardians in the EMA Marketplace". To the right is an "Account Setup Checklist" with five items: "Complete Business Profile" (checked), "Add Payment Method" (checked), "Sign Terms &amp; Conditions" (checked), "Add Locations" (unchecked), and "Add Service Offerings" (unchecked). Below the checklist is a section titled "ALSO NEED A PERSONAL ACCOUNT?" with a link to "Create Account".


**Please note: If you are unable to access the “Add Locations” tab, the Direct Pay tab is still pending and may take up to 24 hours to be approved by the IRS.**


**Now we are ready to add locations. During this process, you will have an opportunity to view and list your business locations with their address, phone number, and operation times.**





# Service Offerings

 Dashboard

 Business Profile

 Service Offerings

 Service Providers

 Help



**Service Offerings allow you to view the locations and offerings associated with your business.**

**Here you will be required to add locations and services.**



# Step Up For Students

Click to Add a Location.

Please note: For virtual service offerings, a location is still needed.

**Locations**    Service Offerings

### Locations

If your business has more than one physical location, please enter it below. Each location must be under the same tax ID and bank account for invoicing purposes.  
Please enter a name for each location as you want it to appear in Marketplace search results (Examples: ABC Learning: SW Charleston, ABC Learning: NE Jacksonville).

LOCATION NAME	STREET ADDRESS	ADDRESS LINE 2	CITY	STATE	ZIP CODE
School					
Location Name					

[+ ADD A LOCATION](#)



# Step Up For Students

## Service Provider Portal

Locations Service Offerings

### Locations

If your business has more than one physical location, please enter it below. Each location must be under the same tax ID and bank account for invoicing purposes.

Please enter a name for each location as you want it to appear in Marketplace search results (Examples: ABC Learning: SW Charleston, ABC Learning: NE Jacksonville).

### Physical Address

Displayed Location name: \*

BK Tutoring

Street Address: \*

123 S CALHOUN ST

Address Line 2:

Suite/Apartment (Optional)

City: \*

TALLAHASSEE

County: \*

LEON

State: \*

FL

Zip Code: \*

32301-1517

### Contact Information

Phone - Primary \*

(850) 212-6666

Phone Type \*

Select type of phone

Phone - Secondary

(000) 000-0000

Phone Type

Select type of phone

Email - Primary \*

nlpUAT251@sufs.org

Email - Secondary

Email (optional)

Fill out the Physical Address and Contact Information.



# Step Up For Students

Provider Portal

**Where are your services offered?** (Select all that apply)

Online/Virtual  In Person

**Group or Individual Sessions?** (Select all that apply)

Group Sessions  Individual Sessions

**Hours of Operation \*** (Enter hours for at least one day of the week)

<input type="checkbox"/> Sun	--:-- --	--:-- --
<input type="checkbox"/> Mon	--:-- --	--:-- --
<input type="checkbox"/> Tue	--:-- --	--:-- --
<input type="checkbox"/> Wed	--:-- --	--:-- --
<input type="checkbox"/> Thu	--:-- --	--:-- --
<input type="checkbox"/> Fri	--:-- --	--:-- --
<input type="checkbox"/> Sat	--:-- --	--:-- --

**Please note: This is not a scheduler, this tool cannot be used by parents to make appointments in the EMA system!**

When choosing where your services are offered, you can choose online/virtual, in person, or both.

This should reflect your business hours; the times in which you wish parents to be able to contact you.

**Use Format:**

-- : -- -- = 08 : 00 AM/PM



# Service Offerings

Provider Portal

Locations **Service Offerings**

## Service Offerings

Service offerings are tied to locations. You may enter more than one location; however, each location must be under the same tax ID and bank account for invoicing purposes.

CATALOG ITEM ID	SERVICE CATEGORY	SERVICE TYPE	RATE	PER	SUBMITTED DATE	STATUS
No information at this time.						

[+ ADD A SERVICE OFFERING](#)

**Now that you've added your location, you can add your services.**

**Click "Add A Service Offering."**



# Step Up For Students

Scholarship funds can be used to access a wide range of instructional services already offered by your district. This is an opportunity to reimagine and repackage existing programs to serve a broader audience—without the need for full-time enrollment. Consider developing a tailored menu of offerings that reflects your district’s strengths, aligns with local and state priorities, and incorporates community input.

## Examples of Eligible Services:

- Virtual or hybrid learning options
- Face-to-face instruction
- Integrated or inclusive classroom experiences
- Summer, evening, or weekend programs
- Test preparation (SAT, ACT, PERT)
- Financial literacy courses and science labs
- Industry certification programs
- Advanced Placement (AP) courses
- Customized K–12 academic or enrichment programming

By leveraging what your district already does well, you can create flexible, high-impact opportunities for scholarship students across Florida.





# Step Up For Students

Select “Contracted Public School Services” as your Service Category.

**Please Note: If you are interested in any other category, contact Provider Development.**

**Service Offerings**

Service offerings are tied to locations. You may enter more than one location; however, each location must be under the same tax ID and bank account for invoicing purposes.

Service Category *	Service Type *	Rate *	Per *
Select Category	Select Type	\$0.00	Select

- FLDOE Approved Online Course Providers
- FLDOE Approved Virtual Instruction Program (VIP) Providers
- Eligible Private School
- Eligible Postsecondary Institution or Program
- Stanley G. Tate Florida Prepaid College Program
- Florida 529 College Savings Plan
- Florida Virtual School (FLVS)
- Nationally or Internationally Recognized Training Programs for Children with Neurological Disorders or Brain Damage
- Contracted Public School Services**
- Specialized Services (ABA)
- Specialized Services (SLP)
- Specialized Services (OT)
- Specialized Services (PT)
- Specialized Services (LSL)
- Specialized Services
- Home Education Tuition / Fees
- Private Full-Time Tutoring Services
- Standardized Testing Fees
- Annual Home Education Evaluation Fees

Drag and drop files here or  
Browse to select files



# Step Up For Students

Select the service type, add rate (per activity), add a brief description, and choose the location(s) where these services will take place.

There is a maximum of 150 characters per description.

You may repeat these actions for as many service categories that need to be entered.

**Service Offerings**

Service offerings are tied to locations. You may enter more than one location; however, each location must be under the same tax ID and bank account for invoicing purposes.

Service Category \*  Service Type \*  Rate \*  Per \*

Description

Maximum character count 150

**Locations\***

Please select the location(s) that will be offering this service.

Select All

BK Tutoring

Beyonce Knowles Choice Navigator Virtual Office

**Documentation Upload**

Please upload any supporting documentation (Maximum 5 Files)



# Step Up For Students





To include more services, simply click on the "Add a Service Offering" button.


Business Profile Service Offerings Service Provider Billing


Locations Service Offerings

### Service Offerings

Service offerings are tied to locations. You may enter more than one location; however, each location must be under the same tax ID and bank account for invoicing purposes.

CATALOG ITEM ID	SERVICE CATEGORY	SERVICE TYPE	RATE	PER	SUBMITTED DATE	STATUS	
20000005	Educational Svcs, Other	Contracted Public School Services	\$3.00	Session	11/30/2022	Approved	 
20000021	Tutoring	Reading	\$2.00	Session	01/04/2023	Denied	 

 **ADD A SERVICE OFFERING**





## Step Up For Students

**Thank you for your unwavering commitment to public education. At Step Up For Students, we are honored to support your mission to empower every learner. We're here to provide the tools, resources, and guidance you need to help students thrive—today and into the future. Let's continue making a difference—together.**

**Keith R. Jacobs, M.Ed.  
Director, Provider Development  
Email: [kjacobs@sufs.org](mailto:kjacobs@sufs.org)**