INDIANA EDUCATION SCHOLARSHIP ACCOUNT

PROVIDER APPLICATION GUIDE

2023-24 SCHOOL YEAR

ACCESS THE APPLICATION
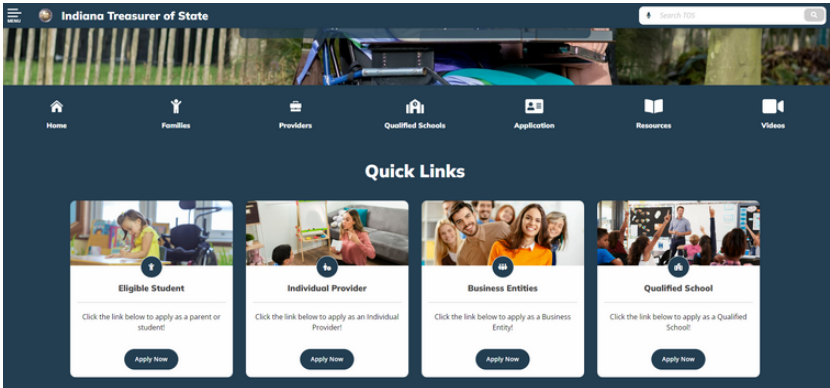
Scan the QR Code

or click the link below

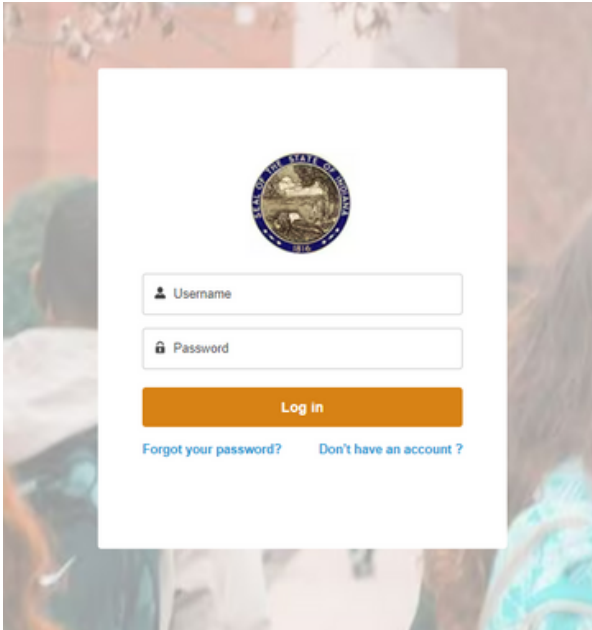*https://www.in.gov/tos/inesa/home/application/*
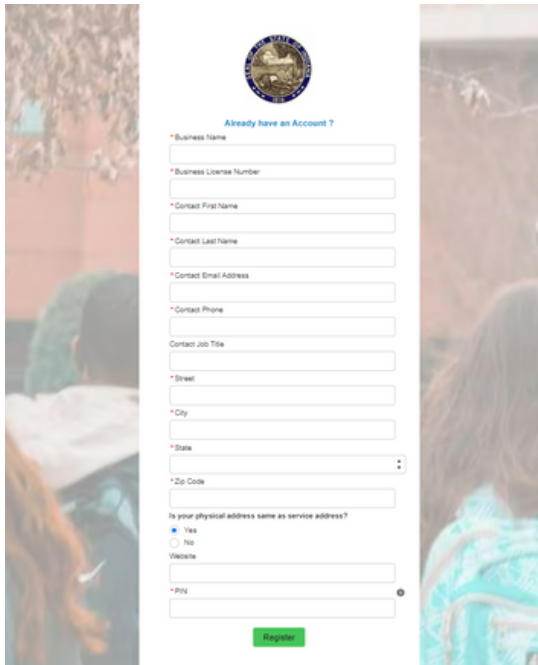
PROVIDER TYPE

This is the first page you will see after accessing the Application Page QR code/link. What type of provider you or your organization is will determine which application button you will need to click.

CREATE AN ACCOUNT

You will then be prompted to sign in. If you have already created an account, you can sign in with your log-in credentials here. If not, click "Don't have an account?".

CREATE AN ACCOUNT
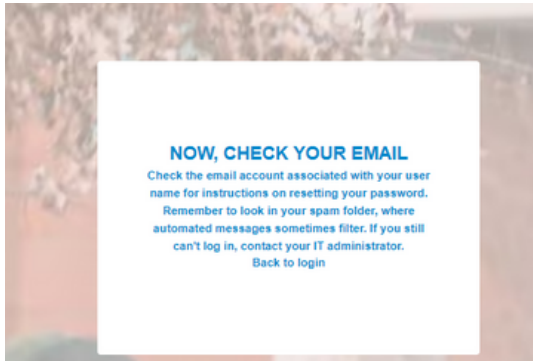

Clicking "Don't have an account?" will you take you to this page to create an account. You will need to provide some basic contact information. Please ensure to save your PIN # somewhere safe.

CREATE AN ACCOUNT

NOW, CHECK YOUR EMAIL

Check the email account associated with your user name for instructions on resetting your password. Remember to look in your spam folder, where automated messages sometimes filter. If you still can't log in, contact your IT administrator.

Back to login

Change Your Password

Enter a new password for ___ Make sure to include at least:

○ 8 characters
○ 1 letter
○ 1 number

* New Password

* Confirm New Password

Change Password

Password was last changed on 3/9/2023, 12:28 PM.

Once you fill out the contact information, you will get an email at the address provided to create a password.

START YOUR APPLICATION
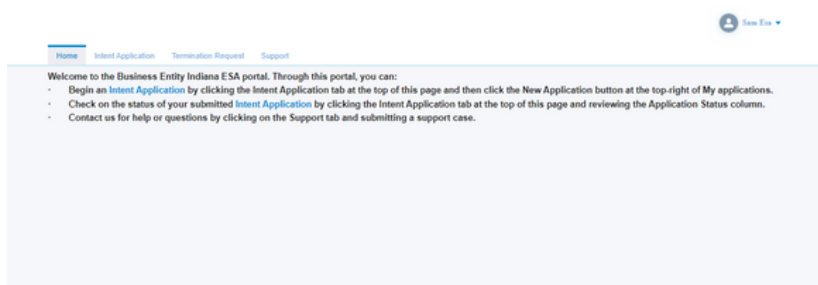
After creating a password, you should see the ESA Application Portal Home page on your screen. If so, your account will have been established and you will be able to start completing an application.

START YOUR APPLICATION

From the Home page, click the "Intent Application" tab on the top of your screen. You will see a blank list and an orange button that says "+ New Application". Click this button to begin your application.

FINISH YOUR APPLICATION

You will now have to provide information on what type of qualified services you will be offering to ESA students and what type of qualified expenses.
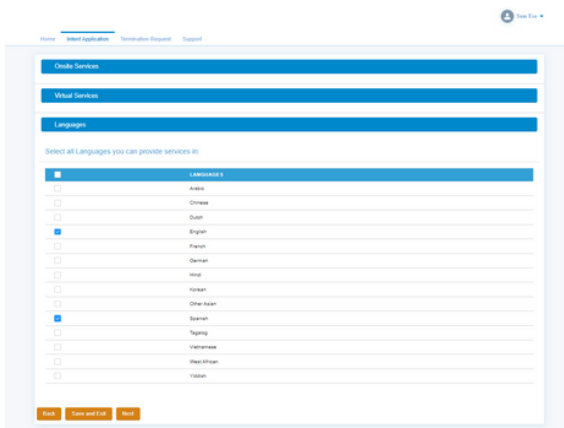
FINISH YOUR APPLICATION

The next questions are in the form of a drop down menu with check boxes. Click anywhere inside the blue boxes to drop down the menu and make your selections.

FINISH YOUR APPLICATION

Next, you will need to submit supporting documentation. Depending on what type of provider you are, these fields may be different for you.

If your document does not expire, select a date one year in the future of your application date

FINISH YOUR APPLICATION

Lastly, you will need to sign the Participating Entity Agreement. The PIN # created earlier in the application will need to be entered in order to sign the agreement.

VIEW APPLICATIONS

After clicking "Sign and Save", your application will be submitted for review by an ESA Account Specialist. You can see the status of your application from the Intent Application tab. To make edits to your application after submission, contact Sam Gilmore at sagilmore@tos.in.gov.

QUESTIONS?

If you are experiencing trouble submitting an application or have application questions, please contact our office!

M-F 8am-4:30pm

ESA@tos.IN.gov

(317) 232-0723