



# INDIANA EDUCATION SCHOLARSHIP ACCOUNT

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## PROVIDER APPLICATION GUIDE

2023-24 SCHOOL YEAR

# ACCESS THE APPLICATION

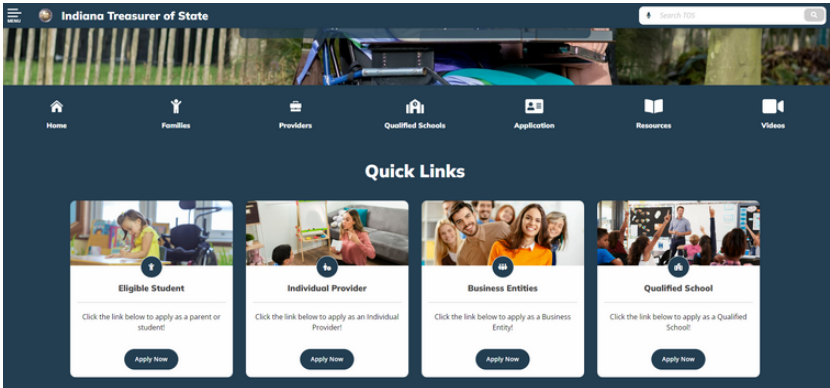
Scan the QR Code



or click the link below

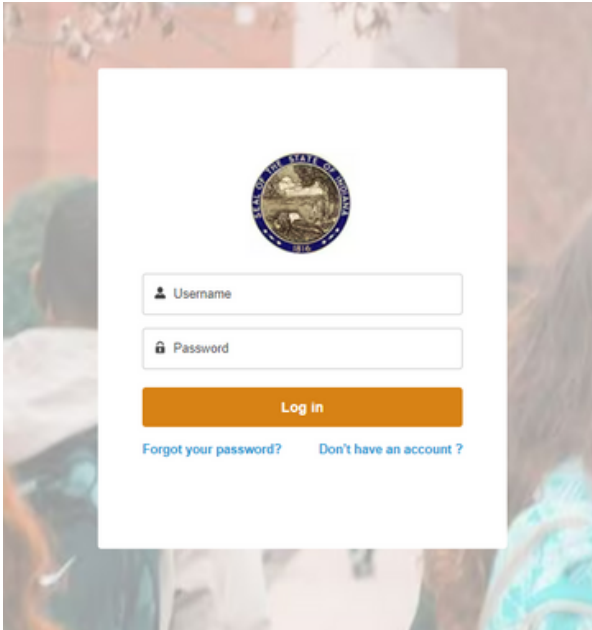
<https://www.in.gov/tos/inesa/home/application/>

# PROVIDER TYPE



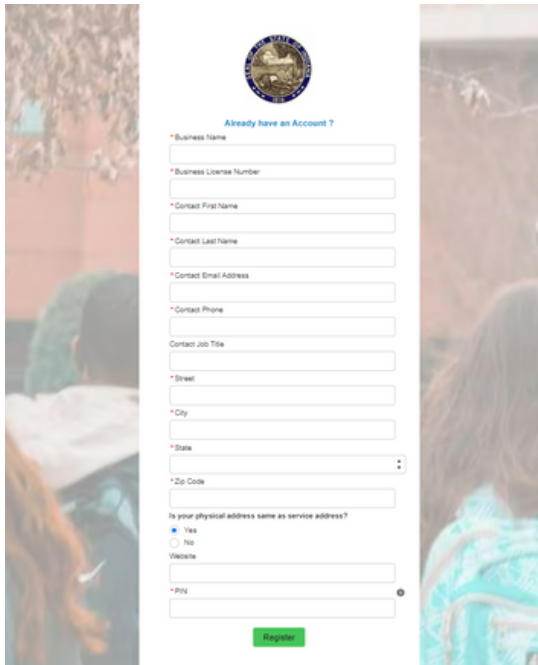
This is the first page you will see after accessing the Application Page QR code/link. What type of provider you or your organization is will determine which application button you will need to click.


# 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





Already have an Account ?

\*Business Name

\*Business License Number

\*Contact First Name

\*Contact Last Name

\*Contact Email Address

\*Contact Phone

Contact Job Title

\*Street

\*City

\*State

\*Zip Code

Is your physical address same as service address?

Yes

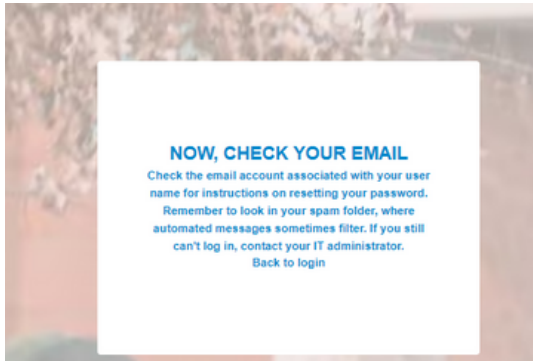
No

Website

\*PIN

Clicking "Don't have an account?" will 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

A screenshot of a 'Change Your Password' form. At the top is the University of Utah seal. Below it is the title 'Change Your Password'. The form contains the following elements:

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

- 8 characters
- 1 letter
- 1 number

\* New Password

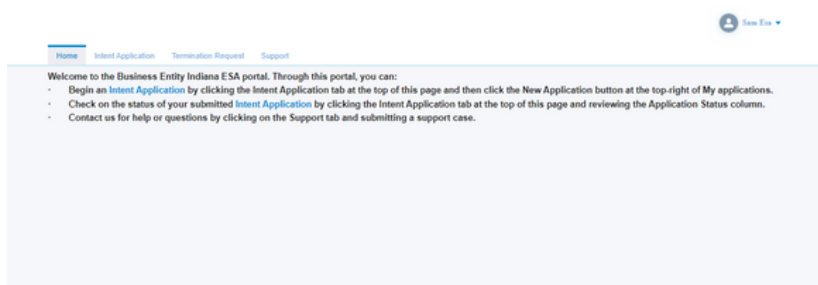
\* Confirm New Password

[Change Password](#)

Password was last changed on 3/19/2023, 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

Home **Intent Application** Termination Request Support

See EOI

This Intent Application page is the place to:

- Begin an Intent Application by clicking the **New Application** button at the top-right of My applications.
- Applications ask for the following:
  - Category of your Entity (you've registered as a Business Entity – if this is incorrect, please go back to the Indiana ESA webpage and select the appropriate Category)
  - The types of Qualified Expenses you plan to offer and upload any supporting documentation for these services. During the application process, we'll tell you which supporting documentation is needed based on your selection of Qualified Expense(s). Business Participating Entities are required to upload a business license.
  - Be ready to provide the PIN number you created when you registered. That personal identification number will be required to sign the application agreement.
- Check on the status of your Intent Application by reviewing the Application Status column.
- Continue working on an application you've drafted via the **E&I** button beside the application.
- When requested, provide your Indiana ESA Account Specialist with additional information. When this occurs, the status will read "Information Requested" and the **E&I** button will become visible. Don't worry about missing our request for information, we'll send you an email too.

My applications + New application

No application record exists

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

Home **Intent Application** Termination Request Support

Tom Eise

You are a Business that provides one or more of the following services to students with disabilities.  
(Please select the category of services you provide to students with disabilities. You may select more than one.)

<input type="checkbox"/>	CATEGORY
<input type="checkbox"/>	Assessment
<input type="checkbox"/>	Course or Program
<input type="checkbox"/>	Private Tutoring
<input type="checkbox"/>	Therapy
<input type="checkbox"/>	Transportation

Cancel Save and Exit Next

Home **Intent Application** Termination Request Support

Tom Eise

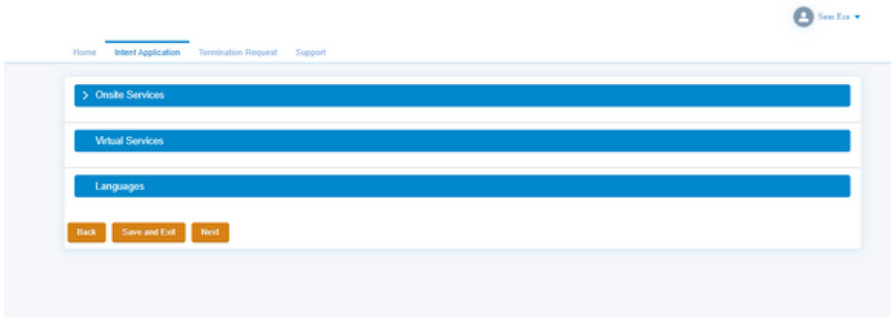
Select applicable Qualifying Expense(s)  
(Please select the type of expenses you provide to students with disabilities. You may select more than one.)

<input type="checkbox"/>	EXPENSE NAME
<input type="checkbox"/>	Assessments or Examination
<input type="checkbox"/>	Educational Services
<input type="checkbox"/>	Paraprofessional or Educational aid
<input type="checkbox"/>	Therapy
<input type="checkbox"/>	Training Programs or Camps
<input type="checkbox"/>	Transportation

Back Save and Exit Next

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



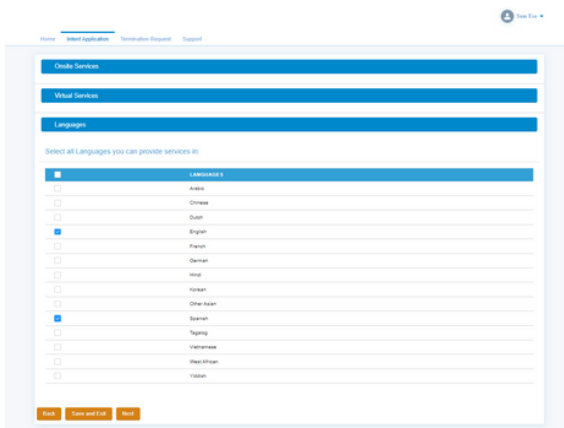
Home **Intent Application** Termination Request Support See Exp

> Onsite Services

Virtual Services

Languages

Back Save and Exit Next



Home **Intent Application** Termination Request Support See Exp

Onsite Services

Virtual Services

Languages

Select all Languages you can provide services in:

<input checked="" type="checkbox"/>	Arabic
<input type="checkbox"/>	Arabic
<input type="checkbox"/>	Chinese
<input type="checkbox"/>	Dutch
<input type="checkbox"/>	English
<input type="checkbox"/>	French
<input type="checkbox"/>	German
<input type="checkbox"/>	Hindi
<input type="checkbox"/>	Japanese
<input type="checkbox"/>	Other Asian
<input checked="" type="checkbox"/>	Spanish
<input type="checkbox"/>	Tamil
<input type="checkbox"/>	Vietnamese
<input type="checkbox"/>	Wu Chinese
<input type="checkbox"/>	Yiddish

Back Save and Exit Next

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

Home **Intent Application** Termination Request Support

Sam Zia

Please Upload the Documents

DOCUMENT NAME	EXPIRATION DATE	DESCRIPTION
Business License	*Date <input type="text"/>	<input type="text"/>
Employed Provider List	*Date <input type="text"/>	<input type="text"/>

[Add Other Documents](#)

[Back](#) [Save and Exit](#) [Next](#)

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

Save Exit

Home Intent Application Termination Request Support

## Agreement

(Below is the Indiana ESA agreement. Make sure you read all terms of this agreement before signing. Submitting this application does not promise to qualify your entity to participate in Indiana ESA. At the bottom of the application, signing requires you to type your full legal name and enter the PIN number you created when you registered. If you are not able to remember the PIN number you registered, contact us via the Support tab and create a support case.)

Office of the Treasurer of State  
Education Scholarship Account Program  
One North Capitol Avenue | Suite 900  
Indianapolis, IN 46204  
**PARTICIPATING ENTITY AGREEMENT**  
2022 - 2023 School Year  
**INTRODUCTION**

The Indiana Education Scholarship Account ("INESA") program is administered and overseen by the Indiana Treasurer of State ("TOS"). Through the use of dedicated scholarship money, parents of eligible students or emancipated eligible students who participate in the INESA program have the opportunity to choose the educational environment and services that help them best meet their unique learning needs. Scholarship money may be used to purchase approved educational programs, therapies, services, tuition and fees, and other expenses related to the student's education from approved participating entities.

A participating entity is an individual, organization, agency, or other entity authorized by the Indiana Treasurer of State's Office to provide services to INESA students. All participating entities must meet the requirements of the INESA program at the time of application and throughout the duration of participation in the program. Scholarship funds will be deposited directly into each student's account which will be available to parents via a secure online portal. Parents can then make payments directly to participating entities from the student's account; no reimbursements or debit cards will be issued.

The following agreement is for those individuals or entities wishing to be considered as a "participating entity," as defined by IC 20-51-4-2-6, in the INESA program for the 2022-2023 school year. Before you complete the agreement, please do the following:

1. Read through the materials on the INESA website at <https://www.in.gov/treasury>. These materials provide important background on the rules and requirements of the INESA program.
2. Read through IC 20-51-4 as it provides the complete list of rules and requirements for the INESA program.
3. Read and review the Participating Entity Handbook.

## ASSURANCE

\*FULL LEGAL NAME

Sam ESA

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Back Sign and Save Exit

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

Sam Eise

Home Intent Application Termination Request Support

This Intent Application page is the place to:

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  - Category of your Entity (you've registered as a Business Entity – if this is incorrect, please go back to the Indiana ESA webpage and select the appropriate Category)
  - The types of Qualified Expenses you plan to offer and upload any supporting documentation for these services. During the application process, we'll tell you which supporting documentation is needed based on your selection of Qualified Expenses); Business Participating Entities are required to upload a business license.
  - Be ready to provide the PIN number you created when you registered. That personal identification number will be required to sign the application agreement.
- Check on the status of your Intent Application by reviewing the Application Status column.
- Continue working on an application you've drafted via the Edit button beside the application.
- When requested, provide your Indiana ESA Account Specialist with additional information. When this occurs, the status will read "Information Requested" and the edit button will become visible. Don't worry about missing our request for information, we'll send you an email too.

My applications

+ New application

APPLICATION NUMBER	APPLICATION STATUS	SUBMITTED ON	CURRENT APPLICATION	ACTION
PEA-00355	Submitted	03/06/2023 13:03	<input type="checkbox"/>	<a href="#">View</a>

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](mailto: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**