

Before you start: have the quote PDF that we emailed you. If you do not have a quote yet, request one at learningfarm.com/ms-eeef and we send it within one business day.

1 Open Direct Pay

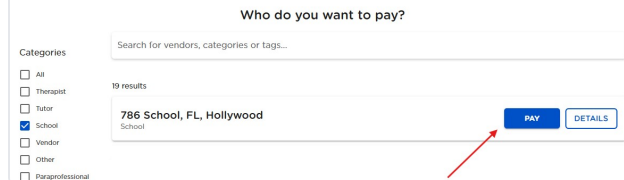
Log in to ClassWallet. On the **Direct Pay** card, click **PAY**. You can also open the menu and choose **Pay Vendor**.

Connect with approved local providers and pay directly with ClassWallet.



2 Find Learning Farm

Type **Learning Farm** in the search box. Click **PAY** next to our name. (The picture shows a sample vendor.)



3 Enter the amount

Enter the **total from your quote**. The amount must match the quote exactly. Click **NEXT**.

Add Details to Your Order

Order Details

DirectPay Vendor QA, NC, Minsk

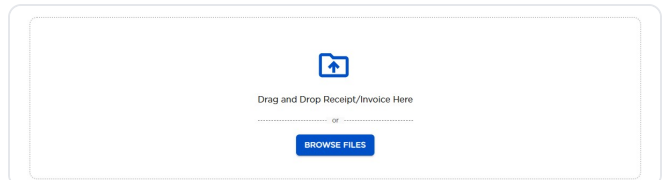
Enter Payment Amount*
\$ 0.25

BACK

NEXT

4 Upload the quote

Drag the quote PDF into the box, or click **BROWSE FILES**. ClassWallet takes a PDF, JPEG or PNG, up to 10 MB and 5 pages.



5 Choose your EEF purse

Check the purse that holds your EEF funds. If ClassWallet asks for an expense category, choose the one that fits classroom software.

Which purse would you like to cover this amount? (Select one or more)

☒ Test Purse 15 \$1.00 available

How much of the \$0.25 total would you like "Test Purse 15" to cover?

\$ 0.25 (100%)

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NEXT

6 Add a comment

ClassWallet needs a comment. For example: **Learning Farm subscription for my class**. The quote number is optional.

Add Comments or Description, *required

Comments

Add Invoice or Quote Number.

Invoice or Quote Number (Optional)

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NEXT

7 Review and submit

Check that the vendor is Learning Farm and the total matches your quote. Click **NEXT**. The last screen says **Submitted!**

Review Details

Your total is: \$0.25

Vendor: DirectPay Vendor QA, NC, Minsk
Expense Types: Technology
Comments: This is a test
Invoice or Quote Number:

What happens next

- The Mississippi Department of Education reviews your request in ClassWallet.
- ClassWallet emails you when the request is approved. It then pays Learning Farm from your EEF. You pay nothing.
- We activate your class, usually within 1 day of approval. A free account keeps its classes and results.

Quote or class questions: support@learningfarm.com
ClassWallet account help: help@classwallet.com