

Dear Teachers,

Lake County Schools is pleased to announce that we are using ClassWallet, an online funds management platform, for you to access and spend your Florida Teacher Classroom Supply Assistance Program funds.

**\*\*\*PLEASE READ THIS IMPORTANT INFORMATION\*\*\***

You will be receiving your funds through the ClassWallet platform. Beginning August 5<sup>th</sup>, 2019 returning teachers will receive an email notifying them when the first portion of funds are available. (New teachers and the balance of the returning teacher's funds will be made available no later than September 30, 2019.) **Be sure to add [info@classwallet.com](mailto:info@classwallet.com) to your address book.**

Once you receive the email, do the following steps:

- Step 1: Establish your ClassWallet account:** Go to [www.classwallet.com](http://www.classwallet.com) and click on User Login which can be found in the upper right corner.
- Step 2:** On the next page, click on "First Time Login" and enter your school email address and then follow the prompts.
- Step 3: Verify your account:** ClassWallet will send you an email to verify your account. Click on the link in that email in order to complete your ClassWallet registration process.
- Step 4: Funding:** Your Florida Teacher Classroom Supply Assistance Program funds will be deposited into your ClassWallet account beginning August 5<sup>th</sup>. All funds will be deposited before September 30, 2019.
- Step 5: Shop Online or submit receipts for reimbursement:** School Specialty, Scholastic, Staples, Really Good Stuff, Blick Art, and many of the vendors you utilize most have partnered with ClassWallet. You will find links to all the stores through your ClassWallet dashboard. If you shopped over the summer, you can also submit receipts through your ClassWallet account.
- Step6: Training & Support:** To view on-demand videos, access FAQs or to contact ClassWallet visit: [https://classwallet.groovehq.com/help\\_center](https://classwallet.groovehq.com/help_center)