

# How to purchase goods and services for your child, once approved for SSES.



## Login

Login - Once the account management website is live, visit the website and provide your login information.

From the dashboard, for purchase, you will have two options to choose from.

you can...

## Select and Pay for Eligible Services

### Select Vendor

1. Search and click on who you want to pay (only approved vendors will appear here).

### Browse

Next

2. Upload all the support documents (receipts) here; these can also be invoices, forms, etc.

\$251.26

Next

3. Type in the amount you want to pay this vendor.



Next

4. Select the expense category (if the vendor requires this). You can select more than one category if needed. You can also add comments here.

Submitted!

Close

5. Once you see the screen for "Submitted", this completes your payment.

## Buy School Supplies for your Student

### Start Shopping

1. Click "Start Shopping" from the home screen.

### Shop

2. Select which store you would like to shop from.



3. After you have selected a store, build your cart with items that you would like to purchase.

### Checkout

4. Once you have all of the items you need in your cart, click "checkout".

### Checkout

5. Once back on the site, click "checkout".

\$57.92

Close

6. Here you will see a space to enter the payment from the online account. Enter the amount of the order.