

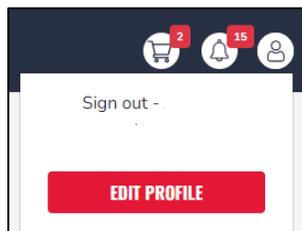
## Selecting a Preferred Payment Method In EMA

**Why are you being asked to do this?** There's been a change to allow you to choose how to receive payment for approved reimbursements. When submitting reimbursement requests, you must select a payment method. **Important:** *This step should only be completed if you intend to submit reimbursement requests.*

1. Log in to [EMA](#) to view your dashboard.
  - a. From your EMA dashboard, select the profile icon at the top right corner of the screen.



- b. Select **EDIT PROFILE** from the popup window that displays.



- c. The **Guardian Profile** screen displays (under the My Profile tab). Scroll down to the **Payment Method** section (middle of the page).
  - d. Read the agreement in the yellow box, select the checkbox to acknowledge you have read it, and then select **MANAGE**.

**Payment Method**

I, as Guardian to a student receiving HOPE Scholarship funding, understand that payment processing for this Agreement operates through a third-party software owned and operated by Tipalti Inc. ("Tipalti"). Through acceptance of this Agreement, I will be presented with the terms and conditions of use of Tipalti's platform and services pursuant to its "Payee Agreement." I consent to the jurisdiction of West Virginia courts and when presented with this Payee Agreement, I understand and agree to the modification of the section therein entitled 'Contracting Entity, Governing Law, and Venue' to implement following language ("the Addendum"):

**6. CONTRACTING ENTITY, GOVERNING LAW, AND VENUE** – The agreement shall be governed exclusively by the laws of the State of West Virginia. Any dispute shall take place with venue in the appropriate West Virginia state or federal court. This provision replaces any references to any other State's governing law or any previous choice of venue provisions.

*For the avoidance of doubt, any language purporting to stipulate that California laws will apply to this Addendum or the Payee Agreement, or that any disputes in relation to the same are to take place in California courts, shall be amended to replace "California" with "West Virginia."*

*In the event of conflict between this addendum and the Payee Agreement, the terms of this addendum shall control.*

Families submitting reimbursement requests for students with available funds must select how they would like to receive payment and provide any applicable information. This is done by clicking the "Manage" button below. This information must be kept up to date and can be updated at any time. **Note:** The "Manage" button becomes available once you have at least one funded student. This step should only be completed if you intend to submit reimbursement requests in accordance with the Hope Scholarship Board's Reimbursement Policy.

**MANAGE** ⚠ Payment Method Needs Attention

- The **Payment Method** popup window displays.
- On the **Payment Method** screen, your information populates from your EMA profile.

**Payment Method**

Contact Email

Phone Number

First Name

Middle Name

Last Name

Street Address

Address 2

City

Country United States

State WV

ZIP 26711

- If all your personal information is correct, select **NEXT**.
- Use the drop-down menu to select one of the two options for payment (ACH or Check):

**Payment Method** Powered by tpaltt

1 Address 2 **Payment Method** 3 Done

Payment Method:

- Direct deposit / ACH

**Payment Method:**

**Name on Account**

**Bank Name**

**Routing Code**

**Account Number**

**Account Type**  Checking  Savings

o Complete the fields:

- i. Name on Account
- ii. Bank Name
- iii. Routing Code
- iv. Account Number
- v. Account Type
  - o Checking or
  - o Savings

**Note:** To keep your information secure, your banking information is not stored in EMA.

• Check

The screenshot shows a form titled 'Payment Method:' with a dropdown menu set to 'Check'. Below the dropdown is a text box containing instructions: 'Checks are sent by post to the address below. Please allow 15 business days for the check to arrive. Checks are for deposit only, and cannot be transferred. The checks' currency will be as displayed above.' There are three input fields: 'Currency' (pre-filled with 'USD'), 'Name on Check', and 'Address to Send Check'.

- o Complete the fields:
  - i. Currency
  - ii. Name on Check
  - iii. Address to Send Check

6. Next, select the **checkbox** to agree to the terms of Tipalti's Privacy Policy then select **Next**.

The screenshot shows a checkbox labeled 'I agree to the Terms of Service and Tipalti's Privacy Policy.' which is checked. Below the checkbox are two buttons: a grey 'Back' button with a left arrow and a red 'Next' button with a right arrow. Red arrows point to the checkbox and the 'Next' button.

7. You're all set! The green message (above **step 3**) populates when your payment method is complete.

The screenshot shows a message box titled 'Payment Method'. The text inside reads: 'Families submitting reimbursement requests for students with available funds must select how they would like to receive payment and provide any applicable information. This is done by clicking the "Manage" button below. This information must be kept up to date and can be updated at any time. Note: The "Manage" button becomes available once you have at least one funded student. This step should only be completed if you intend to submit reimbursement requests.' At the bottom, there is a blue 'MANAGE' button and a green box containing a checkmark and the text 'Payment Method Connected'.

**Note:** It may take up to 12 hours for this change to be reflected in your EMA account. If you continue to see the "Payment Method Needs Attention" message after updating your payment method, please log out, open a new window, and log back in.