

Dear Educators:

Citrus 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. This program was quite successful during the last two school years.

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

You will be receiving your funds through ClassWallet platform. Beginning early August 2023, teachers will receive an e-mail notifying them when their funds will be available. The funds will be provided no later than September 30, 2023. **Be sure to add *info@classwallet.com* to your address book.**

Once you receive the welcome e-mail, proceed with the following steps:

**Step 1: Log in or 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. If you already have an account, login with your credentials (you may need to reset your password). If you do not already have an account, on the next page, click on “First Time Login” and enter your school e-mail address and then follow the prompts.

**Step 2: Verify your account (first time users):** ClassWallet will send you an e-mail verifying your account. Click on the link in that e-mail to complete your ClassWallet registration process.

**Step 3: Funding:** Your Florida Teacher Classroom Supply Assistance Program funds will be deposited into your ClassWallet account in early August 2023. All funds will be deposited before September 30, 2023.

**Step 4: Verify or enter your banking information** (if you are submitting reimbursements requests) If your bank account is the same as last year, you’re all set. If you will be using a different bank account than you used last year, you’ll need to send an email to [help@classwallet.com](mailto:help@classwallet.com) and ask them to delete the current account so you can set up the new one. If you are using this feature for the first time, follow the instructions to set up your account.

**Step 5: Shop online or submit receipts for reimbursement:** Many vendors have partnered with ClassWallet. You will find links to all the stores through your ClassWallet dashboard. If you shopped over the summer beginning July 1, 2023, you may also submit receipts for reimbursement through your ClassWallet account, once you set up your account to do so.

***Keep in mind, the deadline to shop or submit receipts for reimbursement is March 20, 2024.***

**Training & Support:** To view on-demand videos, access FAQs or to contact ClassWallet Go the District Teacher Classroom Supply Assistance Program page or visit: <https://kleo.force.com/classwallet/s/>