

Dear ESA Parent,

The following details below are your guide for the ESA application process. If you applied via paper application, we will give you a step-by-step look at how to access your account for the first time! You can claim your account by logging onto <https://esa.nevadatreasurer.gov>. When you get to the sign-in screen, click on the tab that says "Forgot Password":



From there, enter the e-mail you used to apply for an ESA account and click "Submit."

Please note, if your e-mail was not found, it just means our office has not manually put in your paper application into the system yet.

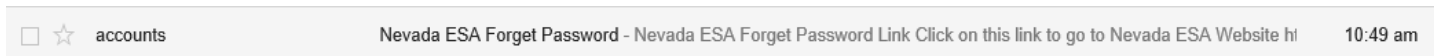
IMPORTANT: There is no need to reapply. Just keep checking back!



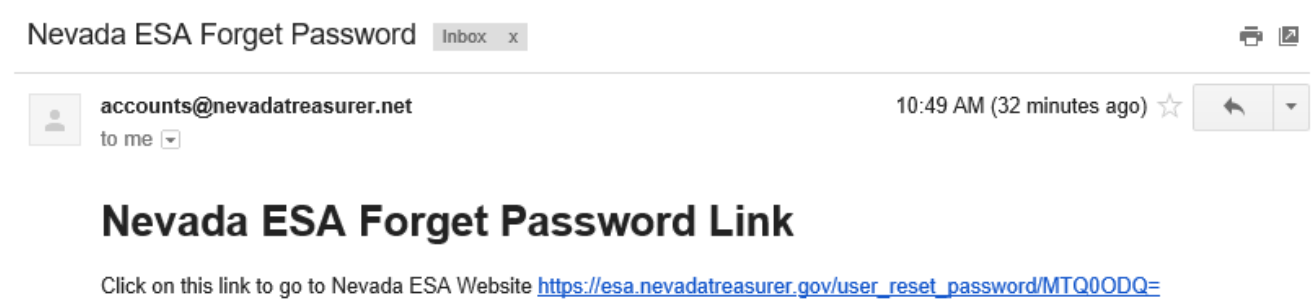
You will then get the following message that says a message was sent to your e-mail inbox that will give you details on how you can “reset” your password:



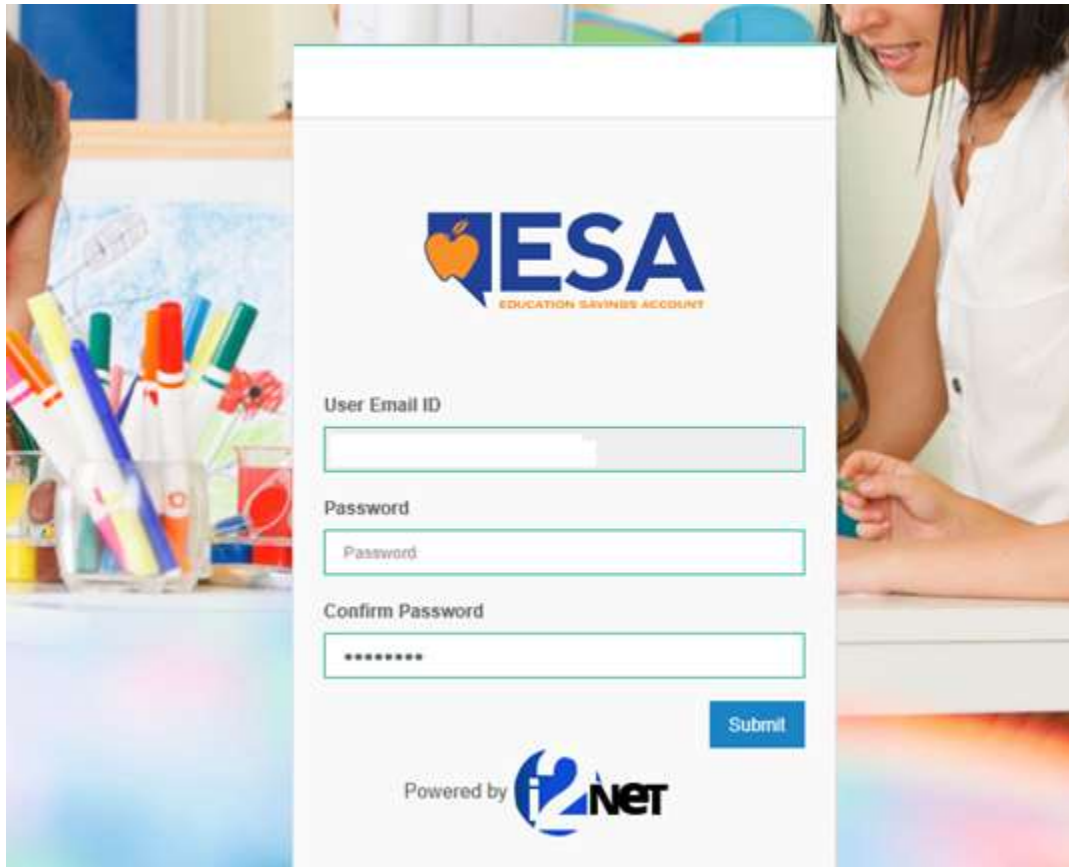
Next, go to your inbox to find a message from accounts@nevadatreasurer.net with the subject, “Nevada ESA Forget Password.” If you can’t find it, please make sure to check your spam folder to see if it shows up there.



Once you open up the message, click on the link to go to the Nevada ESA website to enter your password for your account:



Once you get to the website, you'll see the following screen below to enter the password of your choice:



ESA
EDUCATION SAVINGS ACCOUNT

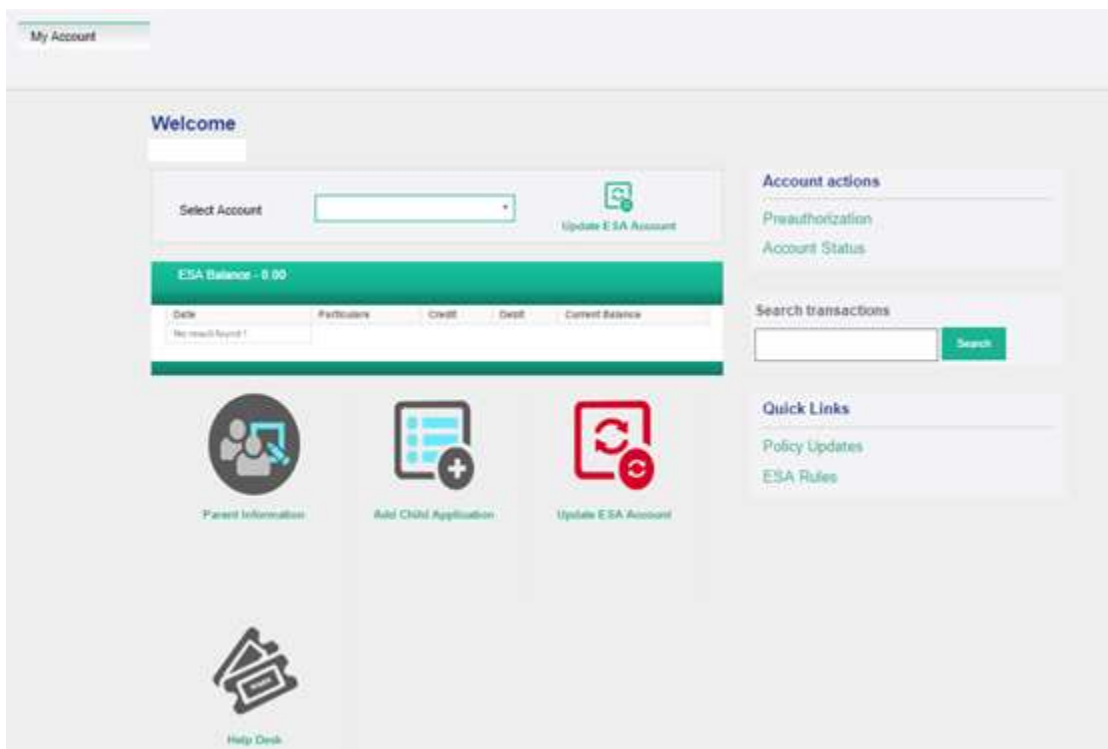
User Email ID

Password

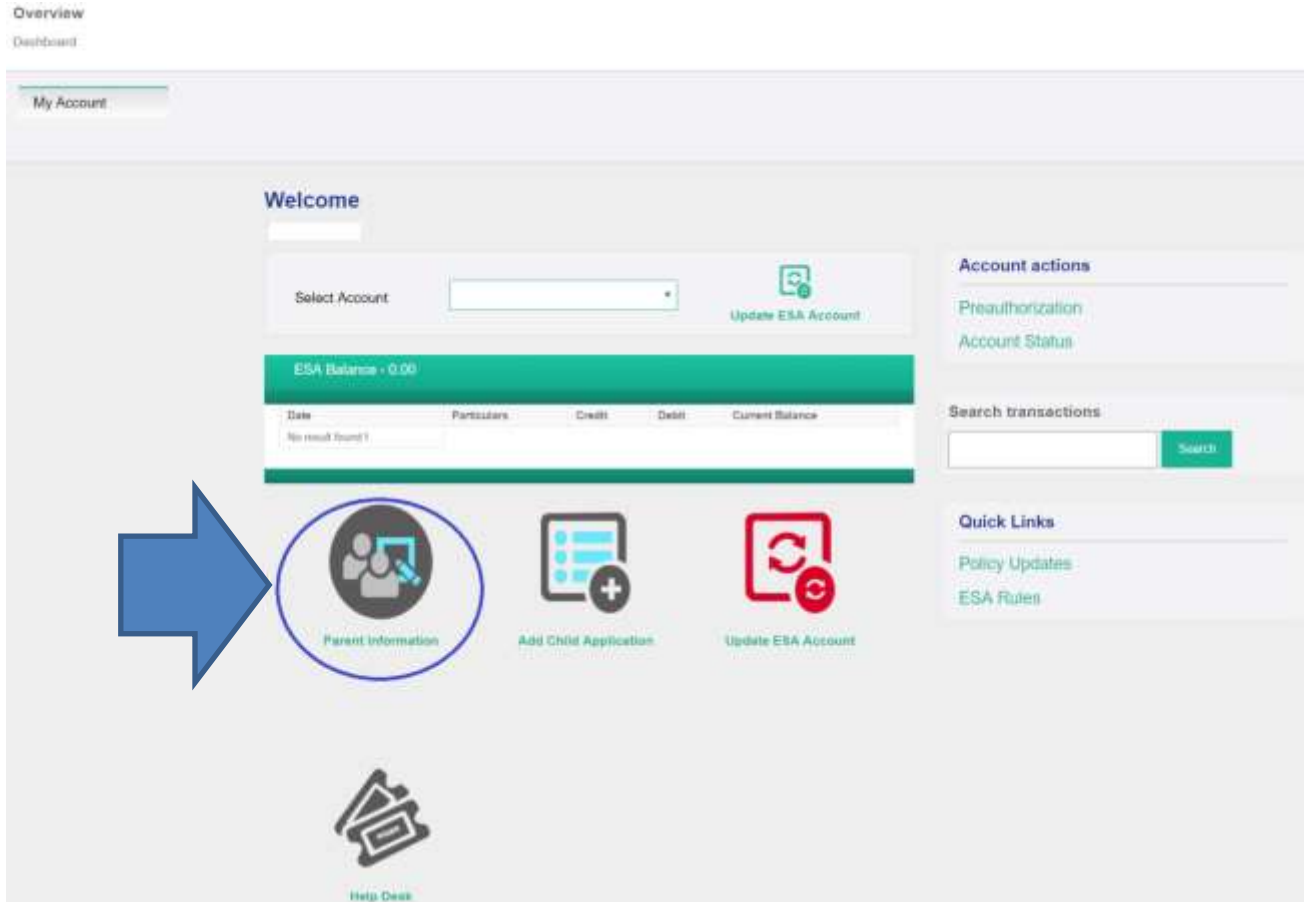
Confirm Password

Powered by **i2NET**

Once you get the message below, you can log in and manage your account.



The following details below will give you a step-by-step look at how to update your information and upload the required documents. Once you're signed in, you will be taken to the "Dashboard" area, as you can see the following screen below. Please click on the button (circled below) that says "Parent Information," and update the required information with your current address, telephone and e-mail (as seen in the second picture below).



Parent First Name *

Parent Last Name

Email *

Phone - -

Address

City

State

County

Zip Code

Mailing address is same as Physical Address

Mailing Address

Mailing City

Mailing State

County

Mailing Zip Code

Do you and your child reside in Nevada? NO YES

Is either parent/legal guardian an active military member based in Nevada? NO YES

Household Size

Income

[Apply Changes](#)

Once you get to the section below, you will need to upload the required documents, as a parent/guardian. **Please make sure they are up-to-date with your current address.** Acceptable documents for “Annual Household Income” can be a copy of your **most-current** W-2, or a current paystub. For “Bill File,” that can be your cable, electric or phone bill. The “Parents ID Card” section just requires a copy of your driver’s license. **PLEASE NOTE: File size limit for uploads can be no larger than 2 MB.**

Upload Annual Household Income No file chosen (only upload jpeg, jpg, doc, docx, csv, png, pdf files)


Bill File No file chosen (only upload jpeg, jpg, doc, docx, csv, png, pdf files)

Parents Id Card No file chosen (only upload jpeg, jpg, doc, docx, csv, png, pdf files)

If you are an active-duty military member based in Nevada, all you need to upload is a copy of your current orders.

Is either parent/legal guardian an active military member based in Nevada? NO YES



If your file has successfully uploaded, you will see this icon --  next to the corresponding section, once you hit "save." You can click on the icon to see what you uploaded.

Please read the disclaimer in the gray box below. Once you have read and understood the disclaimer, please check the "I have read and understood the disclaimer" box, and add your initials underneath.

Next, you will find the following boxes below:

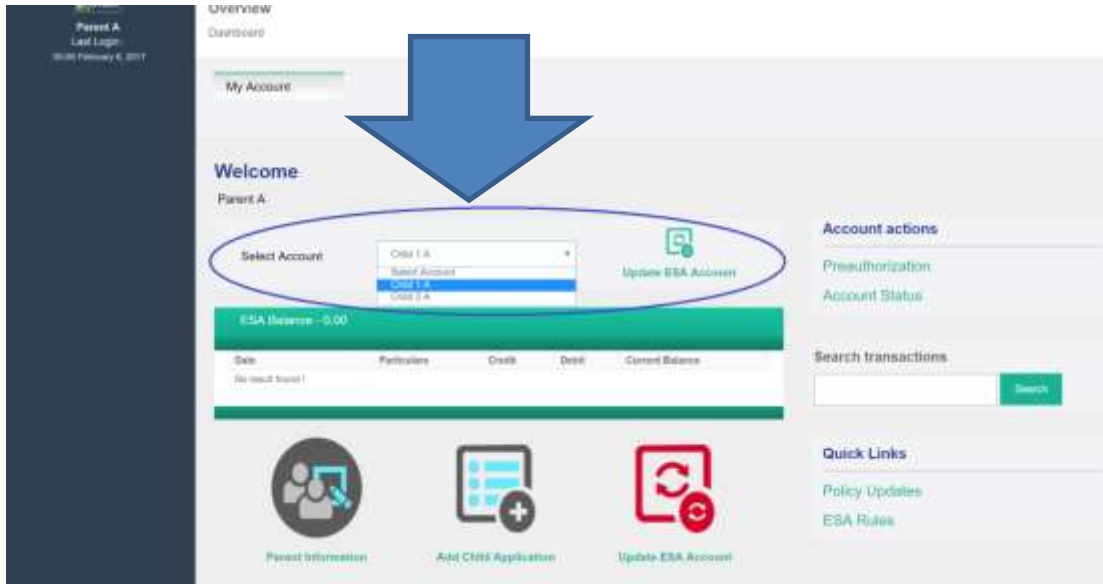
If you are interested in being on the "Parent Review Committee," you can indicate that interest here. Checking this box only lets the Treasurer's Office know you are interested — it does not necessarily mean you will be picked.

"Please maintain my record as private" is listed as an option to protect children who may have been victims of crimes, like abuse/domestic violence. For those who ask for the child's records, we won't release their information.

If you wish to be a participating entity for the purpose of educational reimbursement of expenses, you will want to check this box so you are eligible to be reimbursed for education-related expenses covered by ESAs.

Once you are complete with the Parent Information portion, please click "Save & Exit to Dashboard."

You'll then be taken go back to the Dashboard where you first started. Next, if you'd like to review or modify a child account, you will see a white dropdown menu next to "Select Account." After you click that, you should be able to find the child application you'd like to update.



From there, please review your child's information, and make sure there aren't any errors, or anything missing.

A screenshot of a 'Participant Information' form. The form is titled 'Participant Information' and has tabs for 'Participant Information', 'Testing Entity', 'Approved Documents', 'ESA Account', and 'Billing'. Below the tabs is a welcome message: 'Welcome to Nevada's new Education Savings Account (ESA) program! Below you will find the State Treasurer's Office (STO) Application. Please complete all fields and provide a valid email address. You will also need to provide a scanned copy of a government issued ID as well as other supporting documents (as required) in order to officially complete the application. If you have any questions, please email our office at NevadaSchoolChoice@nevadatreasurer.gov.' The form fields include: 'ESA of Student' (100010301), 'Student First Name *', 'Last Name *', 'Current Grade *' (dropdown), 'Entity Selection' (dropdown), 'County' (dropdown), 'Entity Name' (dropdown), a blue '+ Add' button, 'Entity Type:', 'Entity Name:', 'Testing Entity' (dropdown), 'Student's Date of Birth *', 'Student's Social Security Number' (three separate boxes), 'Gender' (dropdown), and 'Race' (dropdown).

You can select different entities based on the categories below by county. If you do not know what entity to select, you can leave this section blank for now. If the entity you want isn't there, it may not have applied to receive ESA funds yet.

Entity Selection

Select

Select

Private School

Eligible Institution (College)

Tutor

Tutoring Agency

Distant Education

Entity Name

Select

+ Add

1.

Entity Type :

Entity Name :

You can leave "Testing Entity" blank for now.

Testing Entity

Select

Once you get to the section of your child's application, as you can see below, if you selected yes for "Did the student attend a Nevada public/charter school for 100 school days immediately preceding the date of this application?," you will need to upload a document proving your child went to public school for 100 school days.

NOTE: The document can be in the form of the child's last four quarterly report cards in public/charter school with exact dates, attendance record or a letter from the school proving enrollment with exact dates.

Did the student attend a Nevada public/Charter school for 100 school days immediately preceding the date of this application ?

Yes No

Is your child over 5 and under 7 years of age on September 30th of the school year you first request to have an ESA ?

Yes No

Full Time Student

Yes No

Is either parent/legal guardian an active military member based in Nevada? NO

During the 100 school days immediately preceding the date of this application did your child miss 15 or more consecutive school days?

Yes No

Save Cancel Next

There are exceptions to the 100 school days in public/charter school rule -- if you're an active military member, or if your child is over 5 and under 7 years of age at the time of the application.

When you hit "next," you'll be taken to a section for you to add more specifics to the 100 school days in public/charter school. Find your child's school in the dropdown menu. If they went to a Charter School, you can likely find the school in "State Sponsored Charter Schools" under the "School District" section.

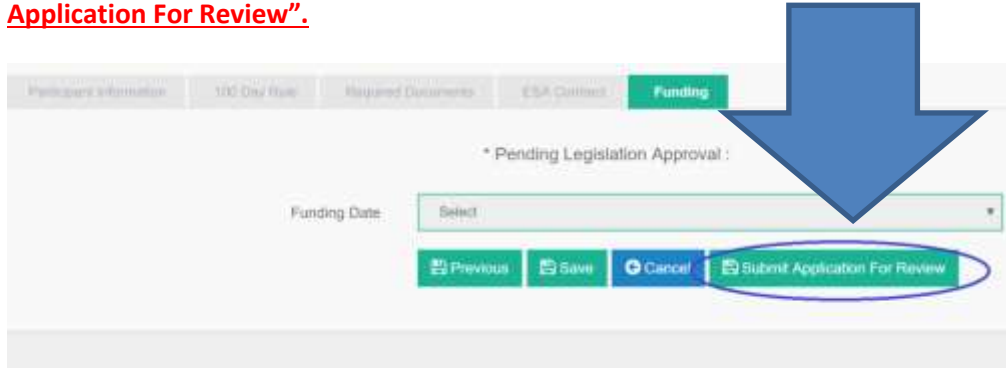
The screenshot shows the '100 Day Rule' section of an application form. At the top, there are navigation tabs: 'Personal Information', '100 Day Rule' (highlighted in green), 'Required Documents', 'ESA Contact', and 'Funding'. Below the tabs, a message reads: 'Please provide the school district, name of school, along with your Student ID number and check the appropriate time frames below for all schools attending during the preceding 100 school days.' Underneath, it says 'Add new school information:'. The form contains five input fields: 'School District' (a dropdown menu with 'Select' and a green checkmark), 'School Name' (a dropdown menu with 'Select' and a green checkmark), 'Student ID' (a text input field with a green checkmark), 'Starting School Year' (a text input field), and 'Ending School Year' (a text input field). Below these fields is a blue button labeled '+ Add School'. At the bottom of the form are four buttons: 'Previous' (green), 'Save' (green), 'Cancel' (blue), and 'Next' (green).

The next section will take you to the required documents section, and if you already uploaded your driver's license and your utility bill file, all you'll need to do is to upload your child's birth certificate. If you are the guardian of the child, upload the official adoption paperwork. If your child has a disability, upload an IEP or doctor's note.

The screenshot shows the 'Required Documents' section of an application form. At the top, there are navigation tabs: 'Personal Information', '100 Day Rule', 'Required Documents' (highlighted in green), 'ESA Contact', and 'Funding'. Below the tabs, a message reads: 'Please complete the following questions below in order to help us best determine your funding amount. (All ESA applicants receive at least 90% of the statewide average of the Distributive School Account per pupil). Supporting documentation will be needed if you answer "Yes" to either one of these questions.' The form contains several sections: 1. 'Is your child a pupil with disabilities?' with radio buttons for 'Yes' (selected) and 'No', and a green checkmark. 2. A 'Choose File' button with 'No file chosen' and a green checkmark. Below it, text reads '(only upload jpeg, jpg, doc, docx, xls, png, pdf files)' and 'Please provide medical documentation of the students disability'. 3. 'Birth Certificate' with a 'Choose File' button, 'No file chosen', and a green checkmark. Below it, text reads '(only upload jpeg, jpg, doc, docx, xls, png, pdf files)' and a magnifying glass icon. 4. 'File Uploaded' with a green checkmark. 5. 'Guardianship File' with a 'Choose File' button, 'No file chosen', and a green checkmark. Below it, text reads '(only upload jpeg, jpg, doc, docx, xls, png, pdf files)'. 6. 'ID File' with a green checkmark. 7. 'Utility Bill File' with a green checkmark. At the bottom of the form are four buttons: 'Previous' (green), 'Save' (green), 'Cancel' (blue), and 'Next' (green).

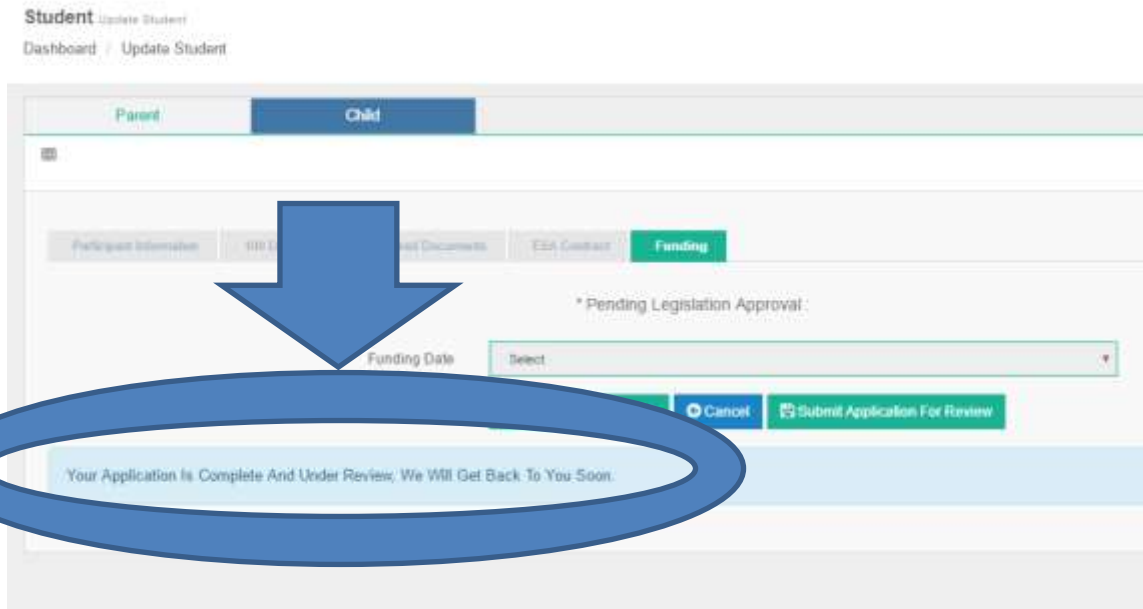
The last page before submitting your application is to choose your funding date. As the Nevada ESA program is waiting for appropriation from the 79th Nevada Legislature, you can leave this portion blank for now.

IMPORTANT: In order for your application to be considered for review, YOU MUST HIT "Submit Application For Review".



The screenshot shows a web application interface with a navigation bar at the top containing tabs for 'Participant Information', '100 Day Rule', 'Required Documents', 'ESA Contact', and 'Funding'. The 'Funding' tab is active. Below the navigation bar, there is a section titled '* Pending Legislation Approval :'. Under this section, there is a 'Funding Date' label followed by a dropdown menu with 'Select' as the current selection. Below the dropdown menu, there are four buttons: 'Previous', 'Save', 'Cancel', and 'Submit Application For Review'. The 'Submit Application For Review' button is circled in blue. A large blue arrow points down from the top of the page towards the 'Submit Application For Review' button.

Once you hit "Submit Application For Review," as you can see below, you will receive a message that says "Your application is complete and under review. We will get back to you soon."



The screenshot shows the same web application interface as the previous one, but now a confirmation message is displayed at the bottom of the page. The message is: "Your Application Is Complete And Under Review, We Will Get Back To You Soon." This message is circled in blue. A large blue arrow points down from the top of the page towards the confirmation message.

If you have any problems or concerns, please contact our office at NevadaSchoolChoice@NevadaTreasurer.gov. Thank you for your patience with our office over the past year and a half.



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