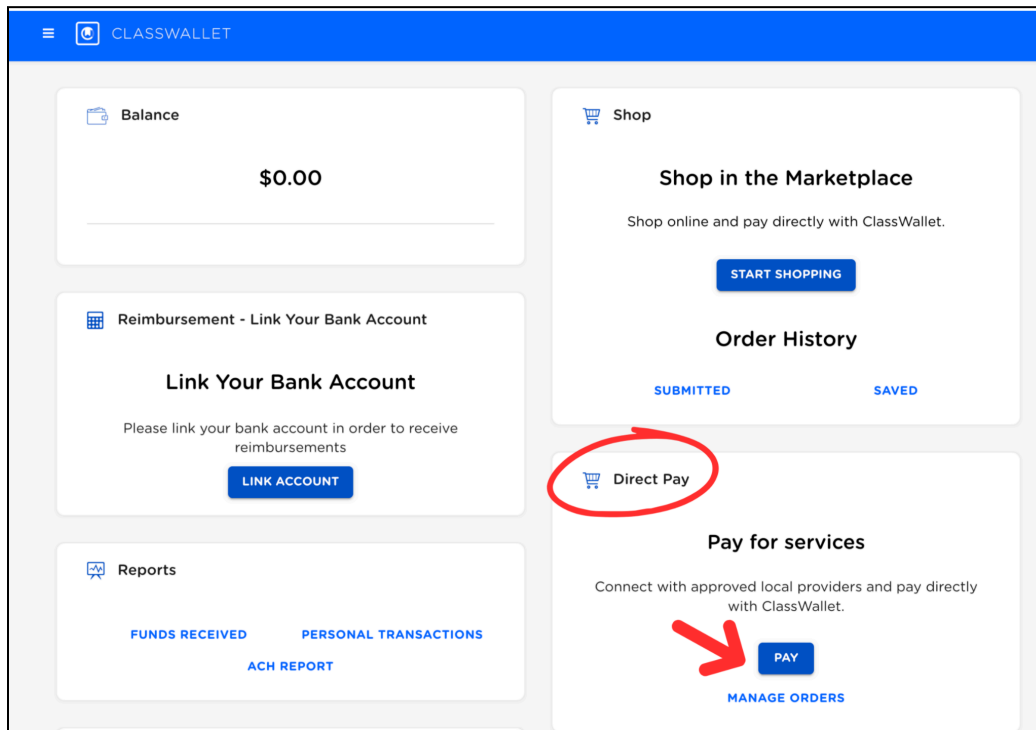
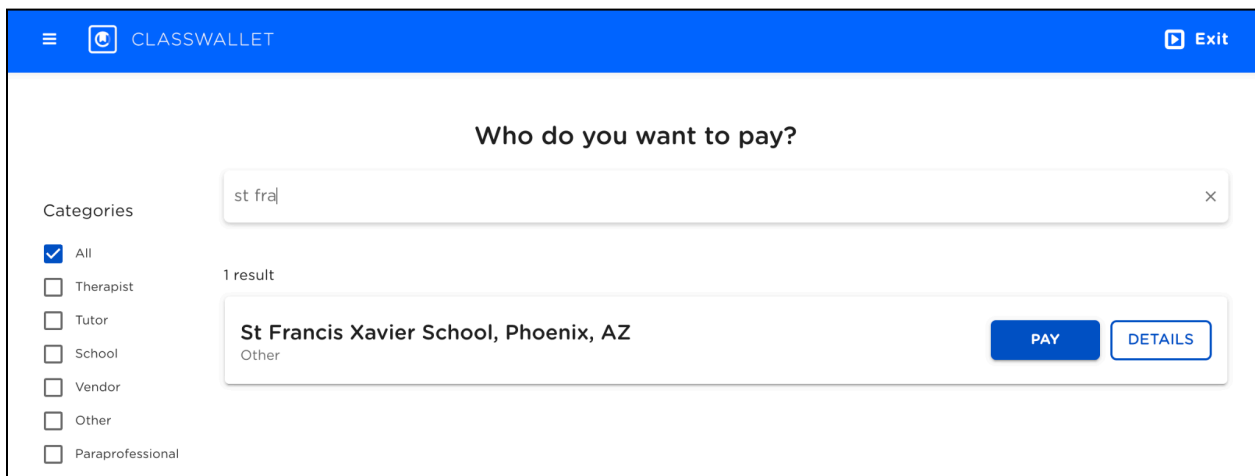


ESA Direct Pay Steps

Step 1: Go to your ClassWallet account and click on **Pay** under **Direct Services**



Step 2: Search for **St Francis** in **Who do you want to pay?** and then hit **Pay**. Please note: Do not add a period after St., just search St Francis and it will come up.



Step 3: Upload an invoice

CLASSWALLET

Exit

1 Upload Invoice

2 Manage Expenses

3 Select Purse

4 Review & Submit

← GO BACK

St Francis Xavier School

Direct Pay

Charlotte's available Purse Balance: **\$0.00**

Upload Invoice

Drag and Drop Receipt/Invoice Here

PDF, PNG or JPG files - Max 5MB

or

BROWSE FILES

How do I get an invoice? Go to your FACTS Financial Account and click **View Details**.

Hello [REDACTED] ?

Click here

Payment Plan & Billing

View Details

For [REDACTED]

Current Balance

\$31,911.00

Make a Payment

2026-2027 SCHOOL YEAR

Payment Plan [REDACTED] Actions

Plan owned by [REDACTED]

Set up a Payment Plan

AMOUNT DUE

\$31,911.00

Update Financial Account

Prepay Accounts

View Details

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] is an Authorized Party on your account.

Have another activity you want to link?

Under the Schedule tab, select **Print**.

Activity Details

Term: All

[View Payment Summary](#) [FACTS Payment Processing Policies](#)

Schedule [Transactions](#) [Balances](#) [Payments Made](#) [Changes](#) [Prepay Accounts](#)

Upcoming Payments [View Full Schedule](#) [Print](#)

Automatic Payment

[Expand All](#) | [Collapse All](#)

Due Date: 05 Aug 2026	Payment Plans On Hold	Amount Due: \$7,977.75
Due Date: 05 Nov 2026	Payment Plans On Hold	Amount Due: \$7,977.75
Due Date: 05 Feb 2027	Payment Plans On Hold	Amount Due: \$7,977.75
Due Date: 05 May 2027	Payment Plans On Hold	Amount Due: \$7,977.75

Select the **Quarter** you are paying for:

Student

All Customers/Students-Combined

Payment Dates 0 of 4 Items Selected

☐ Select All

☐ 05 Aug 2026

☐ 05 Nov 2026

☐ 05 Feb 2027

☐ 05 May 2027

[Cancel](#) [Print](#)

And it will give you a **PDF summary** for that quarter that you can upload in ClassWallet

Activity Details - Schedule 7/23/26, 4:12 PM



St Francis Xavier School
4715 N. Central Ave.
Phoenix, AZ 85012
(602)266-5364
<https://school.sfxphx.org/our-story.html>

Federal Tax ID 38-3792643

23 Jul 2026

Students:

Term: 2026-2027 School Year
Reference # 324511170

Effective Date: Payment Plans **\$7,977.75**

05 Aug 2026

– Tuition : K-5	\$2,789.25
– Tuition : K-5	\$2,594.25
– Tuition : K-5	\$2,594.25

Step 4: Once you've uploaded it, it may pre-populate some items. Otherwise you have to manually enter them:

Manage Expenses

 **Auto-filled from your receipt**
We pre-filled some details from your receipt. Please check each field before submitting.

Details
Activity Details - Sch...


Vendor*: **St Francis Xavier School**

User Name*: **Student's Name**

Transaction Date: **09/16/2026**

Invoice Number: **Not required**

Under Direct Pay Details:

- **Item Description:** Type which quarter this is for
- **Expense Category:** Tuition or Fees Online Learning (non-public)
- **Unit Price:** Totally tuition cost for the quarter
- **Amount:** Is the amount in your Class Wallet account

****Sometimes it might populate additional charges, but you only need to have the one item for that specific Quarter****

Direct Pay Details

☐ Item Description*	Expense Category*	Qty*	Unit Price*	Amount*
☐ Q1 Tuition	Tuition Or Fees Online Learn...	1	Q1 Tuition Amount	\$ 1,213.39

+ Add Expense

Subtotal

\$1,213.39

Shipping

\$ 0.00

Discount

-\$ 0.00

Tax

\$ 0.00

Total Amount:

\$1,213.39

Step 5: Next, click the **Check Box** next to Arizona ESA and click **Continue**.

St Francis Xavier School

Direct Pay

available Purse Balance: \$1,213.39

Select Purse

Total Expenses:

\$1,213.39

Total Direct Pay:

\$1,213.39

Arizona - ESA

\$1,213.39 ☒

Enter withdrawal amount

\$ 1,213.39

Payment limit of \$1,213.39. Items with no categories from this purse can't be paid for with this purse.

CONTINUE

Step 6: Then review and click Submit.

St Francis Xavier School

Direct Pay

available Purse Balance: \$1,213.39

Review & Submit

Activity Details - Sch...

St Francis Xavier School
09/16/2026
User Name:

Total Direct Pay: \$1,213.39

Purse Allocation: [EDIT](#)

Arizona - ESA \$1,213.39

Comment

Add a comment for the approver

Direct Pay Details

Q1 Tuition \$1,213.39

Expense category: Tuition or fees online learning program (non-public)
Unit Price: \$1,213.39
Qty: 1

By submitting an expense, you are attesting that it is for your individual student's education, pursuant to A.R.S. §15-2402.

[SUBMIT](#)