

Step Up for Students Florida



1

Purchase: Buy textbooks from www.easygrammar.com and print receipt.

2

Log in to EMA: Access the Step Up for Students portal and go to the "REIMBURSEMENTS" screen.

3

Start a New Request: Select "NEW", choose the student, and click "CONTINUE."

4

Upload document: Drag and drop your receipt, invoice, or proof of payment into the upload area.

5

Verify & Itemize: Use Quick View to ensure document is clear. If needed, manually add item details.

6

Submit: Complete the submission process by confirming all details.