



How to Approve Your Child's
Step-Up for Student's Scholarship
Payment



STEP: 1

Login to your Step-Up for Student's Account.

Website: <https://login.sufs.org/Account/Login>



English

A screenshot of the Step Up for Students login page. The page has a light gray background. At the top left is the Step Up For Students logo, and at the top right is the word "English". The main content is a white box with a blue header that says "Sign In". Below the header is a text input field labeled "User ID or Email Address" with a horizontal line underneath. Below the input field is a green button with the word "NEXT" in white. At the bottom of the white box, there are two links: "[I forgot my password or User ID](#)" and "Don't have an account yet? [Create an account](#)".

STEP: 2

Once you are logged into your Step-Up Account, click on “[Check the Status of an Application](#)”.



Apply for or resume a scholarship application for 2021-2022 school year



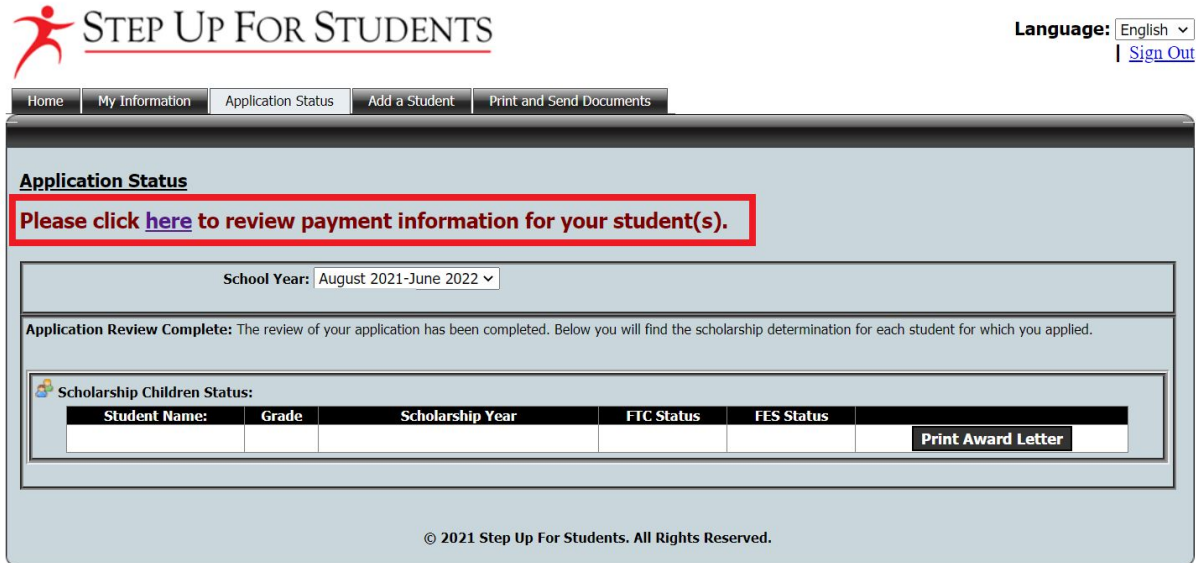
Documents



Check the Status of an Application

STEP: 3

Then click on the link “[Please click here to review payment information for your student\(s\).](#)”



The screenshot shows the Step Up For Students website interface. At the top left is the logo, a stylized red figure jumping, followed by the text "STEP UP FOR STUDENTS". To the right, there is a "Language:" dropdown menu set to "English" and a "Sign Out" link. Below the logo is a navigation bar with buttons for "Home", "My Information", "Application Status", "Add a Student", and "Print and Send Documents". The main content area is titled "Application Status" and features a red-bordered box containing the text "Please click [here](#) to review payment information for your student(s).". Below this is a "School Year:" dropdown menu set to "August 2021-June 2022". A message states "Application Review Complete: The review of your application has been completed. Below you will find the scholarship determination for each student for which you applied." Underneath is a section titled "Scholarship Children Status:" which contains a table with columns for "Student Name:", "Grade", "Scholarship Year", "FTC Status", "FES Status", and "Print Award Letter". The table is currently empty. At the bottom of the page, there is a copyright notice: "© 2021 Step Up For Students. All Rights Reserved."

STEP UP FOR STUDENTS

Language: English | [Sign Out](#)

Home | My Information | **Application Status** | Add a Student | Print and Send Documents

Application Status

Please click [here](#) to review payment information for your student(s).

School Year: August 2021-June 2022

Application Review Complete: The review of your application has been completed. Below you will find the scholarship determination for each student for which you applied.

Scholarship Children Status:

Student Name:	Grade	Scholarship Year	FTC Status	FES Status	Print Award Letter

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STEP: 4

On the Payment Review and Approval Screen click the (**Approve**) button for each student listed.

When you click on the (**Approve**) button for each student the pending payment should disappear from the list.

After you have approved each payment, click the (**Complete**) button located at the bottom of the screen.

Once finished, you will see a “Thank you” confirmation screen.

Step Up
for students

Payment Review and Approval

Please review the details below for one of your student's scheduled scholarship payments for the 2020-21 school year. (Scholarship payments are made at least four times per school year.)

Note: If you have more than one student benefiting from the scholarship program listed below, each student on that scholarship program should be listed below. Please take the following steps for **each** student.

- **To approve payment:** Click "Approve" and then click "Complete."
 - Once you have done this, your student's school will receive the scholarship payment indicated for the student.
 - No further action will be needed until the next scheduled scholarship payment.
- **To deny payment:** Click "Deny" and select a reason for denying the payment. (You must select a reason.) After selecting the reason, please click "Complete." **Please note.** Selecting this option means a payment will not be issued to your student's school at this time.
 - A Step Up For Students representative will follow up with you regarding this action.
 - **Warning:** Denying payment may put your student's scholarship in jeopardy.
 - If your student continues to use the scholarship program listed below, you will be asked to approve the previously denied payment in the next payment cycle.

I **approve and authorize Step Up For Students to release the scholarship funds for the student(s) indicated below to the school(s) indicated below.**

Application ID
Student Person ID
Student Name
School Name
Payment Amount
Program

Approve

Deny

Complete

Other Information

If you have any trouble completing this process, please contact Step-Up for Students directly:

Service Center Normal Hours of Operation

Monday – Friday (8:00am - 6:30pm)

Phone #: 1-877-735-7837