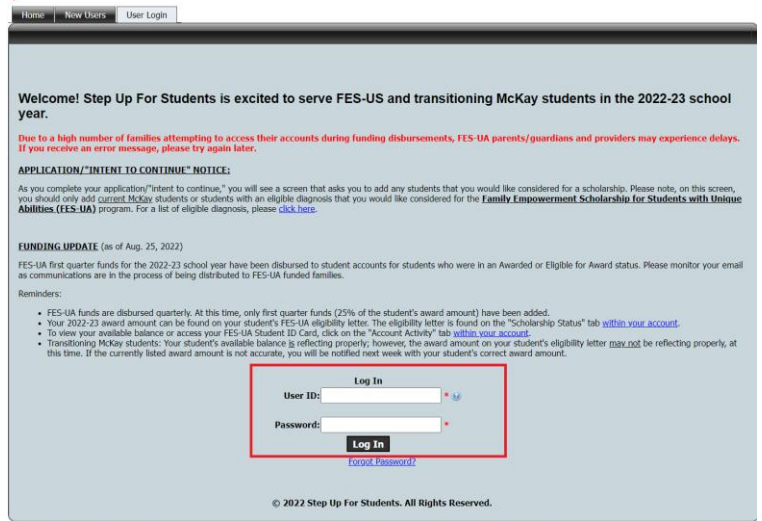


# HOW TO REVIEW AND APPROVE THE INVOICE / REIMBURSEMENT FOR FES-UA



(1) Login to your FES-UA Parent Account  
by going to the Website <https://gardiner.sufs.org>

\*\*\*\*\*

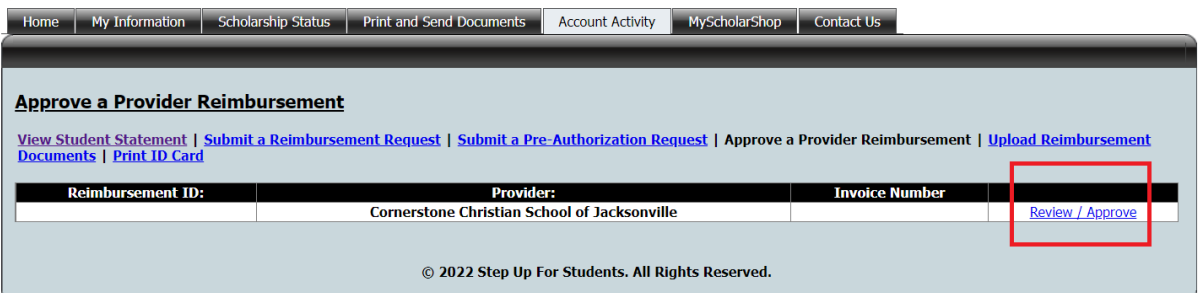
(2) Once you are logged in,  
Select the "Account Activity" tab



(3) Then Click  
"Approve a Provider Reimbursement"

\*\*\*\*\*

(4) Click "Review / Approve"



# HOW TO REVIEW AND APPROVE THE INVOICE / REIMBURSEMENT FOR FES-UA

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(5) Click the “**Approve**” Bubble next to each item.

(6) Then, Click the “**Submit**” Button.



[Sign Out](#)

Home | My Information | Scholarship Status | Print and Send Documents | Account Activity | MyScholarShop | Contact Us

### Approve a Provider Reimbursement Detail

[View Student Statement](#) | [Submit a Reimbursement Request](#) | [Submit a Pre-Authorization Request](#) | [Approve a Provider Reimbursement](#) | [Upload Reimbursement Documents](#) | [Print ID Card](#)

Reimbursement ID: `

Student Name: Cornerstone Christian School of Jacksonville  
Provider: 8/26/2022  
Service Date:  
Invoice Number:  
Invoice Amount: August 2022-June 2023  
School Year: Quarter 1  
School Quarter:

Category	Item Type	Item Detail	Amount	Action	Rejection Reason
Eligible Private School	Tuition	Tuition	\$2,000.00	<input checked="" type="radio"/> Approve <input type="radio"/> Deny	
Eligible Private School	Fees	Books	\$32.00	<input checked="" type="radio"/> Approve <input type="radio"/> Deny	
Eligible Private School	Fees	Registration	\$250.00	<input checked="" type="radio"/> Approve <input type="radio"/> Deny	

**Submit**

\*\*\*\*\*

(7) Click “**Yes**” to submit the approval.

You are about to approve this reimbursement for \$2282.00. This amount will be deducted from your student's account and be paid to the provider. Are you sure you want to continue?

**Yes** **No**

Please contact Step-Up for Students (1-877-735-7837) or the School Office (904-730-5500), if you have any questions or issues.