

Tips for navigating the on-line Tuition Reimbursement process

Access:

<https://firstdata.tap.edcor.com>

User ID: Your First Data Six Digit Employee ID

Initial Password: Your Date of Birth - mmddyyyy

If you forgot your password: Enter your User ID and click [Password Reset](#) to have a new password emailed directly to you or to the Benefits Department for redistribution to you.

Apply:

Prior to the start of **EACH** term or semester “**Submit**” your application on-line. You’ll know that you’ve successfully submitted an application when you see the “**Submit Application Confirmation - Congratulations**” and a tracking number has been created. If no confirmation or tracking number is generated, your application is not on file and must be resubmitted.

Approve:

An email will notify your manager that an application awaits approval. Your manager has 8 days to review the application. You will be notified once your manager has approved or denied your application. Final approval is at the discretion of your manager.

Reimburse:

Within 60 days of successfully completing your term/course, complete the on-line **Processing Request Form** found under **Status** then **Detail**. Complete and print this form (as your coversheet) and fax to 248-732-1300 accompanied by your tuition statement, grade report, receipts and proof of payment (or deferral agreement). Reimbursement claims are processed within 5 days upon complete receipt of all required documents. Reimbursement checks are issued each Friday and are mailed to your home address.

Tips:

- A new on-line Application is required prior to each term. This provides your Manager prior knowledge of your course load and anticipated Tuition Reimbursement charges.
- The Application is an estimate of charges – exact charges are not required until you request reimbursement after successful completion of your course. **Estimate high as reimbursement will not be paid in amounts exceeding the approved Application.**
- The on-line system times out within 15 minutes of inactivity – make sure you know your course dates, numbers and approximate charges before you start the application process to avoid being timed out. If timed out you will need to start again.
- The results of the tax questionnaire are only used for Graduate-level courses in excess of \$5,250.00. Undergraduate degrees are non-taxable.
- If your manager information is incorrect, or your manager is on a leave, please contact the HR Service Center.
- When completing the **Processing Request Form** – you are required to complete only the **Payment Request** and **Grade Sections**. The Refund Section does not need to be completed.
- The **Processing Request Form** MUST be your cover sheet.
- Within 5 days of submitting your “**Processing Request Form**” via fax, check your on-line **tracking number** to view processing messages. If no messages appear after 5 days contact Edcor Customer Service to confirm fax receipt.
- Submissions made after rejection MUST include ALL documents.

Administrator:

Edcor Customer Service: 888-622-0150

Reimbursement Fax number: 248-732-1300

HR Service Center 866-688-7788 option 1, then option 4