

Educational Dollars for Duty Step by Step Process

Step-by-Step process to help you apply for benefits and submit a license/certification reimbursement.

EDD Website:



edd.dma.myflorida.com

EDD Mailbox:



ng.fl.flarng.list.eddoffice@army.mil

Members are responsible for ensuring policy and processes are adhered to.

STEP 1: Create Your Student Profile

Purpose: This establishes your identity and access in the EDD system.

Actions:

1. Insert CAC into CAC reader.
2. Go to <https://edd.dma.myflorida.com>.
3. Select the option to create a new student profile.
4. Follow each prompt carefully:
 - Verify personal information
 - Complete the required EDD training module
 - Electronically sign all required documents

Note: It is the members responsibility to ensure information is accurate and up to date.

Student Information

Record Status *

Active

First Name *

Last Name *

EDI *

Pay Grade *

Select

Component *

Select

Unit *

Select

Has Deployed

Not Provided

Date of Birth

ETS *

Date of Entry

Contact Information

User Email *

Alternate Email

Preferred Phone *

Alternate Phone

Home Address

Street 1 *

Street 2

City *

State *

Select

Zip *

County

Select

Save

STEP 2: Submit Educational Goal (Degree/Certification Plan)

Purpose: EDD requires proof that the student is pursuing a legitimate academic or certification path.

Actions:

1. Create Education Goal
 - Select the appropriate option
 - Program name
 - School name
2. Upload Degree Plan

Add Education Goal

Choose from the options below.

Certification or Technical

AA/AS/AAS - Associates Degree

BA/BS/BAS - Bachelors Degree

MA/MS/MBA - Masters Degree

Back

Tips:

- You may be able to locate this information on the STUDENT SELF SERVICE section of your school's website.
- If you cannot find this in one document, you can combine separate documents into one PDF to upload into the EDD Website.

Add Education Goal

Education Goal Type

AA/AS/AAS - Associates Degree

School

School Name *

School Student ID

Program

Program Name *

Is Program STEM?

No

Degree Plan

Is Degree Plan Evaluated?

No

File Upload

File Restrictions

File size is restricted to a maximum of 6 megabytes

Degree Plan Credits

Required Credits *

Transferred Credits

Credit Hour Type *

STEP 3: Start an EDD Application (Funding Request)

Purpose: This is how the student requests EDD tuition benefits for the upcoming semester.

Search Courses



Search Filters

School Name

FLORIDA SOUTHWESTERN STATE COLLEGE

Search

Reset

Subject

Long Title

Can't find a course? You can add one manually here.

Code - Title	Level	Number of Credits	Credit Type	Details	Add
ACG1001 - Financial Accounting I	Undergraduate	3	Semester Hour	i	+
ACG2011 - Financial Accounting II	Undergraduate	3	Semester Hour	i	+
ACG2021 - Financial Accounting	Undergraduate	3	Semester Hour	i	+
ACG2071 - Managerial Accounting	Undergraduate	3	Semester Hour	i	+
ACG2450 - Accounting Software Applications	Undergraduate	3	Semester Hour	i	+
ACG2500 - Governmental and Not-For-Profit Accounting	Undergraduate	3	Semester Hour	i	+
ACG2930 - Special Topics/Capstone-Accounting	Undergraduate	1	Semester Hour	i	+
ACG3024 - Accounting for Non-Accounting Majors	Undergraduate	3	Semester Hour	i	+
AMH2010 - History of the United States to 1877	Undergraduate	3	Semester Hour	i	+

Actions:

1. Log in to VEC.
 2. Click “Apply for EDD Benefits.”
 3. Follow the prompts and enter:
 - Each course you plan to take
 - Start and end dates exactly as listed by the school
 - Course credit hours and course numbers
 4. Only include courses for one semester at a time.
- Do NOT combine courses with different start/end dates on one request.

STEP 3: Continued.....



Search Filters

School Name
FLORIDA SOUTHWESTERN STATE COLLEGE

Subject

Long Title

Can't find a course? You can add one manually here.

Code - Title	Level	Number of Credits
ACG1001 - Financial	graduate	3
ACG2011 - Financial	graduate	3
ACG2021 - Financial		
ACG2071 - Management		
ACG2450 - Accounting		
ACG2500 - Government		

Tips:

- You may complete an application for benefits up to 60-days prior to the official start of an academic/vocational term.
- If term dates or courses do not appear in the drop down, contact your school's Registrar's Office and request that the term dates and/or courses be added to their Academic Institution Portal (A.I. Portal). The A.I. Portal is the school's portal to the EDD system. EDD does not have access to the A.I. Portal and cannot add terms or courses.
- If a course does not appear in the list, you may be able to add the course manually. Not all schools provide this functionality. See screen shot above for example of this optional functionality.
- If you need to make changes to your course schedule, you must report changes to EDD. Make sure you notify EDD of any ADDED or DROPPED courses during the school's ADD/DROP period. You may be responsible for any additional fees or recoupment if you do not notify EDD.

STEP 4: Application (Funding Request) Review

- Purpose:**
1. Your unit must verify you are in good standing and eligible for benefits.
 2. EDD confirms the legitimacy of the costs and ensures eligibility before issuing a voucher.

Actions:

1. After you submit your application, the system automatically emails your Unit POC.
2. You should notify your Unit POC directly so they know to look for the email.
3. Your POC reviews:
 - Good standing
 - Drill attendance
 - Administrative readiness
4. Once the POC approves, application is routed to EDD.
EDD will review:
 - Program eligibility Tuition and fee amounts
 - Tuition and fee amounts
 - Course load compliance
5. EDD decisions the application.
 - If revisions have been made, you will need to re-sign your application.

Tips:

- Contact your POC to let them know you have a pending EDD.
- Watch your email daily during this period.
- Continue to check the status of your application, go to: Enrollments → Funding Requests.
 - If you have not seen any movement after 5 business days, contact EDD.

STEP 4: Continued.....

Status: "Pending Unit Review"

Pending your Unit POC review. Contact your Unit POC if funding request remains in this status.

Status: "Unit Unknown"

Make sure the Unit listed on your profile is correct. If not, update your Unit and "Resend" application.

Status: "Unit Concurs"/"Pending Approval"

Pending EDD review. Applications are reviewed in the order they are received.

Status: "Unit Concurs"/"Deferred"

There is an issue that needs to be resolved. Contact the EDD Office ng.fl.flarng.list.edd-office@army.mi.

Status: "Unit Concurs"/"Disapproved"

Application Disapproved by EDD.

Status: "Unit Concurs"/"Approved"

Application approved by EDD. Access the system to print pdf (Form 704) and send to your school.

STEP 5: Retrieve your Voucher (Form 704)

Purpose: This is the official document the school uses to bill EDD.

Actions:

1. After approval, go to: Enrollments → Funding Requests.
2. Find your approved application.
3. Click “Print” next to it.
4. Save as PDF or print a paper copy.
5. Deliver Form 704 to your school’s:
 - Cashier
 - Business office
 - Third-party billing office

Important:

The school cannot bill EDD without the Form 704 in hand.

Tips:

- Email the Form 704 directly to your school’s billing department AND keep a copy for yourself.
- Ask the school to confirm when the invoice has been sent.
- After 4 weeks, check your student account balance.
- If no payment appears:
 - Contact the school’s billing office
 - Confirm they have invoiced EDD
 - Provide another copy of the Form 704 if needed

STEP 6: Submit Final Grades to EDD

Purpose: Grades must be posted to keep you eligible for future funding.

Actions:

1. Once semester grades are available, download your grade report or unofficial transcript.
2. Email a copy to: ng.fl.flarng.list.edd-office@army.mil
3. EDD will upload/record grades in the VEC system.

Tips:

- Send grades within 1–2 weeks of the semester ending.
- Screenshot grades ONLY if your school system does not allow PDF download.

License/Certification Reimbursement Request

Purpose: Request reimbursement for an approved License or Certification earned within the last 60 days

STEP 1 — Start the Reimbursement Request

- From your VEC home page, select “License/Certification Reimbursement” (right side).
- Under School, choose “FLNG LICENSE/CERTIFICATION REIMBURSEMENT.”
- Under Program, enter the name of your License/Certification.
- Select your Date Awarded (must be within 60 days).
- Enter the Amount Paid for the License/Certification.
- Upload:
 - Proof of Payment (receipt)
 - Proof of Passing (license/certification)
- Review all entries and submit.

STEP 2 — Approval Routing

- After submission, your request goes to your unit POC for verification of good standing.
- Once the unit approves, the request routes to EDD for final review and approval.

STEP 3 — Payment Processing

- After full approval, the request is forwarded to the State of Florida Division of Financial Services.
- Expect reimbursement via check in approximately 6-8 weeks.

Tips

- Ensure all uploaded documents are clear and readable.
- Double-check the award date to avoid delays.
- Watch your VEC notifications for updates or corrections.
- Make sure your mailing address is correct in the system.