

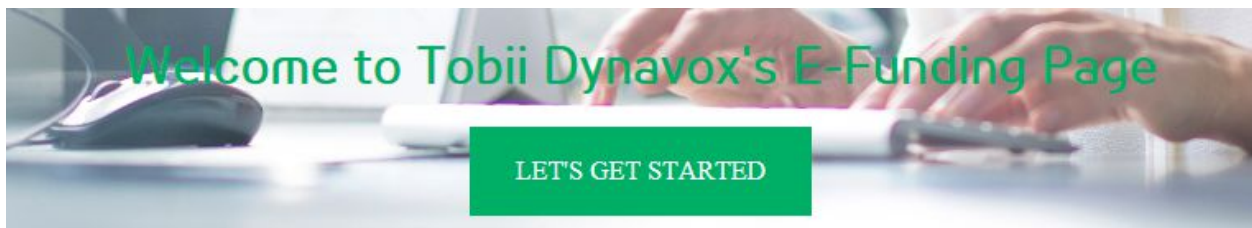
E-Funding FAQs

Q. Can I use my login that I have for the old efunding site with the new efunding site?

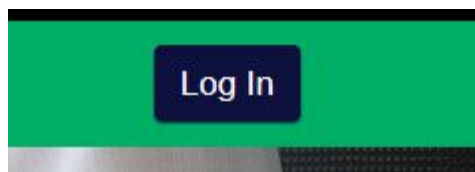
A. No, you will need to register as a new user

Q. How do I register as a new user?

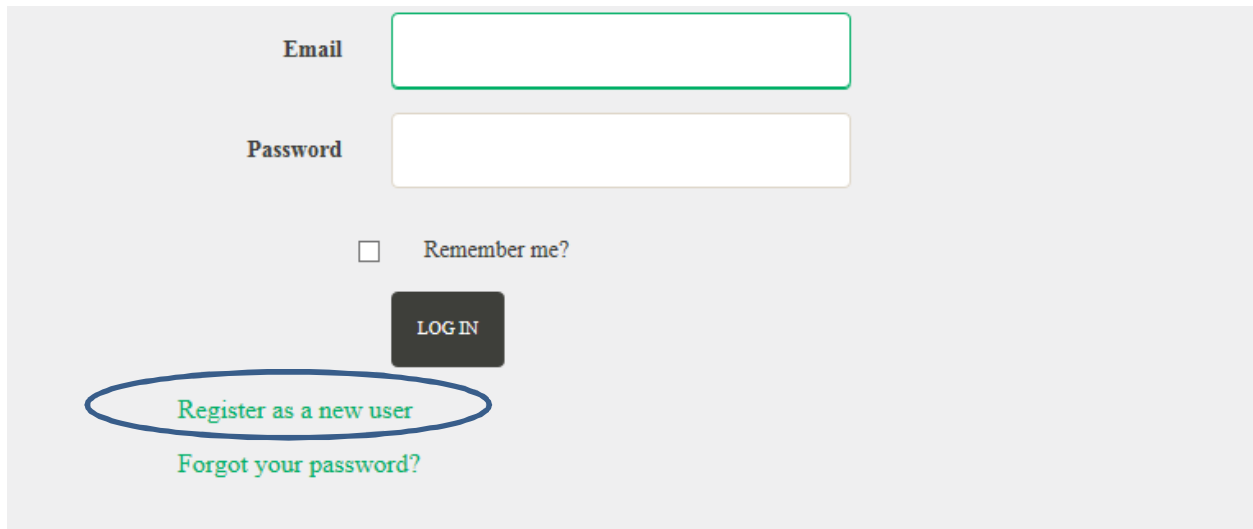
A. Simply click ***LET'S GET STARTED***



Or Click ***Log In***



Then click ***Register as a new user***



Email

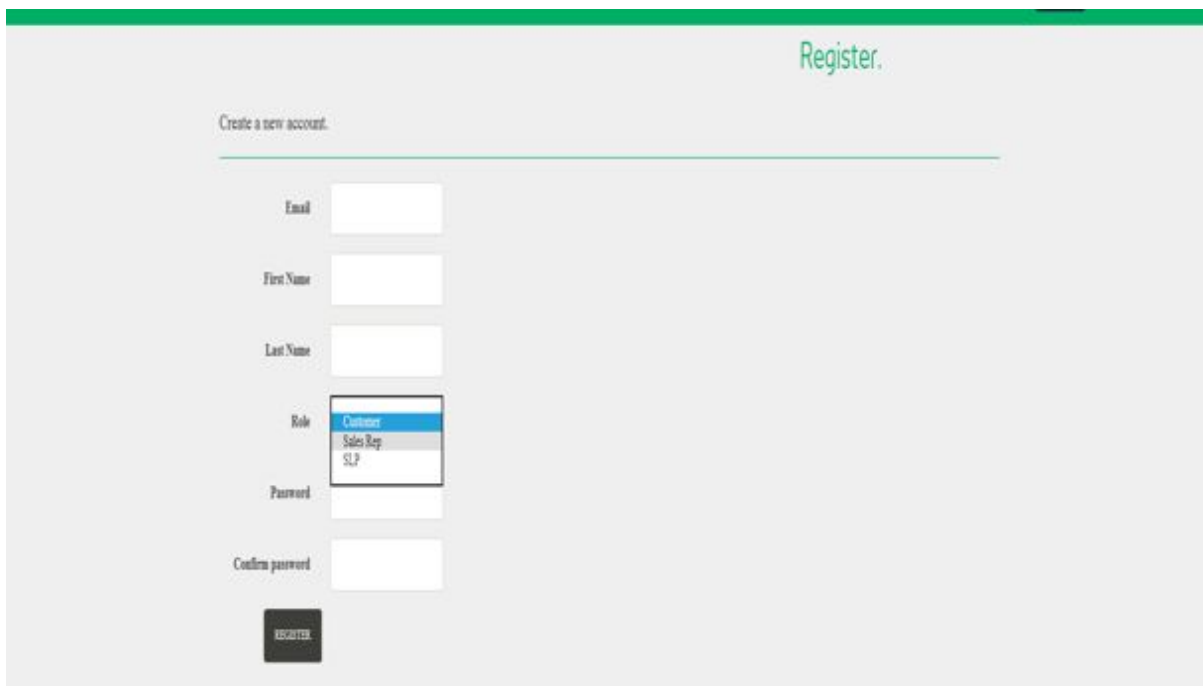
Password

Remember me?

LOG IN

[Register as a new user](#)

[Forgot your password?](#)



Register.

Create a new account.

Email

First Name

Last Name

Role

Customer
Sales Rep
SLP

Password

Confirm password

REGISTER

Different Types of ROLES

Customer= End User, Client Contact, Case Mangers

SLP= Speech Language Pathologist

Sales Rep= Tobii Dynavox Solution Consultant

Other Medical Professional – OT/PTs/ other professionals that are not SLPS

Email Confirmation
Sent.

An email containing a confirmation link has been sent to your inbox. You must click the confirmation link within the email before you can continue using this site.

The Efundingsite will send you an email confirmation

Click the confirmation link

Complete the registration

Register.

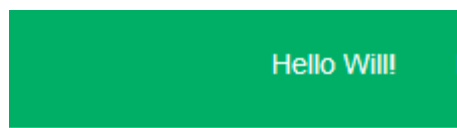
Create a new account.

You aren't required to fill out these fields, but it could save you some typing later if you will be filling out multiple evaluations.

Email	<input type="text"/>	SLP Phone #	<input type="text"/>	SLP Alt Phone #	<input type="text"/>
First Name	<input type="text"/>	SLP Fax #	<input type="text"/>	SLP Alt Fax #	<input type="text"/>
Last Name	<input type="text"/>	Facility Name	<input type="text"/>	Facility Phone #	<input type="text"/>
Role	<input type="text" value="SLP"/>	P.O. Box	<input type="text"/>		
Password	<input type="text"/>	Business Street Address	<input type="text"/>		
Confirm password	<input type="text"/>	City	<input type="text"/>	State	<input type="text"/>
<input type="button" value="REGISTER"/>				Zip	<input type="text"/>
		Alt Contact Name	<input type="text"/>	Alt Contact Email	<input type="text"/>
		ASHA #	<input type="text"/>	License #	<input type="text"/>

Q. How do I update my password for my Login information?

A. Simply click ***Hello (your name)*** at the top right hand of the screen



Then click ***Change your password***

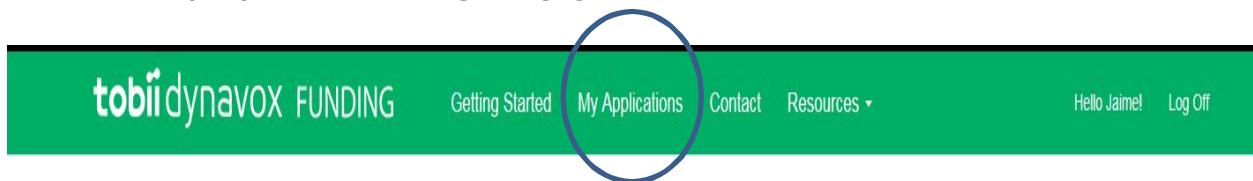
Change your account settings

Password: [[Change your password](#)]

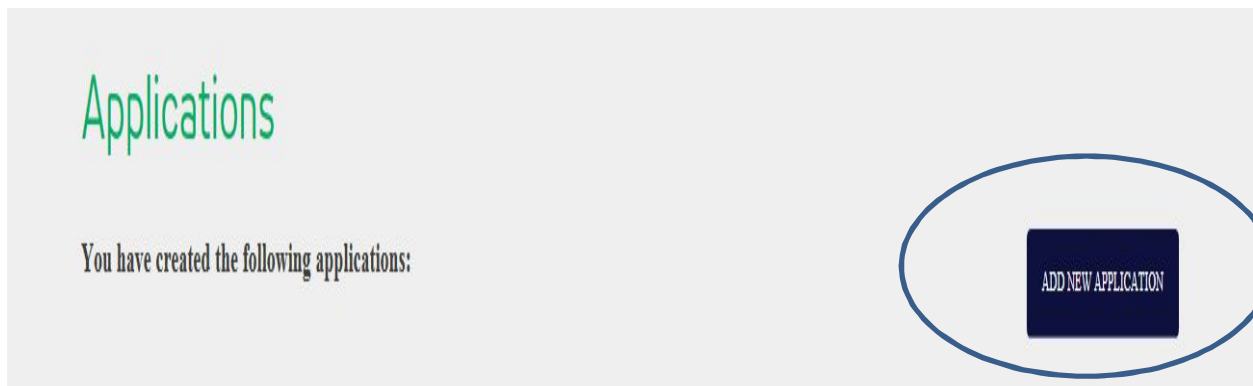
User Details: [[Edit](#)]

Q. How do I start a new application?

A. Simply click ***My Applications***

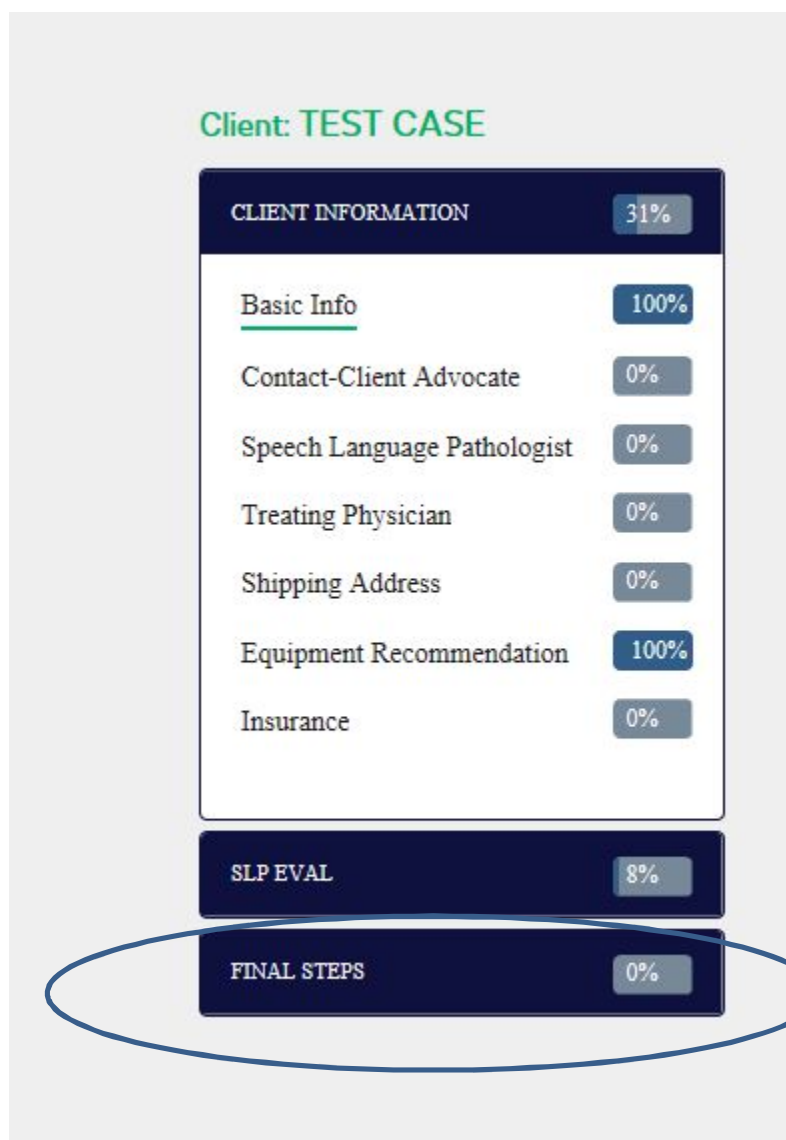


Then click ***ADD NEW APPLICATION***

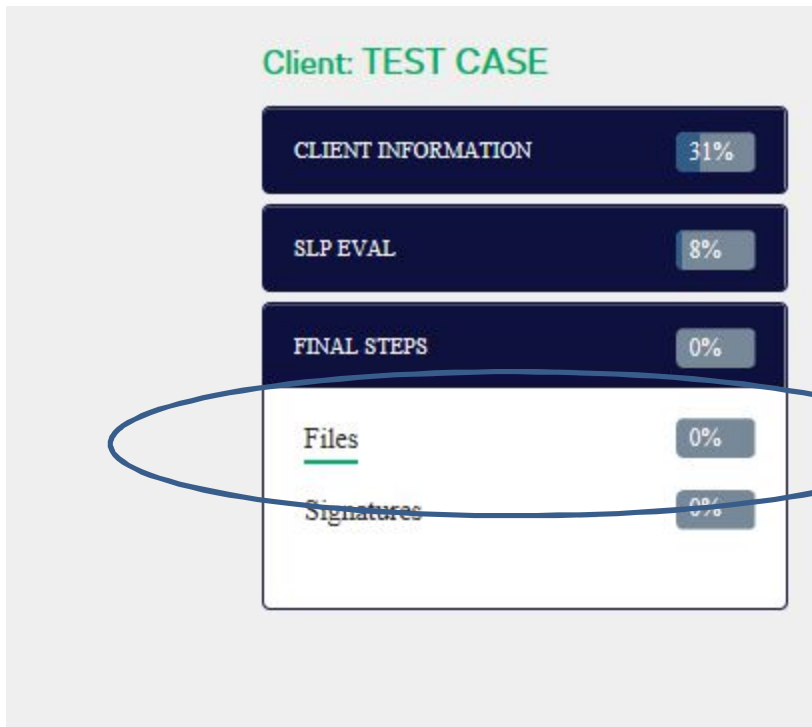


Q. How do I upload documents?

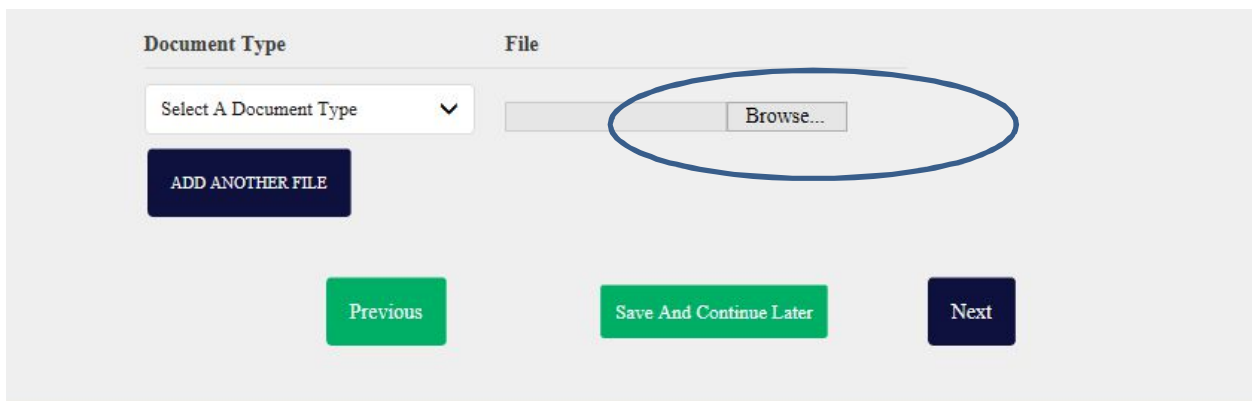
A. When in an application, click **FINAL STEPS**



Then click **FILES**



Browse and select the document that you would like to upload



Select the **Document Type** from the dropdown

State Medicaid Forms

Document Type

File

Select A Document Type

- Customer Information Form
- SLP Evaluation
- Doctors Prescription - RX
- Release & Assignment Of Benefits
- Copies of Insurance Cards
- State Medicaid Forms
- Funded Trial Agreement
- Accessory Addendum
- Letter of Medical Necessity
- Other
- FundedOrderCheckList
- LetterHead
- IEP
- FundedOrderPacket

C:\Users\jdan\Documents Browse... ✓

Save And Continue Later

Next

Click **NEXT** to continue uploading, or click **Save And Continue Later**

Document Type

File

Copies of Insurance Cards

ADD ANOTHER FILE

C:\Users\jdan\Documents Browse... ✓

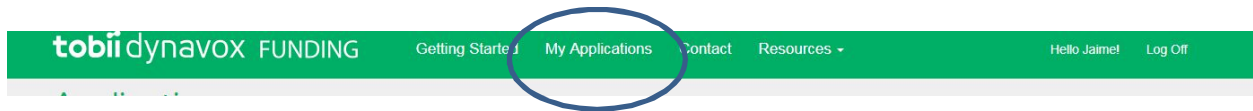
Previous

Save And Continue Later

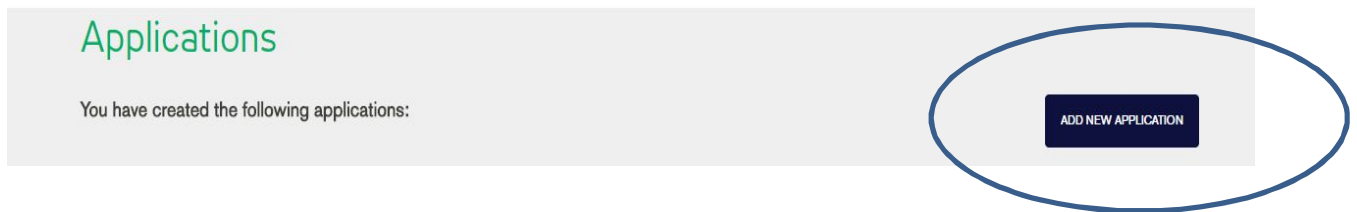
Next

Q. I just want to upload my packet, without going through all of the stages.

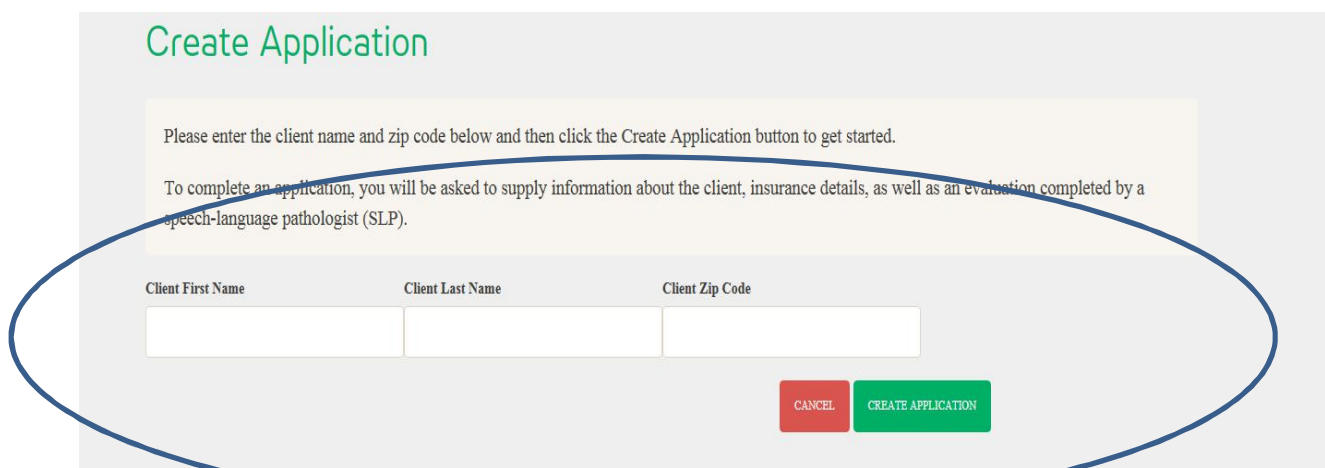
A. Click ***My Applications***



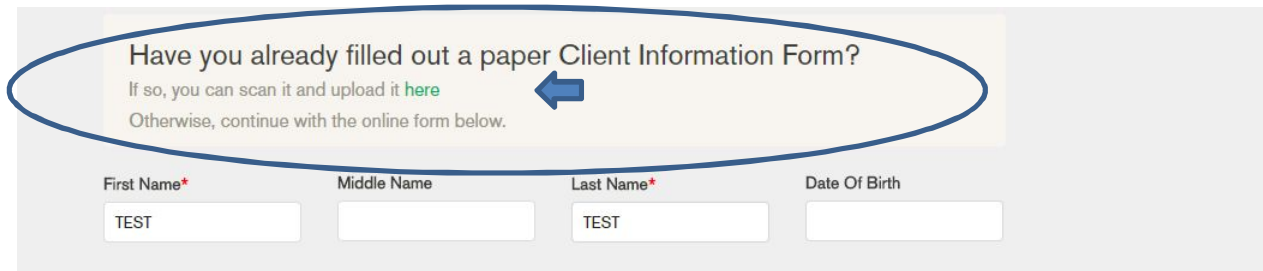
Click ***ADD NEW APPLICATION***



Enter Client's First name, Last name, and zip code then click ***CREATE APPLICATION***



Then click *here*, under ***Have you already filled out a paper Client Information Form?***

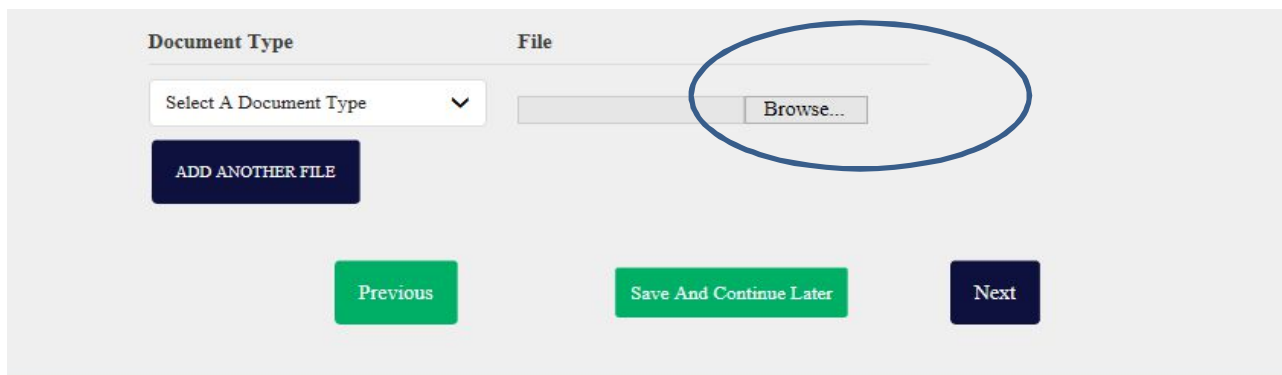


Have you already filled out a paper Client Information Form?
If so, you can scan it and upload it [here](#)
Otherwise, continue with the online form below.

First Name* Middle Name Last Name* Date Of Birth

TEST

Browse and select your documents



Document Type File

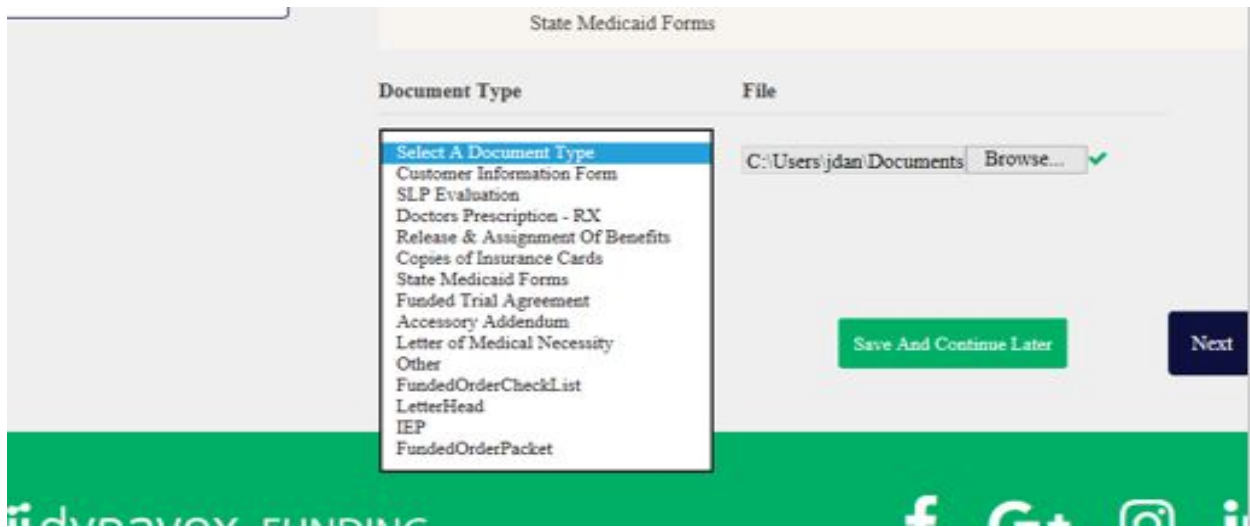
Select A Document Type

ADD ANOTHER FILE

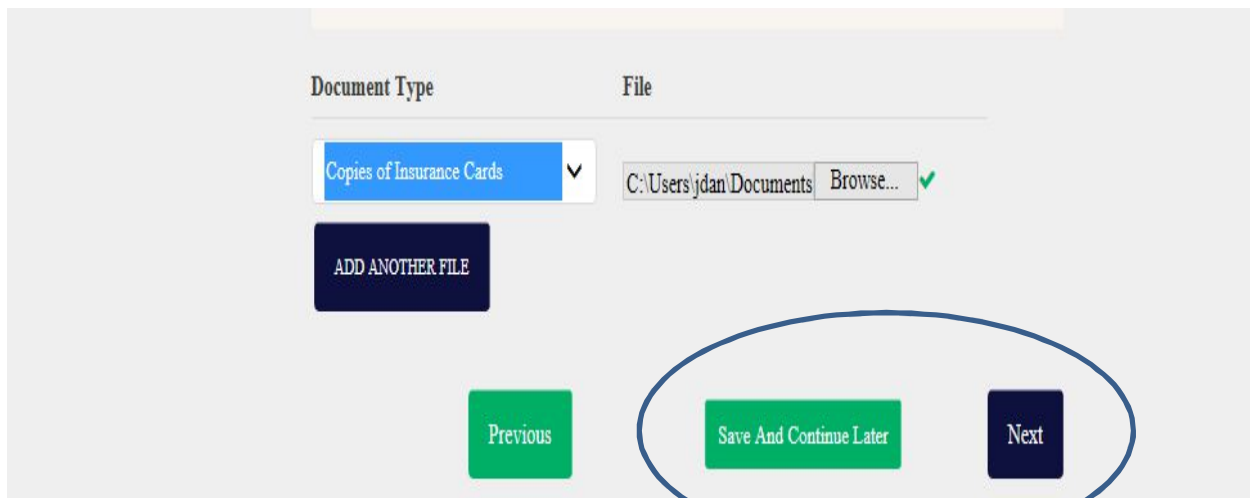
Browse...

Previous Save And Continue Later Next

Select the ***Document Type*** from the dropdown



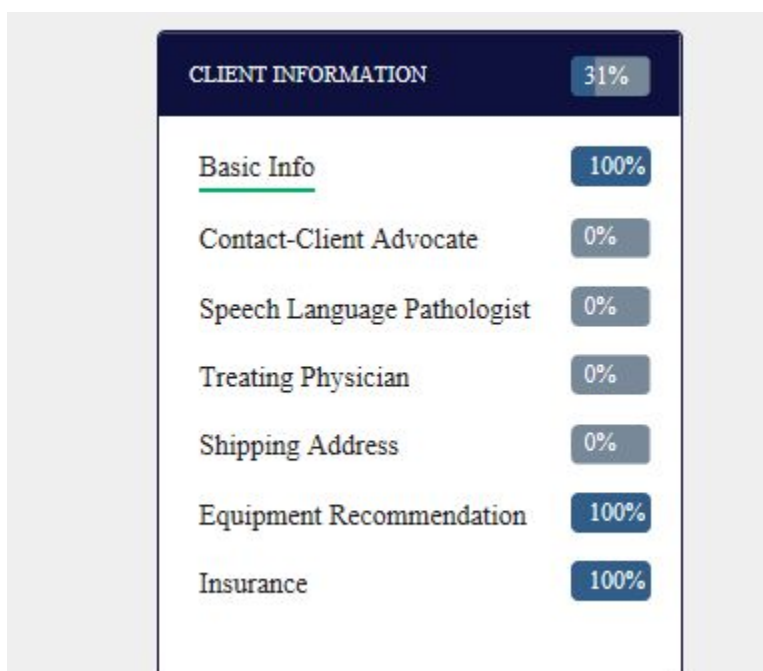
Click ***Next*** to continue uploading or click ***Save and Continue Later***



Q. How do I invite somebody to the application?

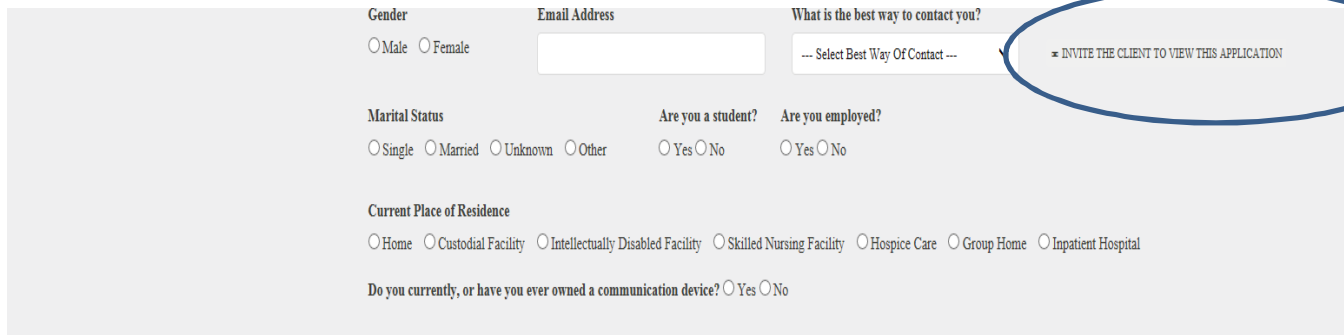
A. At any time, you can invite the end user, client contact or SLP. This can be done from the **CLIENT INFORMATION** section. It can also be done from the main **My Applications** Page.

1. When in an application, click **CLIENT INFORMATION**



CLIENT INFORMATION		31%
<u>Basic Info</u>		100%
Contact-Client Advocate		0%
Speech Language Pathologist		0%
Treating Physician		0%
Shipping Address		0%
Equipment Recommendation		100%
Insurance		100%

To invite the end user, Click **Basic Info**, then click **INVITE THE CLIENT TO VIEW THIS APPLICATION**



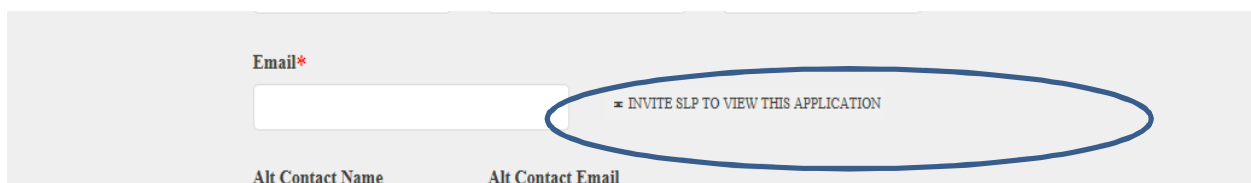
A screenshot of a form with several sections. The first section is 'Gender' with radio buttons for 'Male' and 'Female'. The second is 'Email Address' with a text input field. The third is 'What is the best way to contact you?' with a dropdown menu showing '--- Select Best Way Of Contact ---'. To the right of this dropdown is a button labeled 'x INVITE THE CLIENT TO VIEW THIS APPLICATION', which is circled in blue. Below these are sections for 'Marital Status' (Single, Married, Unknown, Other), 'Are you a student?' (Yes, No), and 'Are you employed?' (Yes, No). Further down is 'Current Place of Residence' with options: Home, Custodial Facility, Intellectually Disabled Facility, Skilled Nursing Facility, Hospice Care, Group Home, and Inpatient Hospital. The final section is 'Do you currently, or have you ever owned a communication device?' with Yes/No options.

To invite the client contact, click **Contact-Client Advocate** and then click **INVITE THE CONTACT TO VIEW THIS APPLICATION**



A screenshot of a form with a single section labeled 'Email' with a text input field. To the right of the input field is a button labeled 'x INVITE THE CONTACT TO VIEW THIS APPLICATION', which is circled in blue.

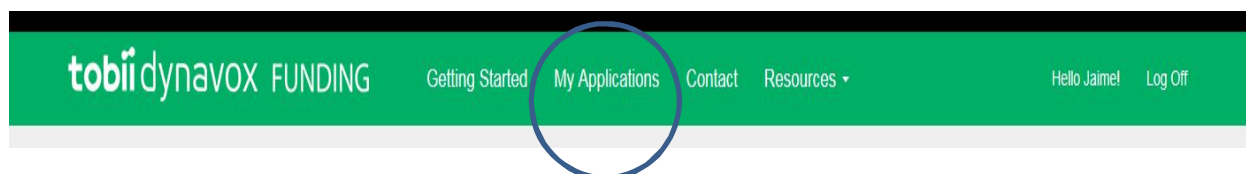
To invite the SLP, click **Speech Language Pathologist** and then click **INVITE SLP TO VIEW THIS APPLICATION**



A screenshot of a form with three sections. The first is 'Email*' with a text input field. To the right of the input field is a button labeled 'x INVITE SLP TO VIEW THIS APPLICATION', which is circled in blue. Below this are sections for 'Alt Contact Name' and 'Alt Contact Email'.

You can also invite from the Applications landing page:

Click ***My Applications***

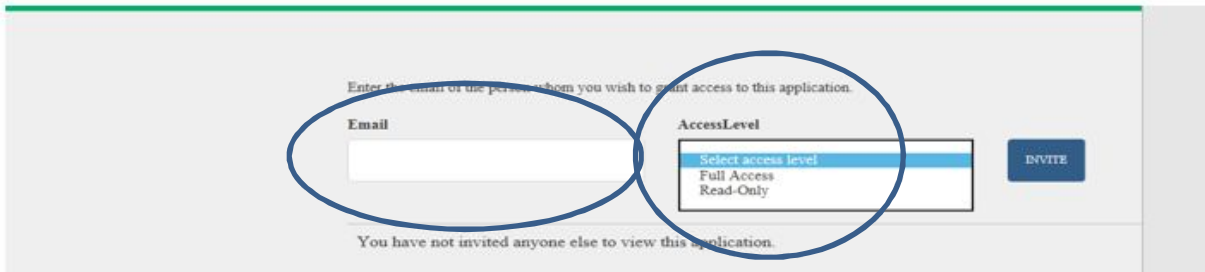


Then click ***OPTIONS*** – Select ***INVITE*** from the drop down



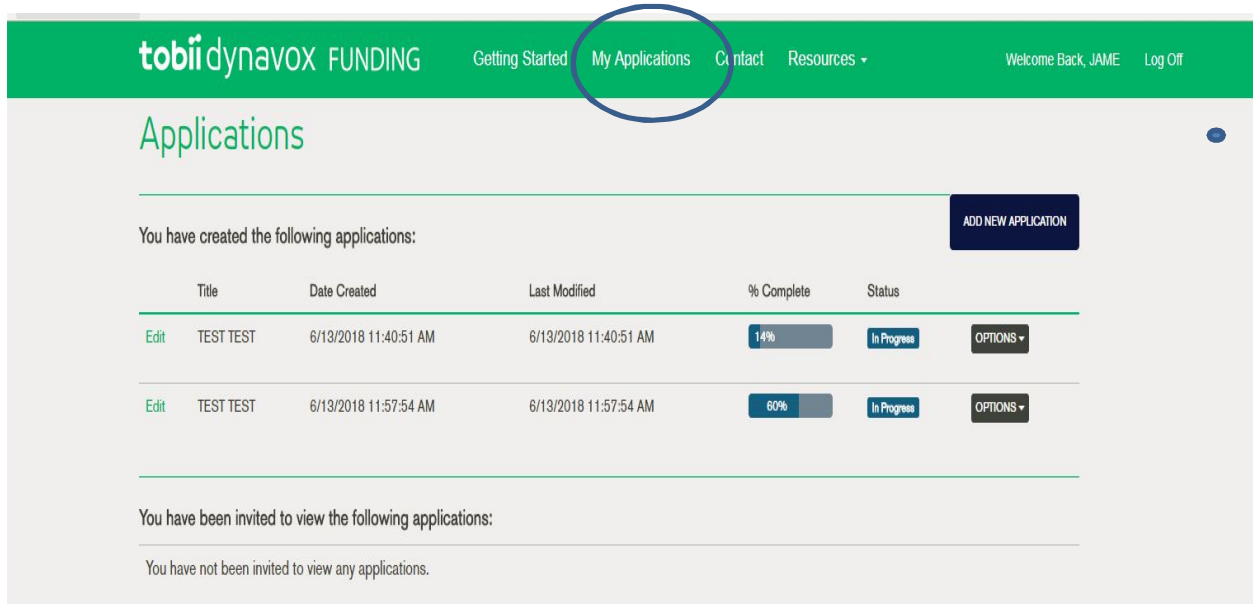
Enter the email address of the person you would like to invite. Then select ***Full Access*** or ***Read-Only*** from the drop down.

Then click ***INVITE***



Q. How do I Create a new Case for the same patient?

A. Under MY Applications



Find your Clients case

tobiidynavox FUNDING Getting Started My Applications Contact Resources ▾ Welcome Back, JAME Log Off

Applications

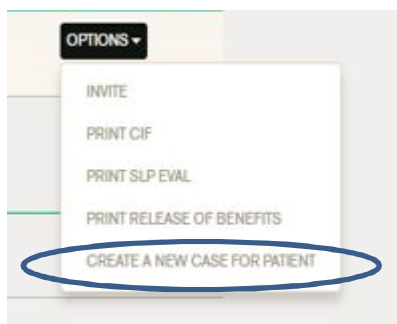
You have created the following applications: ADD NEW APPLICATION

	Title	Date Created	Last Modified	% Complete	Status	
edit	TEST TEST	6/13/2018 11:40:51 AM	6/13/2018 11:40:51 AM	14%	In Progress	OPTIONS ▾
Edit	TEST TEST	6/13/2018 11:57:54 AM	6/13/2018 11:57:54 AM	60%	In Progress	OPTIONS ▾

You have been invited to view the following applications:

You have not been invited to view any applications.

Select Option



Then select create a new case for patient

Then you must decide what you would to bring over?

What would you like to bring over? ×

Note: In order to create a copy of the application you must select an option.

Client Information Form

Evaluation

List of attachments on this application

Document Name	Document Type
<input checked="" type="checkbox"/> 2.39 SGD MI MCD.pdf	FundedOrderPacket

Select the documents you want to bring over,
and then hit create

Q. How can I use an evaluation that I wrote for
a different patient?

A. Under My Application

tobii dynamox FUNDING Getting Started My Applications Contact Resources ▾ Welcome Back, JAME Log Off

Applications

You have created the following applications: [ADD NEW APPLICATION](#)

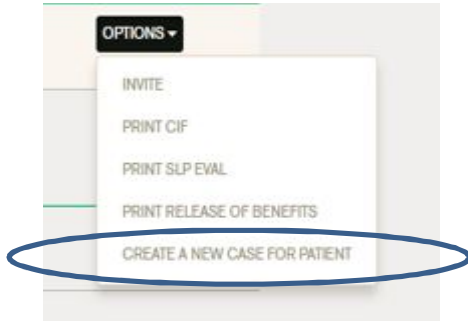
	Title	Date Created	Last Modified	% Complete	Status	
Edit	TEST TEST	6/13/2018 11:40:51 AM	6/13/2018 11:40:51 AM	14%	In Progress	OPTIONS ▾
Edit	TEST TEST	6/13/2018 11:57:54 AM	6/13/2018 11:57:54 AM	60%	In Progress	OPTIONS ▾

You have been invited to view the following applications:

You have not been invited to view any applications.

Find your client's case

Select Options



Click create a new case for patient

What would you like to bring over? ×

Note: In order to create a copy of the application you must select an option.

Client Information Form

Evaluation

List of attachments on this application

	Document Name	Document Type
<input checked="" type="checkbox"/>	2.39 SGD MI MCD.pdf	FundedOrderPacket

Only click Evaluation

Then hit create

Please NOTE: You will need to make sure any references to the other patient are removed and all pronouns are updated.

Q. How do I upload Letterhead on my report?

A. Under Final Steps, Select Files

Client: TEST1 CASE1

CLIENT INFORMATION 100%

SLPEVAL 100%

FINAL STEPS 16%

Files 0%

Signatures 99%

Final Steps - Files

Save And Continue Later

You will need to upload copies of the following documents:

- Doctor's Prescription
- Copies of Insurance, Medicaid, or Medicare cards (front and back)
- State Medicaid forms (if applicable)

Uploaded	Document Type
	Doctor's Prescription
	Copies of Insurance, Medicaid, or Medicare cards (front and back)
	State Medicaid Forms

Document Name	Document Type
SLPEval.pdf	

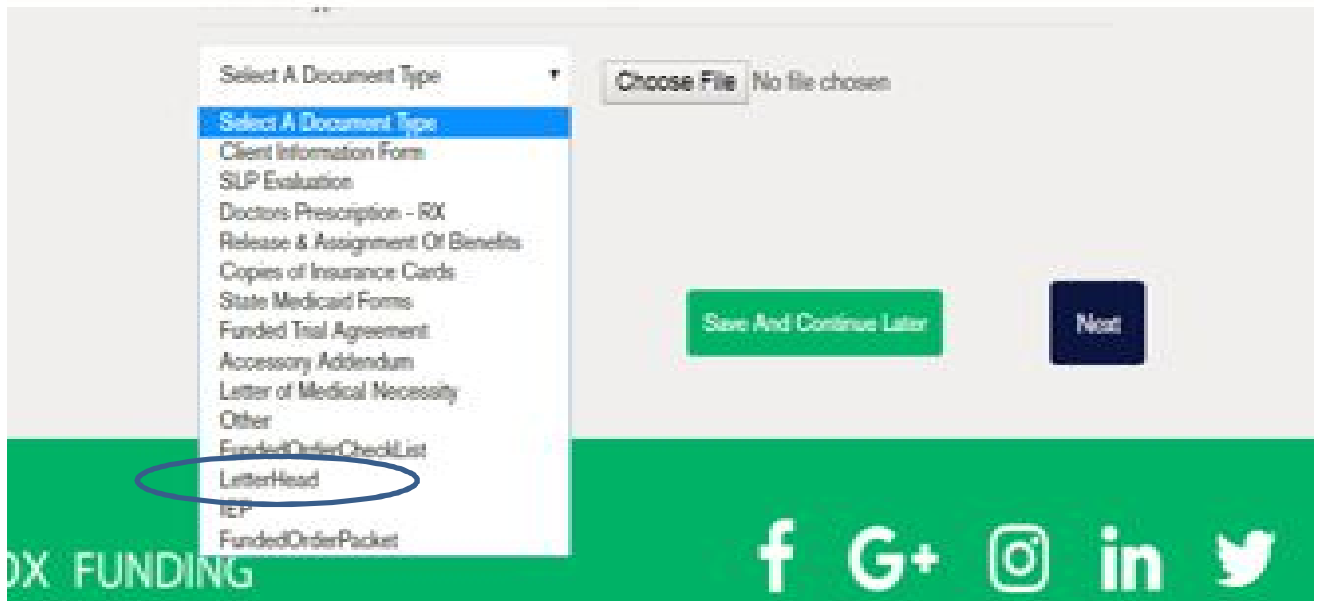
Document Type File

Select A Document Type Choose File No file chosen

ADD ANOTHER FILE

Previous Save And Continue Later Next

Under Document Type, Select Letterhead



Choose File

It then uploads, and then click next or Save and continue later. Please NOTE that you must add the letterhead prior to signing the evaluation, if you have already signed the evaluation you will need to un-lock the evaluation, upload the letterhead again, then re-sign the evaluation.