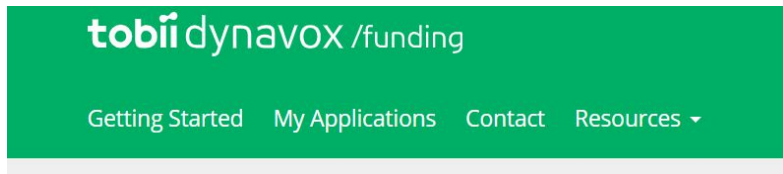
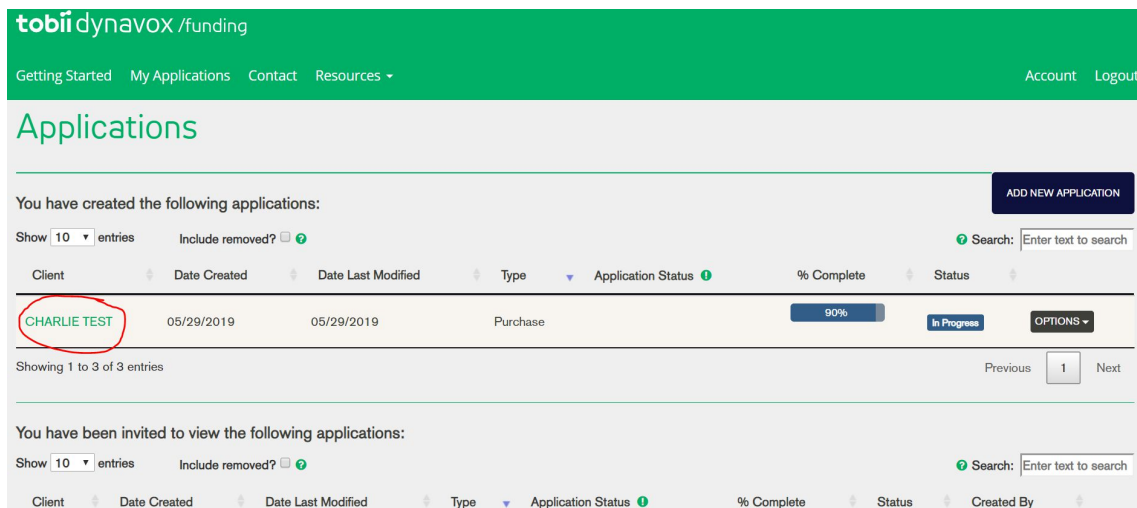


How to unlock the SLP Eval after it is signed

Step 1: Click “My Applications” at the top left of the screen.

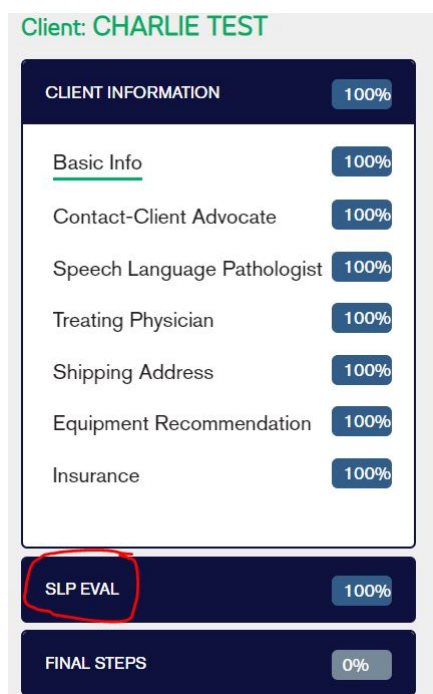


It should bring you to a page that looks something like this:



Step 2: Click on the application you need to unlock. (In my case, what I have circled in red)

Step 3: On the left-hand side of the next screen, click “SLP EVAL”:



The next page that pops up should have a red alert that looks identical to this:

SLP Eval - Demographics

This page has been locked for editing because the SLP Evaluation Form has been generated and is ready to sign (or has already been signed).
If you need to make changes to this information, you may unlock it, but you will need to re-sign the document. **UNLOCK**

Step 5: Click “unlock”. This should pop up on your screen:

Unlock ×

Are you sure you want to unlock this form? Any documents that you have electronically signed will need to be re-signed.

CANCEL **YES, UNLOCK THE FORM**

Step 6: Click “Yes, unlock the form”. This should allow you to go back and edit your evaluation.

Step 7: Once you are done editing, sign the form again. Here’s how:

How to sign on Efunding

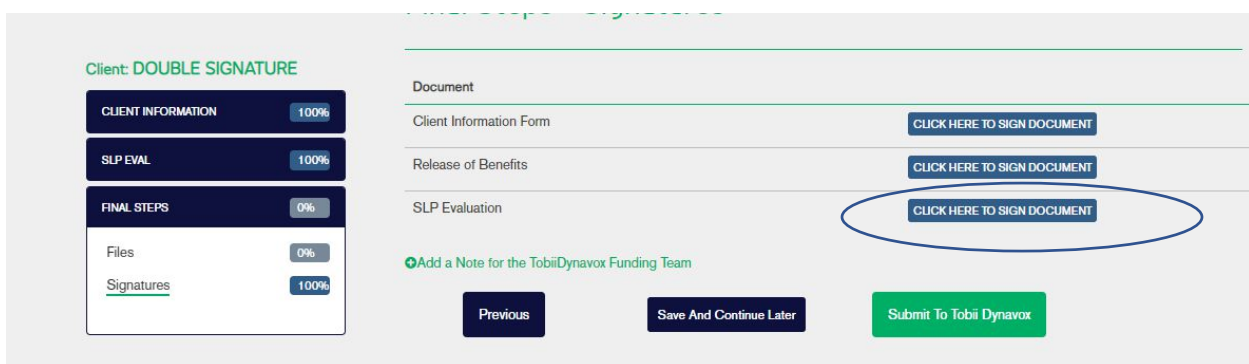
Step 1: First, make sure all the required fields are complete for the eval (it should state 100%):

SLP EVAL	100%
<u>Demographics</u>	100%
Communication Impairment	100%
Daily Communication Needs	100%
Communication Goals	100%
Rationale Device Selection	100%
Evaluation Trials	100%
Treatment Plan	100%

Step 2: Once those are complete, click into “Final Steps” on the right-hand side of the webpage:

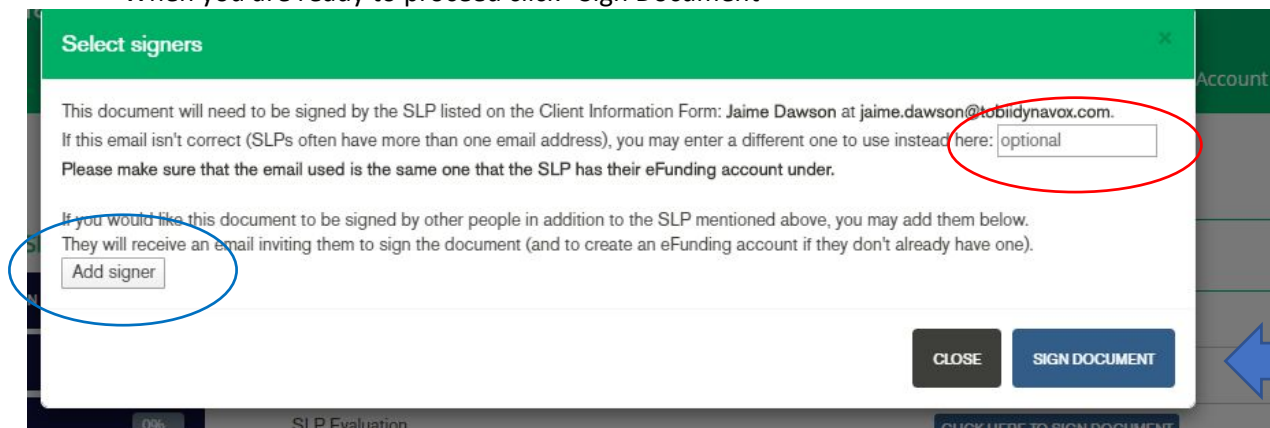


Step 3: Next, click into “Signatures.” The webpage will look like this:



Step 4: Click the button next to SLP evaluation that says, “Click Here to Sign Document”. A pop up will appear.

- Here is where you can update the SLP email address if you are using a different email address to sign in with. (RED Circle)
- If you will need a supervising SLP or the team to sign the evaluation, you may add additional signers to the eval. (Blue Circle)
- When you are ready to proceed click “Sign Document”



If adding multiple signatures, your information will look like this

This document will need to be signed by the SLP listed on the Client Information Form: Jaime Dawson at jaime.dawson@tobiidynavox.com.
If this email isn't correct (SLPs often have more than one email address), you may enter a different one to use instead here:
Please make sure that the email used is the same one that the SLP has their eFunding account under.

If you would like this document to be signed by other people in addition to the SLP mentioned above, you may add them below. They will receive an email inviting them to sign the document (and to create an eFunding account if they don't already have one).

First Name:	<input type="text" value="Kelsey"/>	Last Name:	<input type="text" value="Seymour"/>	Email:	<input type="text" value="kelsey.seymour@tobii"/>	<input type="button" value="x"/>
First Name:	<input type="text" value="Chris"/>	Last Name:	<input type="text" value="Kovach"/>	Email:	<input type="text" value="Chris.kovach@tobiid"/>	<input type="button" value="x"/>

Step 5: Once you clicked the "Sign Document" from above This will pop up next. Click "I UNDERSTAND, LET ME SIGN IT" after you're done reading it.

You aren't done yet!

The document on this page requires your signature. Clicking the icon on the left side of the document will automatically scroll to the location where you can sign.

Then click the signature field.

After signing, you must click the "Confirm" button to complete the signature process.

Step 6: Your evaluation will generate please click the arrow key to sign the evaluation.

Please review the document below and sign it by clicking where indicated.

If the document does not appear below, [click here](#) to open it in another window.

Please review and sign this Document by scrolling and clicking on the "Click to Sign" or "Click to Initial" boxes.

Medical Diagnosis: cp
Date of Onset: birth
Speech Diagnosis: dys
Date of Onset: birth
Medicare Number: 12344241234
Medicaid Number: 1231231243

Place of Residence: Home
Primary Contact Name: g g
Address: 2100 Wharton Street Bethel Park, PA 15102
Relationship to Patient: Parent

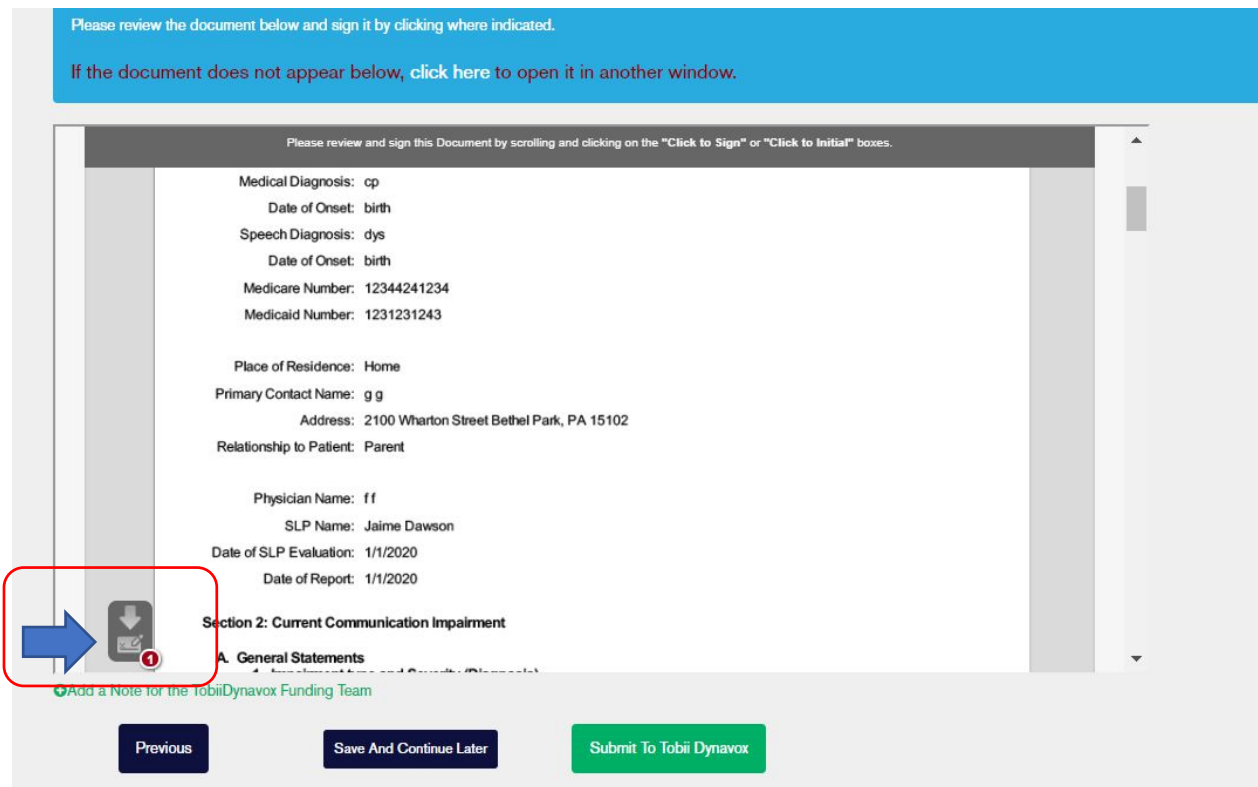
Physician Name: ff
SLP Name: Jaime Dawson
Date of SLP Evaluation: 1/1/2020
Date of Report: 1/1/2020

Section 2: Current Communication Impairment

A. General Statements

[Add a Note for the TobiiDynavox Funding Team](#)


[Previous](#) [Save And Continue Later](#) [Submit To Tobii Dynavox](#)



Step 7: Press the "Click to Sign" box

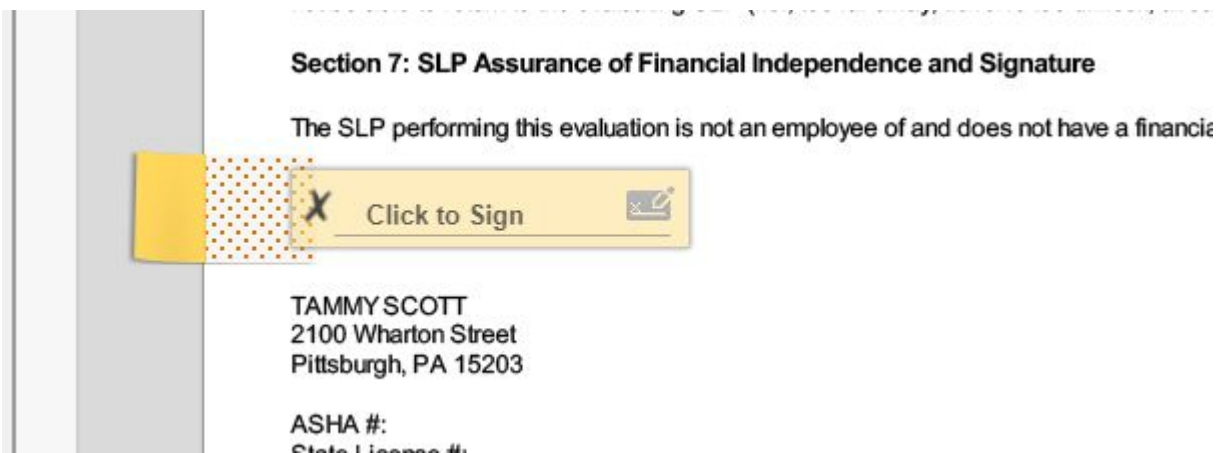
Section 7: SLP Assurance of Financial Independence and Signature

The SLP performing this evaluation is not an employee of and does not have a financial interest in Tobii Dynavox.

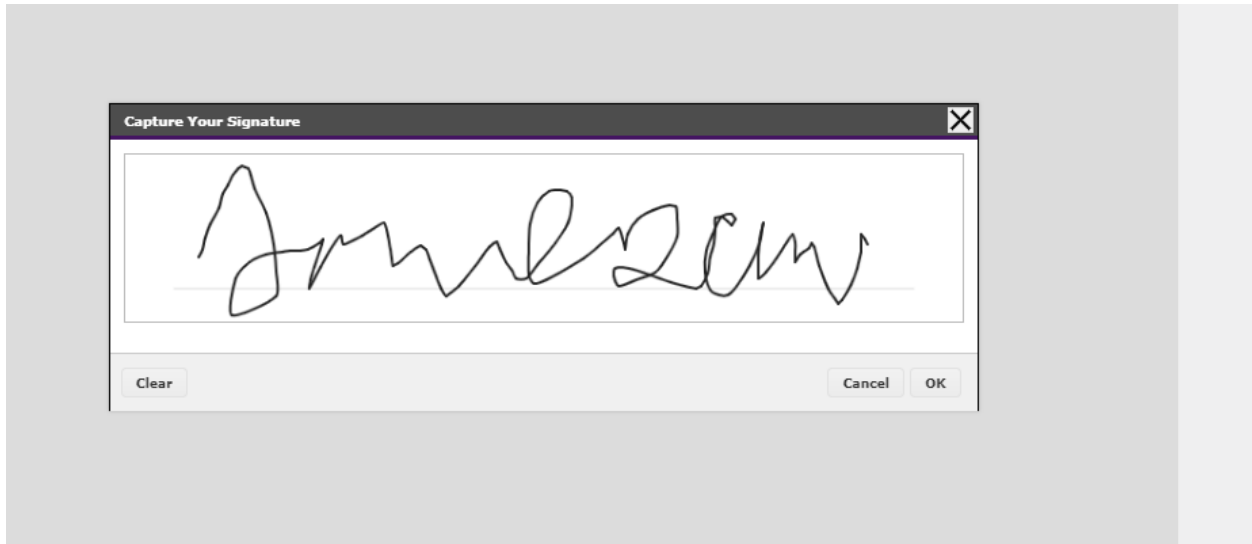
X Click to Sign 

TAMMY SCOTT
2100 Wharton Street
Pittsburgh, PA 15203

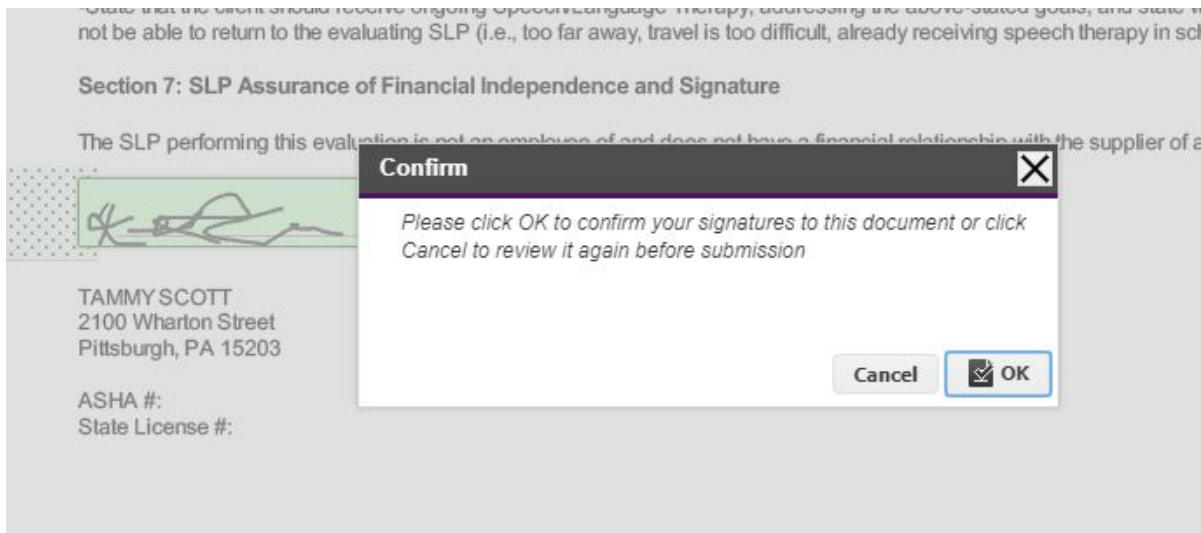
ASHA #:
State License #:



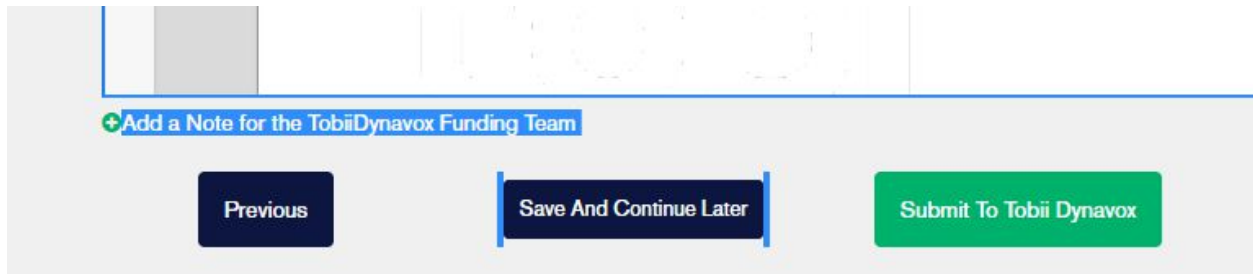
Step 8: A signature box will appear. You can use your mouse to sign. Here is an example of mine:



Step 9: Click "OK" to confirm signature and it is now signed.



Step 10: Then the SLP can “Submit to Tobii Dynavox”: This step only applies if multiple signatures are not required. If Multiple signatures are required, go to the next step.



Step 11: Efunding will send an email to all individuals you have invited to sign off on the evaluation. Sample below

From: eFunding NoReply <eFunding.NoReply@tobiidynavox.com>
Sent: Wednesday, May 20, 2020 3:32 PM
To: Kelsey Seymour <Kelsey.Seymour@tobiidynavox.com>
Subject: A Tobii Dynavox funding application requires your signature

Hello Kelsey Seymour,

Your electronic signature has been requested for DOUBLE SIGNATURE's funding application for a Tobii Dynavox device. Please click [here](#) to view the application and sign the document. If you don't already have an account, you will need to create one.

Step 12: The new individual just needs to click on the “HERE” link and it will take them directly to the signature page of the eval (as long as they already have an account). If the individual does not have an account, they will be required to create one.



Step 13: The new signer will go through all the same steps above to sign the eval, except it will ask for their Title/Credentials.

Step 14: Once all signers have signed, click “Submit to Tobii Dynavox”

