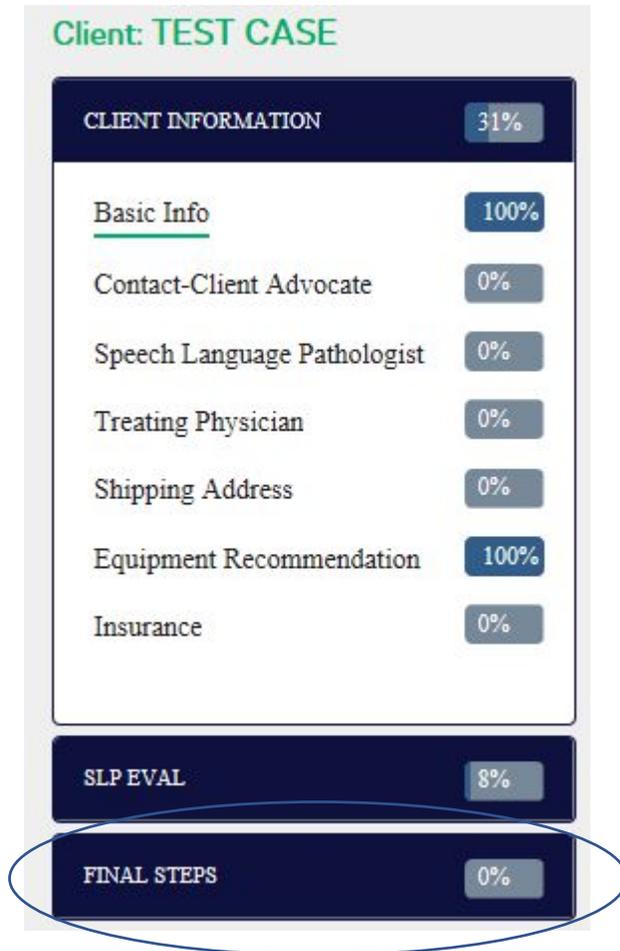


How to upload documents

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

Client: TEST CASE

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	0%
SLP EVAL	8%
FINAL STEPS	0%



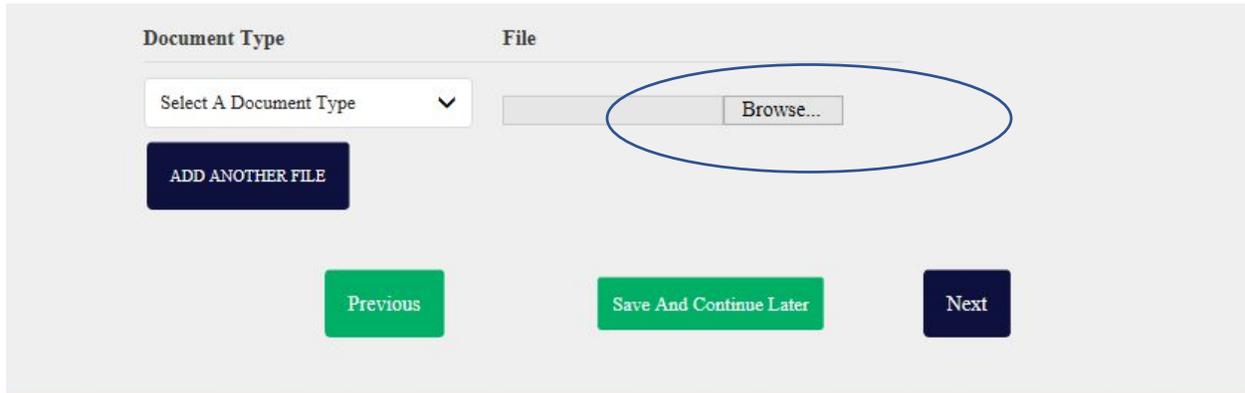
Then click **FILES**

Client: TEST CASE

CLIENT INFORMATION	31%
SLP EVAL	8%
FINAL STEPS	0%
<u>Files</u>	0%
Signatures	0%

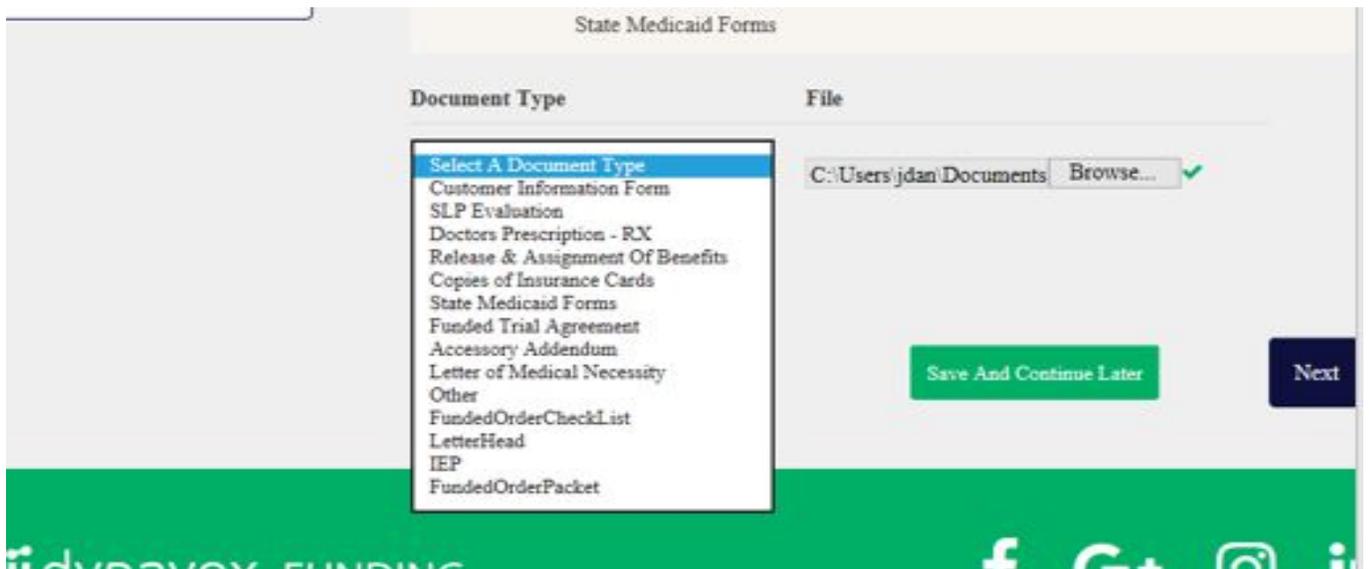


Browse and select the document that you would like to upload



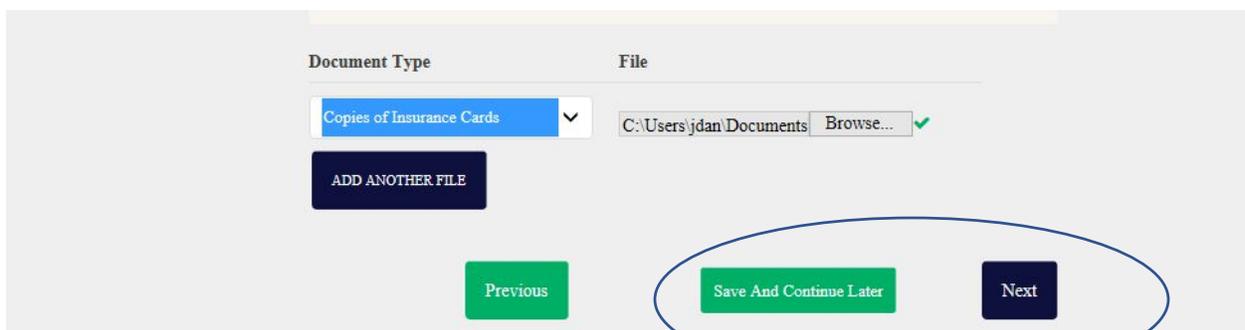
The screenshot shows the document upload interface. Under the 'Document Type' header, there is a dropdown menu with 'Select A Document Type' and a downward arrow. Below it is a dark blue button labeled 'ADD ANOTHER FILE'. Under the 'File' header, there is a text input field containing 'C:\Users\jdan\Documents' and a 'Browse...' button, which is circled in blue. At the bottom, there are three buttons: 'Previous' (green), 'Save And Continue Later' (green), and 'Next' (dark blue).

Select the *Document Type* from the dropdown



The screenshot shows the document upload interface with the 'Document Type' dropdown menu open. The dropdown menu lists the following options: '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', and 'FundedOrderPacket'. The 'File' field now contains a file path and a green checkmark. The 'Next' button is now visible on the right side.

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



The screenshot shows the document upload interface with the 'Document Type' dropdown menu closed. The dropdown menu now displays 'Copies of Insurance Cards'. The 'File' field contains the same file path and a green checkmark. At the bottom, the 'Previous' (green), 'Save And Continue Later' (green), and 'Next' (dark blue) buttons are circled in blue.