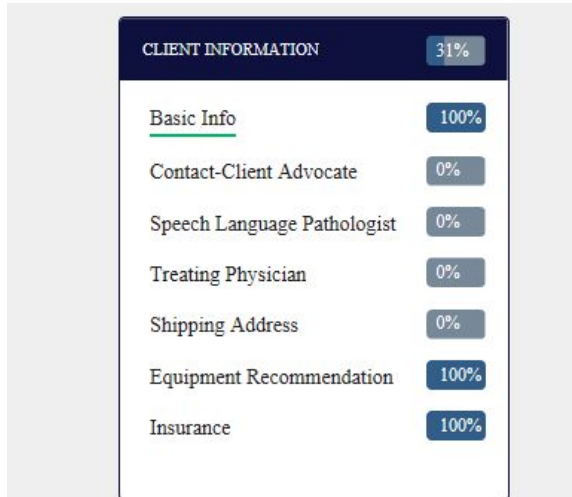


How to invite somebody to the application

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**



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

A screenshot of the 'Basic Info' form. The form contains several sections with radio button options:

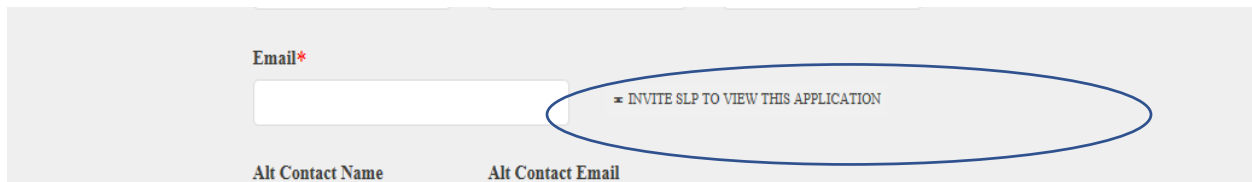
- Gender:** Male Female
- Email Address:** [Text input field]
- What is the best way to contact you?:** [Dropdown menu: --- Select Best Way Of Contact ---]
- Marital Status:** Single Married Unknown Other
- Are you a student?:** Yes No
- Are you employed?:** Yes No
- Current Place of Residence:** Home Custodial Facility Intellectually Disabled Facility Skilled Nursing Facility Hospice Care Group Home Inpatient Hospital
- Do you currently, or have you ever owned a communication device?:** Yes No

The button **INVITE THE CLIENT TO VIEW THIS APPLICATION** is circled in blue.

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

A screenshot of the 'Contact-Client Advocate' form. The form has a section labeled 'Email' with a text input field. To the right of the input field is the button **INVITE THE CONTACT TO VIEW THIS APPLICATION**, which is circled in blue.

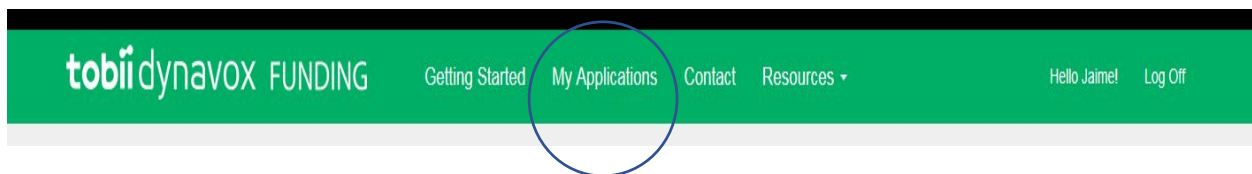
To invite the SLP, click **Speech Language Pathologist** and then click **INVITE SLP TO VIEW THIS APPLICATION**



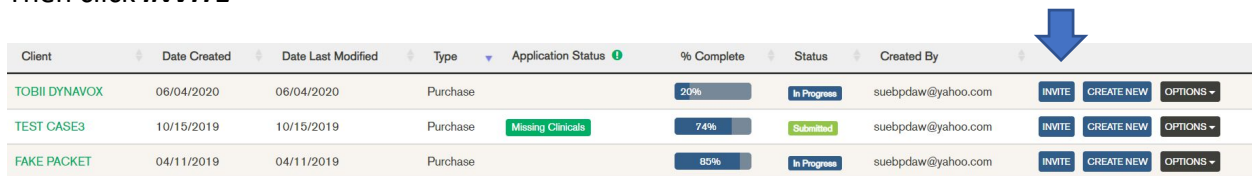
A screenshot of a form with a text input field labeled "Email*" and a button labeled "INVITE SLP TO VIEW THIS APPLICATION". The button is circled in blue. Below the input field are labels for "Alt Contact Name" and "Alt Contact Email".

You can also invite from the Applications landing page:

Click **My Applications**



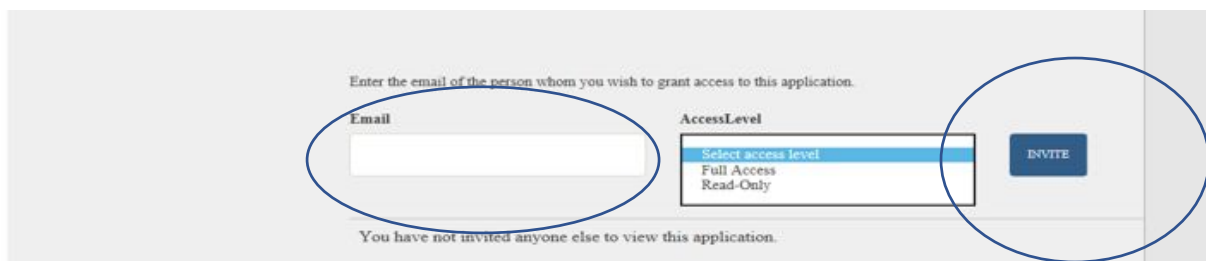
Then click **INVITE**



Client	Date Created	Date Last Modified	Type	Application Status	% Complete	Status	Created By	
TOBII DYNAVOX	06/04/2020	06/04/2020	Purchase		20%	In Progress	suebpdaw@yahoo.com	INVITE CREATE NEW OPTIONS
TEST CASE3	10/15/2019	10/15/2019	Purchase	Missing Clinicals	74%	Submitted	suebpdaw@yahoo.com	INVITE CREATE NEW OPTIONS
FAKE PACKET	04/11/2019	04/11/2019	Purchase		85%	In Progress	suebpdaw@yahoo.com	INVITE CREATE NEW OPTIONS

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**



A screenshot of the "INVITE" form. It has a text input field labeled "Email" and a dropdown menu labeled "AccessLevel". The "AccessLevel" dropdown is open, showing options: "Select access level", "Full Access", and "Read-Only". There is a blue "INVITE" button to the right. Below the form, it says "You have not invited anyone else to view this application." The "Email" field, the "AccessLevel" dropdown, and the "INVITE" button are circled in blue.