

How to sign on Efunding

Step 1: First, make sure all the required fields are complete for the eval (showing 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 all areas are completed, click into “Final Steps” on the right-hand side of the webpage:

FINAL STEPS	16%
<u>Files</u>	0%
Signatures	33%

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

The screenshot displays the 'Signatures' step of the Efunding process. On the left, a sidebar shows the progress of various sections: Client Information (100%), SLP EVAL (100%), and FINAL STEPS (0%). Under FINAL STEPS, Files is at 0% and Signatures is at 100%. The main content area is titled 'Document' and lists three items: Client Information Form, Release of Benefits, and SLP Evaluation. Each item has a 'CLICK HERE TO SIGN DOCUMENT' button. Below the list, there is a link to 'Add a Note for the TobiiDynavox Funding Team'. At the bottom, there are three buttons: 'Previous', 'Save And Continue Later', and 'Submit To Tobii Dynavox'.

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”

Select signers

This document will need to be signed by the SLP listed on the Client Information Form: Jaime Dawson at jaime.dawson@tobii-dynavox.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).

If adding multiple signatures, your information will look like this

Select signers

This document will need to be signed by the SLP listed on the Client Information Form: Jaime Dawson at jaime.dawson@tobii-dynavox.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: Last Name: Email:

First Name: Last Name: Email:

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!

Clicking the button below will open a document that requires your signature (it will open in a new window). 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.

I UNDERSTAND, LET ME SIGN IT

If it does not look like that it is because you do not have an ASHA or License Number filled in. If this is the case, this pop up will appear:

No ASHA and/or License

You have not entered your ASHA # and State License #.
Please enter them below before signing the evaluation.

ASHA Number:

State License Number:

CANCEL

CONTINUE TO DOCUMENT SIGNING

Fill in the License Number. The ASHA Number is not required, however please provide if you have an ASHA number. This will pop up next. Click "I UNDERSTAND, LET ME SIGN IT" after you're done reading it.

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

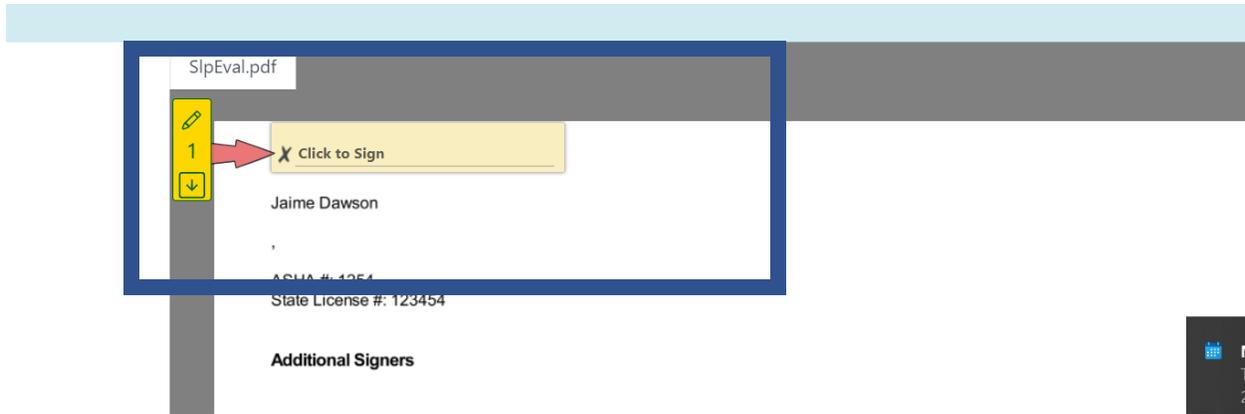
SlpEval.pdf

EVALUATION FOR A SPEECH GENERATING DEVICE

Section 1: Demographic Information

Name: MULTIPLE SIGNATURES
Address: 2100 WHARTON STREET Bethel Park, PA 15102
Date of Birth: 1/1/2010
Medical Diagnosis: N
Date of Onset: 01012020
Speech Diagnosis: Q
Date of Onset: 01/01/2020
Medicare Number: 645645
Medicaid Number: 456645
Place of Residence: Home

Step 7: Press the “Click to Sign” box



Step 8: A signature box will appear. You can use your mouse or Type to sign. Here is an example of mine: Click APPLY Signature or Clear (if you want to do it again)

Sign below



You can either draw your signature using your mouse (or using your finger on a touchscreen), or you can type your signature with your keyboard.

Draw

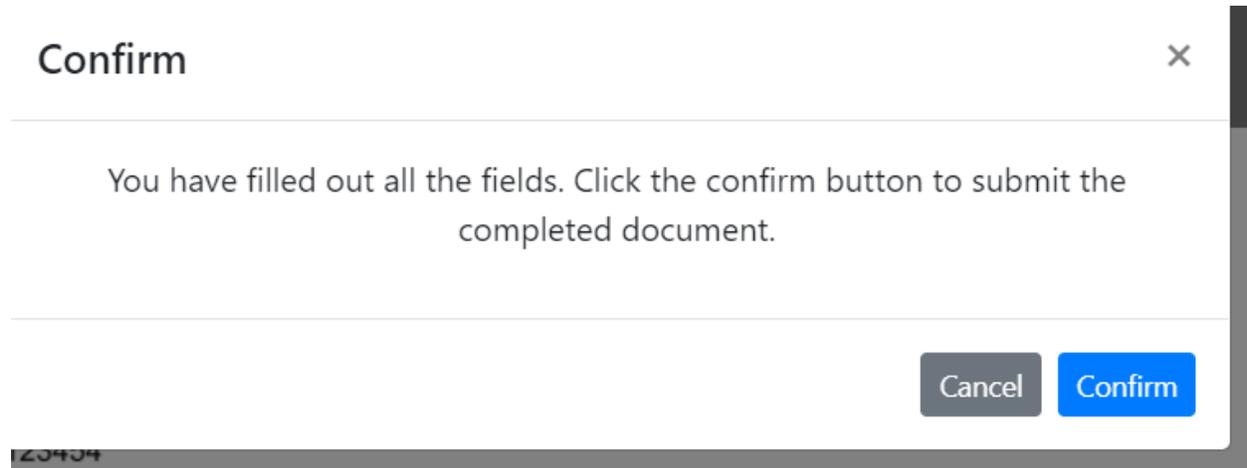
Type

Clear signature

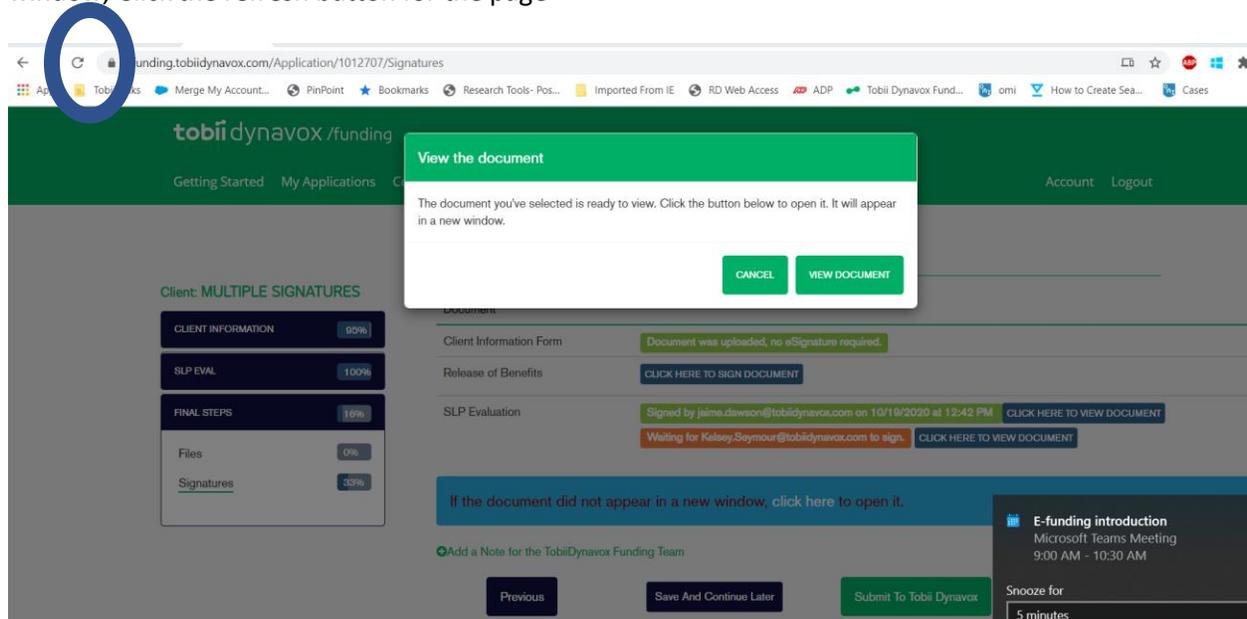
Cancel

Apply Signature

Step 9: Click “Apply Signature” to confirm signature and it is now signed.

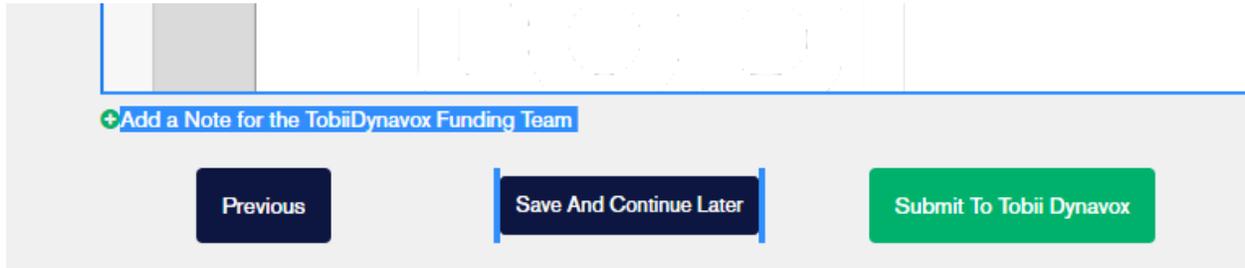


Step 10: Once the confirm button is hit, you are in a new window, simply go back to the previous window, Click the refresh button for the page



Step 11. If you would like to view the eval at this time you can hit VIEW Document, or you simply cancel

Step 12. 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 13: 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 the4signature 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 15: The new signer will go through all the same steps above to sign the eval, except it will ask for their Title/Credentials.

Step 16: Once all signers have signed, click “Submit to Tobii Dynavox”

The screenshot shows a form submission interface. At the top, there is a blue header bar with a plus sign icon and the text "+Add a Note for the TobiiDynavox Funding Team". Below this bar, there are three buttons: "Previous" (dark blue), "Save And Continue Later" (dark blue), and "Submit To Tobii Dynavox" (green). The "Submit To Tobii Dynavox" button is highlighted with a blue border.