How to sign on Efunding

**Step 1:** First, make sure all the required fields are complete for the eval (showing 100%):

<table>
<thead>
<tr>
<th>SLP EVAL</th>
<th>100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demographics</td>
<td>100%</td>
</tr>
<tr>
<td>Communication Impairment</td>
<td>100%</td>
</tr>
<tr>
<td>Daily Communication Needs</td>
<td>100%</td>
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<tr>
<td>Communication Goals</td>
<td>100%</td>
</tr>
<tr>
<td>Rationale Device Selection</td>
<td>100%</td>
</tr>
<tr>
<td>Evaluation Trials</td>
<td>100%</td>
</tr>
<tr>
<td>Treatment Plan</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Step 2:** Once all areas are completed, 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
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:
You have not entered your ASHA # and State License #. Please enter them below before signing the evaluation.

ASHA Number: [optional]
State License Number: [required]

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.
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 the 4 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 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”