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

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

![Final Steps](image1)

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

![Signatures](image2)

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

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

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

![Signature Example](image1)

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

![Signature Confirmation](image2)
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”