

## How to upload Letterhead on the report

### A. Under Final Steps, Select Files

Client: TEST1 CASE1

CLIENT INFORMATION 100%

SLPEVAL 100%

FINAL STEPS 10%

Files 0%

Signatures 100%

Save And Continue Later

You will need to upload copies of the following documents:

- Doctor's Prescription
- Copies of Insurance, Medicaid, or Medicare cards (front and back)
- State Medicaid forms (if applicable)

Uploaded	Document Type
	Doctor's Prescription
	Copies of Insurance, Medicaid, or Medicare cards (front and back)
	State Medicaid Forms

Document Name Document Type

SLPEval.pdf

Document Type File

Select A Document Type Choose File | No file chosen

ADD ANOTHER FILE

Previous Save And Continue Later Next

### Under Document Type, Select Letterhead

Select A Document Type

Choose File | No file chosen

Select A Document Type

- Client 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
- FundedOrderPacket

Save And Continue Later Next

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### Choose File

It then uploads, and then click next or Save and continue later. Please NOTE that you must add the letterhead prior to signing the evaluation, if you have already signed the evaluation you will need to un-lock the evaluation, upload the letterhead again, then re-sign the evaluation.