

How to sign patient forms on Efunding

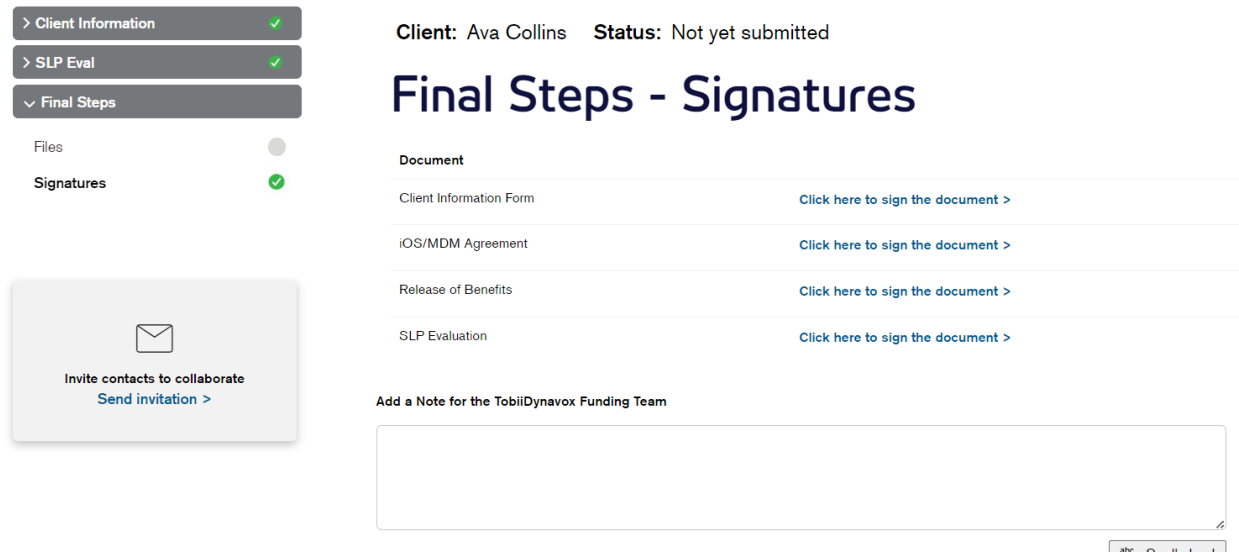
Step 1: First, make sure all the required fields are complete for the eval:

✓ SLP Eval	✓
Demographics	✓
Communication Impairment	✓
Daily Communication Needs	✓
Communication Goals	✓
Evaluation Trials	✓
Rationale Device Selection	✓
Treatment Plan	✓

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

> Client Information	✓
> SLP Eval	✓
✓ Final Steps	
Files	○
Signatures	✓

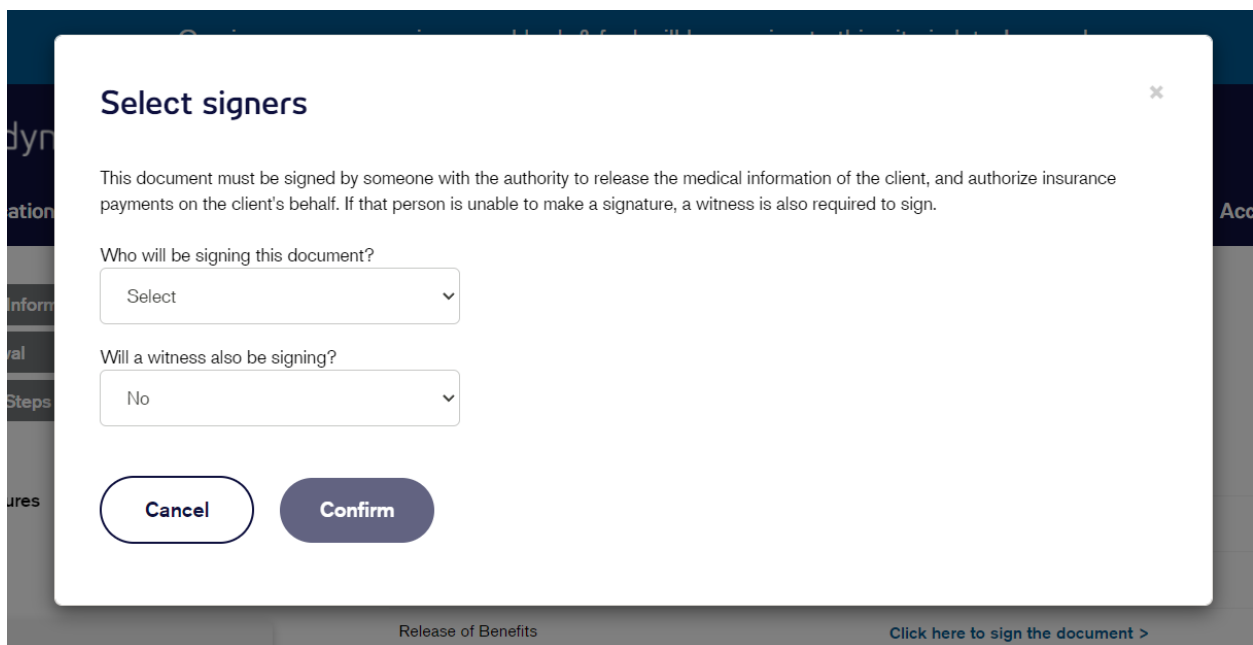
Step 3: Next, click into “Signatures.” The webpage will look like this:



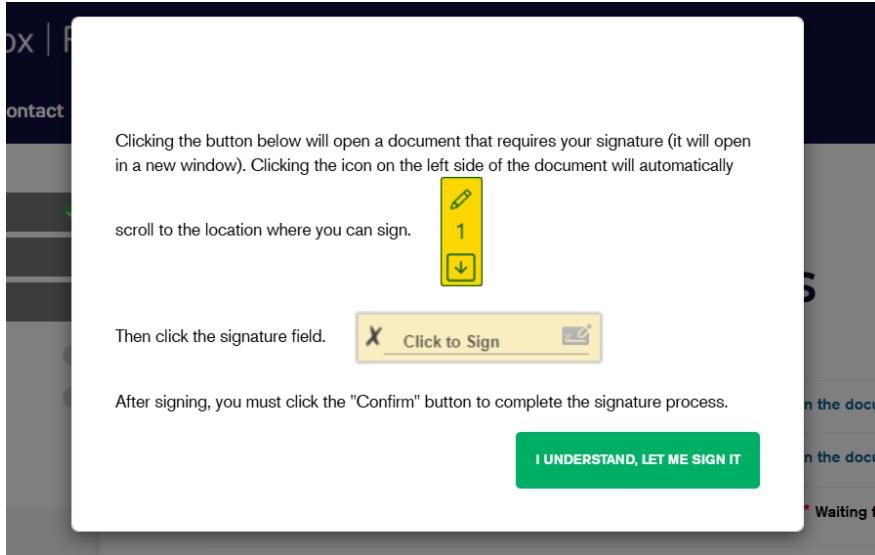
Step 4: Click the button next to the document that you are signing (for example Release of benefits) that says, “Click Here to Sign Document”.

Step 5: A pop up will appear – Update the drop down to who will be signing the release, then click Confirm

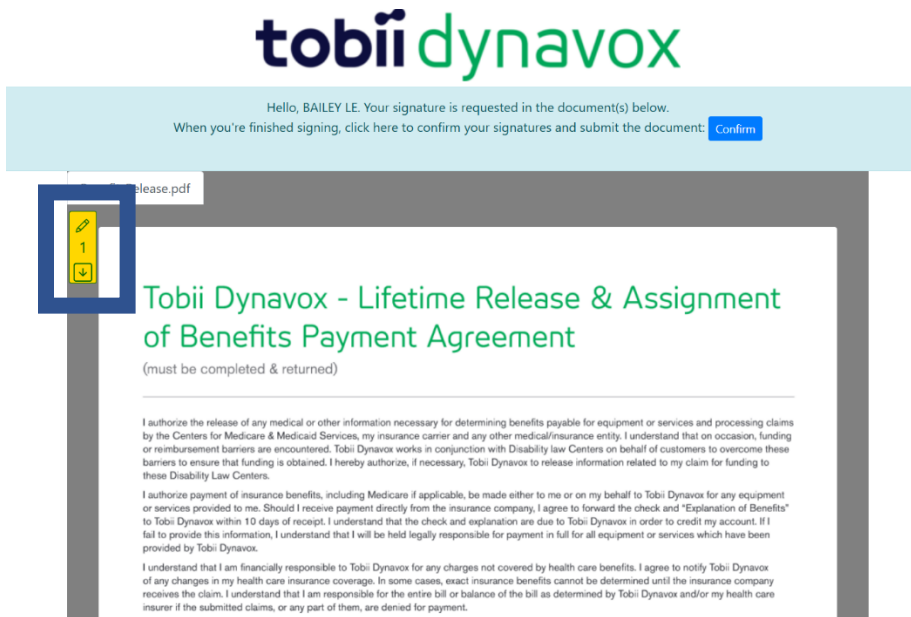
Either end user, parent, spouse, legal guardian, or POA.



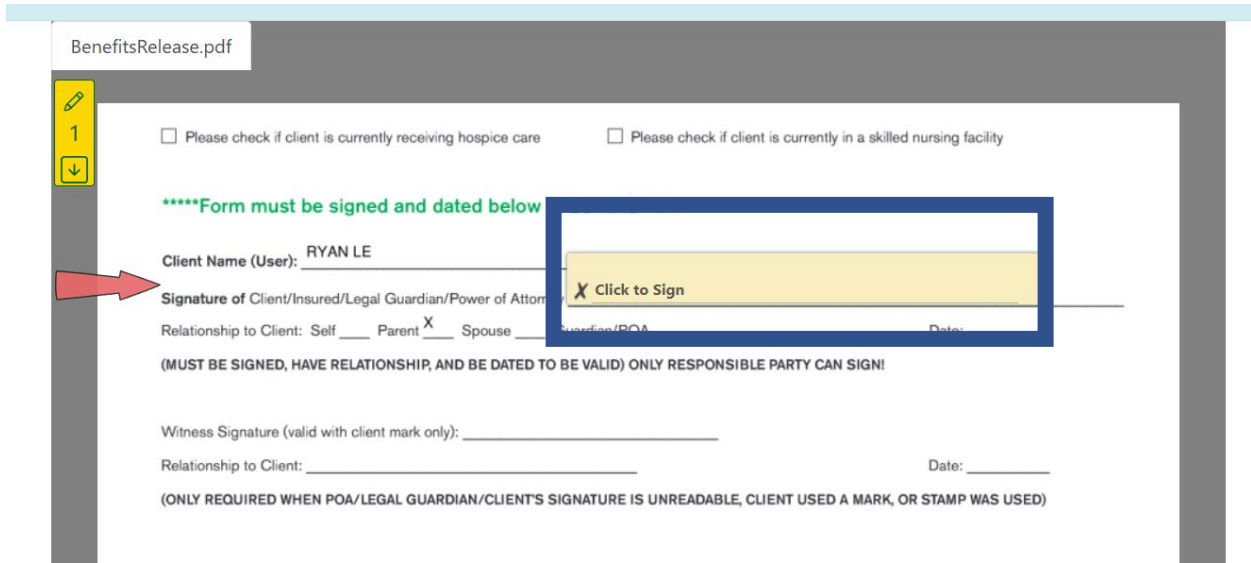
Step 6: Pop up will appear, explaining how to sign the form. Once you read it, simply click I understand, let me sign it



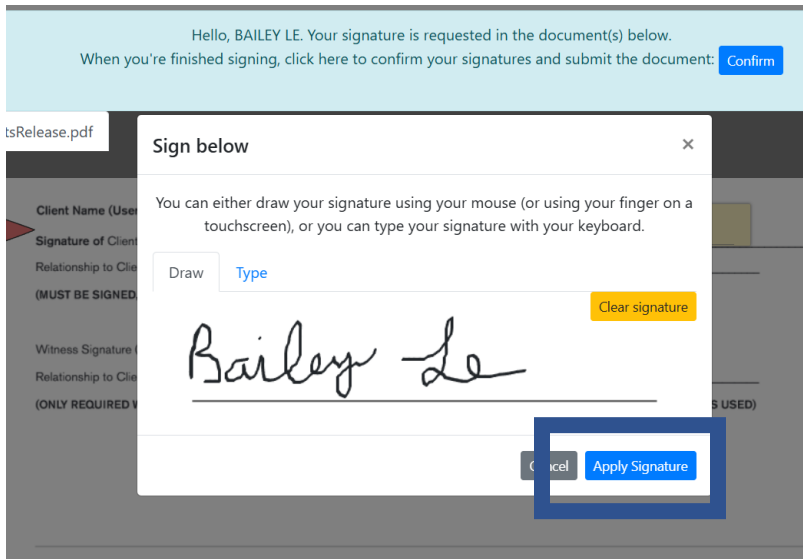
Step 7. The release will generate. Click yellow pencil



Step 8: Click “Click to Sign”

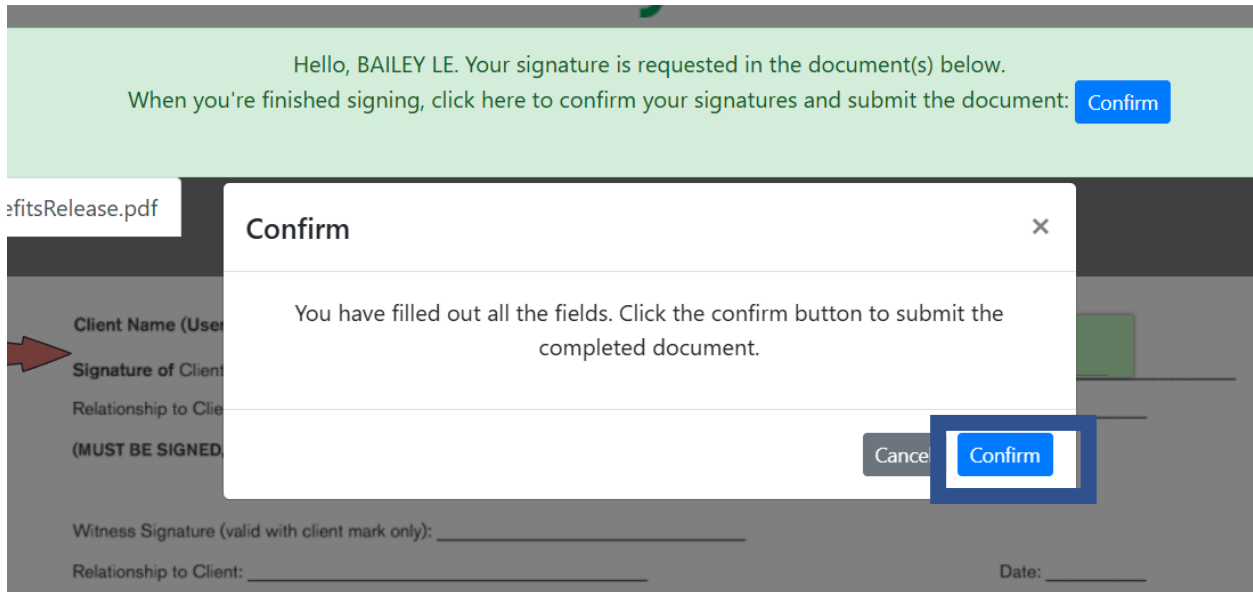


Step 9: A Signature box will appear

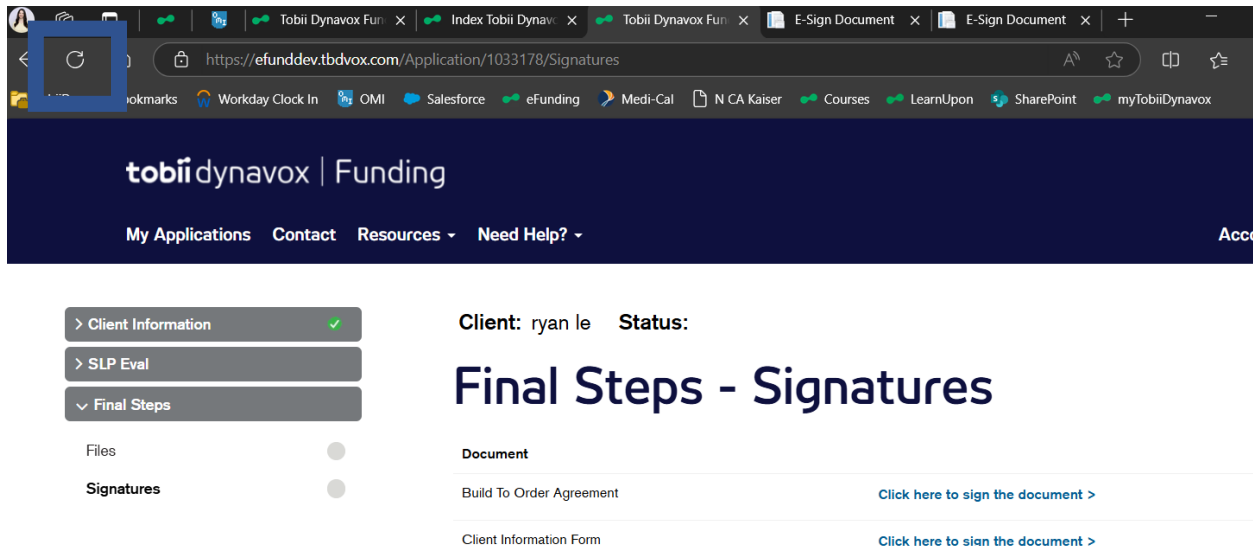


You can use your mouse to sign. Click Apply Signature

Step 10: Click confirm signature and it is now signed.



Step 11: 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. You can either view the release you just signed or hit cancel to get back to the Final Steps page.



Step 12: Then you can either hit Save (if not ready to submit) or "Submit Application":

Updated 1/28/2025 BHL

Add a Note for the TobiiDynavox Funding Team

abc Spell check

[+View Submit History](#)

Save

Submit Application

Fields marked with an asterisk * are required for the application to be complete (you can save your progress and return to enter the required fields later).