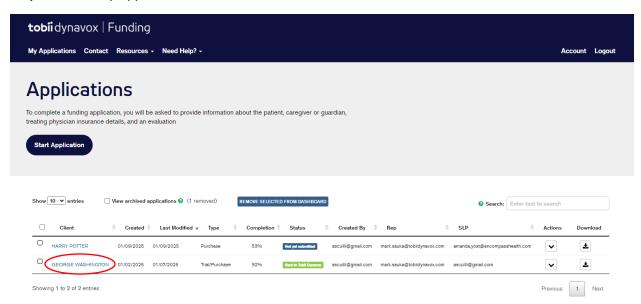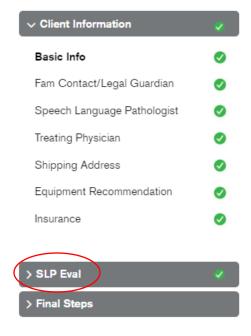# tobii dynavox

How to unlock the SLP Eval after it is signed

Step 1: Under My Applications tab

Step 2: Click on the application you need to unlock.

Step 3: On the left-hand side of the next screen, click "SLP EVAL":

Step 4: The next page that pops up should have a red alert that looks identical to this:
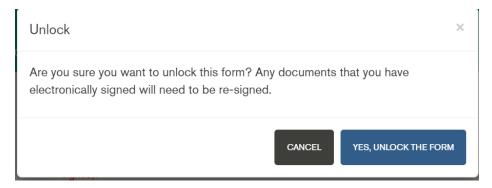
Client: George Washington   **Status:** Sent to Tobii Dynavox

SLP Eval - Demographics

This page has been locked for editing because the SLP Evaluation Form has been generated and is ready to sign (or has already been signed).
If you need to make changes to this information, you may unlock it, but you will need to re-sign the document. **UNLOCK**

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

Unlock   ✕

Are you sure you want to unlock this form? Any documents that you have electronically signed will need to be re-signed.

CANCEL   YES, UNLOCK THE FORM

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%):

⌄ 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:

Step 3: Next, click into "Signatures." The webpage will look like this:
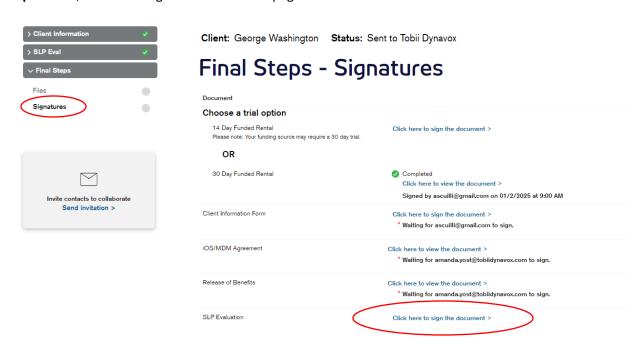
tobii dynavox

Select signers

This document will need to be signed by the SLP listed on the Client Information Form: **Amanda Yost** at **ascuilli@gmail.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:

[optional]

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).

Add Signer

Cancel   Confirm

Step 4: Click the button next to SLP evaluation that says, "Click Here to Sign Document". A pop up will appear.
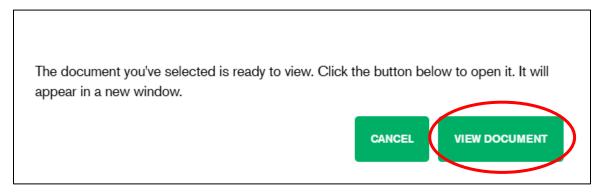
- Here is where you can update the SLP email address if you are using a different email address to sign in with. (RED Circle)
- If you will need a supervising SLP or the team to sign the evaluation, you may add additional signers to the eval. (BLUE Circle)
- When you are ready to proceed click "Confirm"

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: **Test Case** at jamie.kluchurosky@tobiidynavox.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:

[optional]

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:**

[Jill]   [Smith]   [jill.smith@speechtherapyclinic.org] [✖]

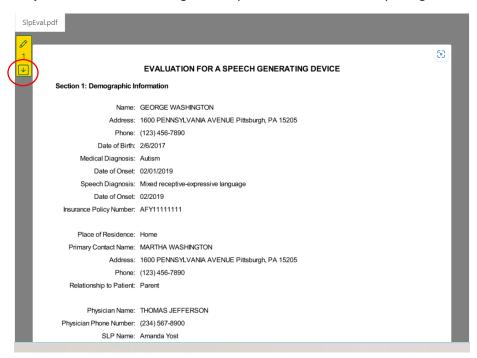**Add Signer**

Cancel   Confirm

Step 5: Once you clicked the "Confirm" from above, a pop up will appear. Choose "View Document" to proceed. Another screen will appear that shows instructions for the Docusign, choose "I Understand, Let Me Sign It" to proceed.

The document you've selected is ready to view. Click the button below to open it. It will appear in a new window.

CANCEL   VIEW DOCUMENT

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.   X   Click to Sign

After signing, you must click the "Confirm" button to complete the signature process.

I UNDERSTAND, LET ME SIGN IT

![tobii dynavox logo]

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:	GEORGE WASHINGTON
Address:	1600 PENNSYLVANIA AVENUE Pittsburgh, PA 15205
Phone:	(123) 456-7890
Date of Birth:	2/6/2017
Medical Diagnosis:	Autism
Date of Onset:	02/01/2019
Speech Diagnosis:	Mixed receptive-expressive language
Date of Onset:	02/2019
Insurance Policy Number:	AFY11111111
Place of Residence:	Home
Primary Contact Name:	MARTHA WASHINGTON
Address:	1600 PENNSYLVANIA AVENUE Pittsburgh, PA 15205
Phone:	(123) 456-7890
Relationship to Patient:	Parent
Physician Name:	THOMAS JEFFERSON
Physician Phone Number:	(234) 567-8900
SLP Name:	Amanda Yost

Step 7: Press the "Click to Sign" box

SlpEval.pdf

X Click to Sign

Amanda Yost
303 Camp Meeting Road
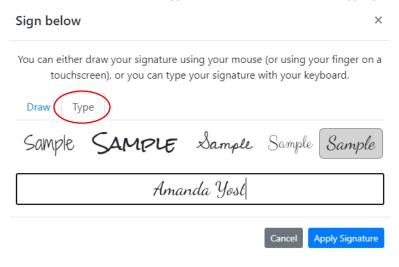
Step 8: A signature box will appear.   You can use your mouse to sign. Here is an example of mine:
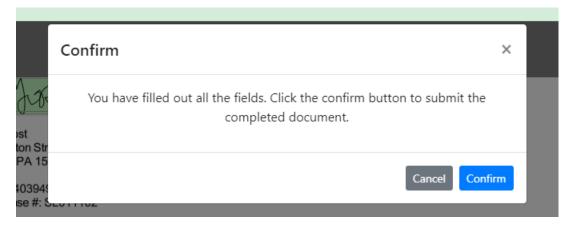
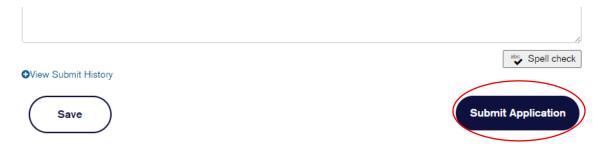You can also choose the "Type" tab and select a font to type your name with, if you prefer.

Step 9: Click "Confirm" to complete signature and it is now signed.

![tobii dynavox]

Confirm ×

You have filled out all the fields. Click the confirm button to submit the completed document.

Cancel   Confirm

You may need to exit out of the evaluation window to return to the eFunding application site.

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.

abc Spell check

⊕ View Submit History

Save

Submit Application

Step 11: Efunding will send an email to all individuals you have invited to sign off on the evaluation. Sample below
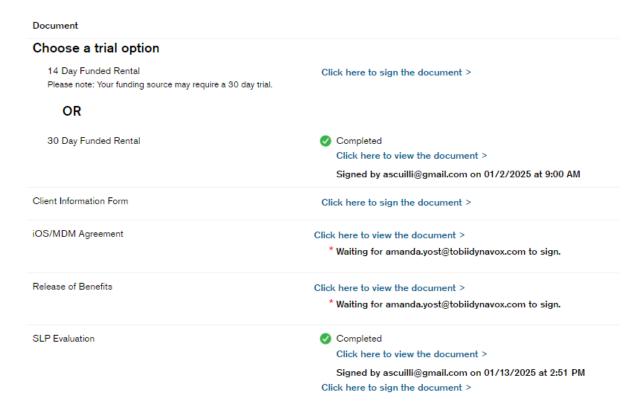
Step 12: The new individual just needs to click on the "Click here to sign the document" below and it will take them directly to the signature page of the eval (as long as they already have an account).   If the individual does not have an account, they will be required to create one.

tobii dynavox

Client: George Washington   **Status:** Sent to Tobii Dynavox

Final Steps - Signatures

Document

Choose a trial option

14 Day Funded Rental
Please note: Your funding source may require a 30 day trial.

Click here to sign the document >

OR

30 Day Funded Rental

✅ Completed
Click here to view the document >
Signed by ascuilli@gmail.com on 01/2/2025 at 9:00 AM

Client Information Form

Click here to sign the document >

iOS/MDM Agreement

Click here to view the document >
* Waiting for amanda.yost@tobiidynavox.com to sign.

Release of Benefits

Click here to view the document >
* Waiting for amanda.yost@tobiidynavox.com to sign.

SLP Evaluation

✅ Completed
Click here to view the document >
Signed by ascuilli@gmail.com on 01/13/2025 at 2:51 PM
Click here to sign the document >

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"

Spell check

⊕View Submit History

Save

Submit Application