# HOW TO UPLOAD EARLY INTERVENTION EVALUATIONS
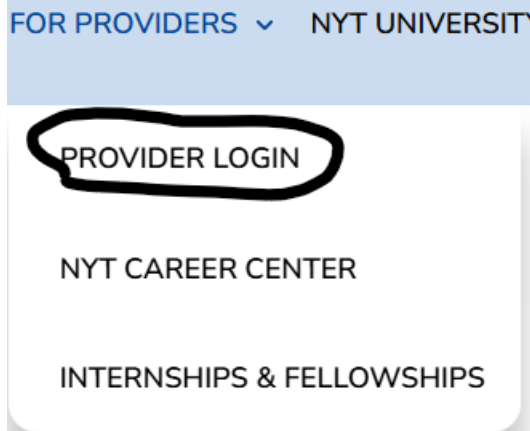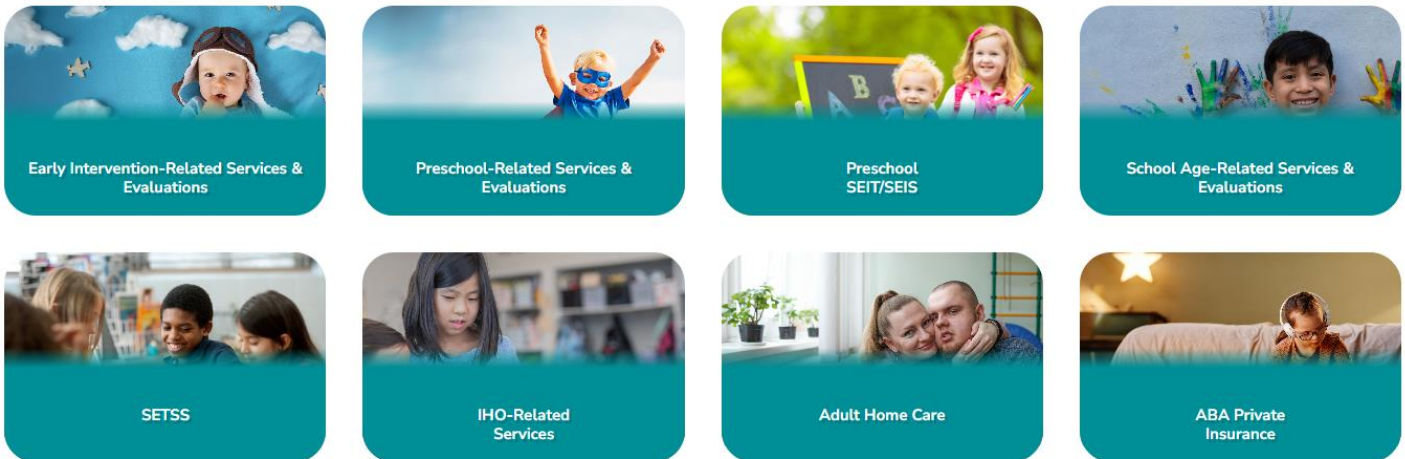
1. Login to the website



2. Click Department



3. Click on document submissions



4. Click EI evaluations

## Document Submissions

BILLING UPLOAD          COMPLIANCE UPLOAD          EI EVALUATIONS

5.  You will get this box.  Click the down arrows to choose service types. Click the Document type box to show choices. You can add multiple types if needed.  Complete all the fields. Click ATTACH FILES to add your file(s)

## Early Intervention Evaluations

Child First Name *

Child Last Name *
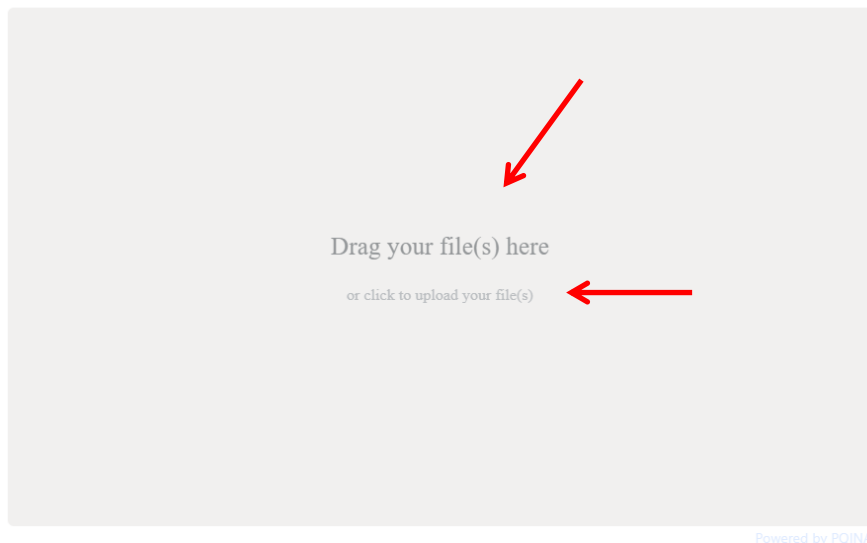
Date of Birth *

Service Type *

Document Type *

SUBMIT        ATTACH FILES

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6.  You can drag and drop your files or click upload our files here to choose your files.

Drag your file(s) here

or click to upload your file(s)

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CLOSE

7.  The files will appear above the submit button. Click Submit

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SUBMIT     ATTACH FILES