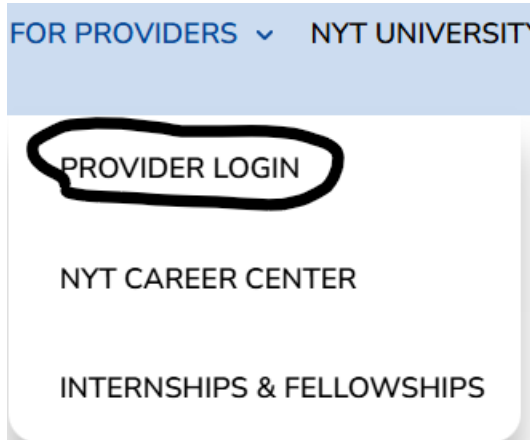
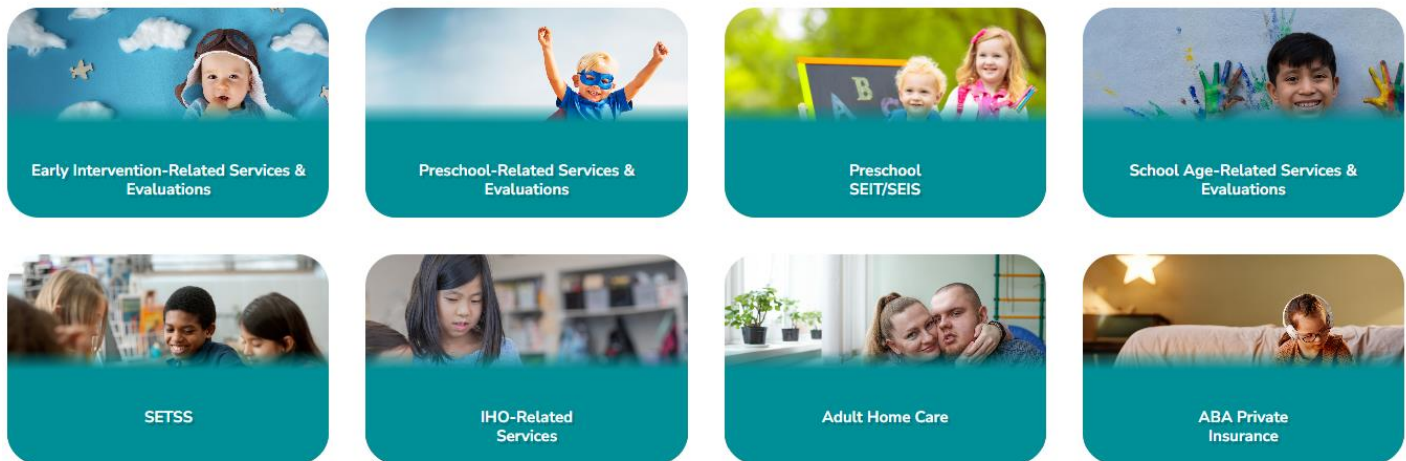


## HOW TO UPLOAD EI FORMS

1. Login to the website



2. Click on the department

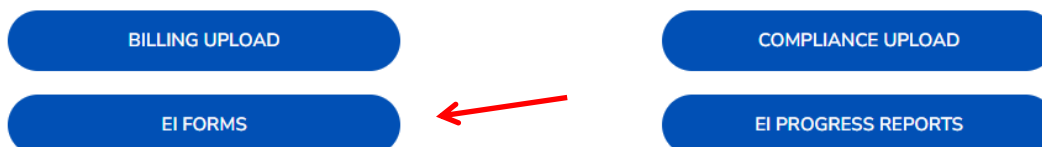


3. Click on document submissions




4. Click EI Forms

### Document Submissions





5. You will get this box. Enter your Therapist ID and click Run Look up. **your caseload will come up, click the child and choose OK. If you do not know your Therapist ID... here is a hint - its the numbers in your password** Complete all other fields. Click the Document type box to show choices. You can add multiple document types if needed. Complete all the fields. Click ATTACH FILES to add your file(s). You can add multiple types if needed. Complete all the fields. Click ATTACH FILES to add your file(s).



### Early Intervention forms

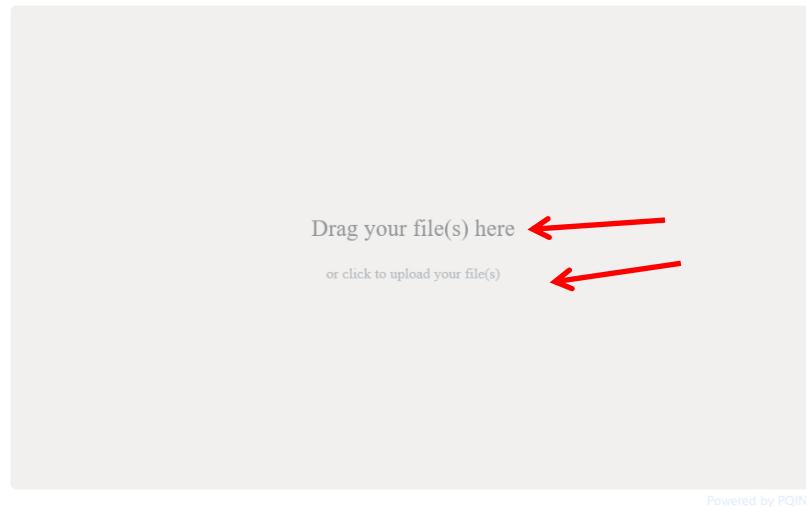
Enter Therapist ID, click look up at bottom of page, your caseload will come up, click the child and choose OK. If you do not know your Therapist ID... here is a hint - its the numbers in your password.

Therapist ID *	<input type="text"/>
Child First Name *	<input type="text"/>
Child Last Name *	<input type="text"/>
Date of Birth *	<input type="text"/> 
Service Type *	<input type="text"/>
Document Type *	<input type="text"/>
Date Submitted *	<input type="text"/> 
Child ID *	<input type="text"/>
Email Address	<input type="text"/>

SECURED BY  
VISION

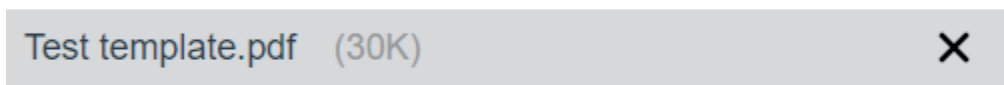


6. You can drag and drop your files or click upload your files here to choose your files.



CLOSE

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



RUN LOOKUP

SUBMIT

ATTACH FILES

