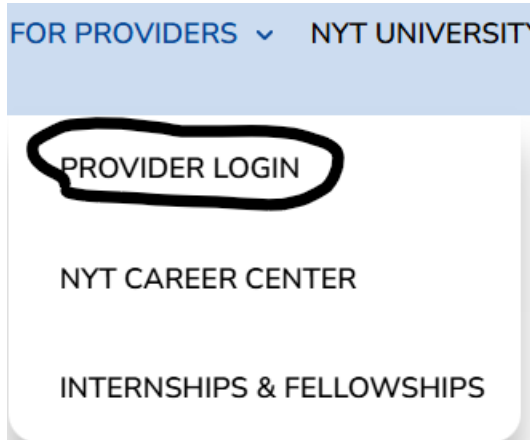
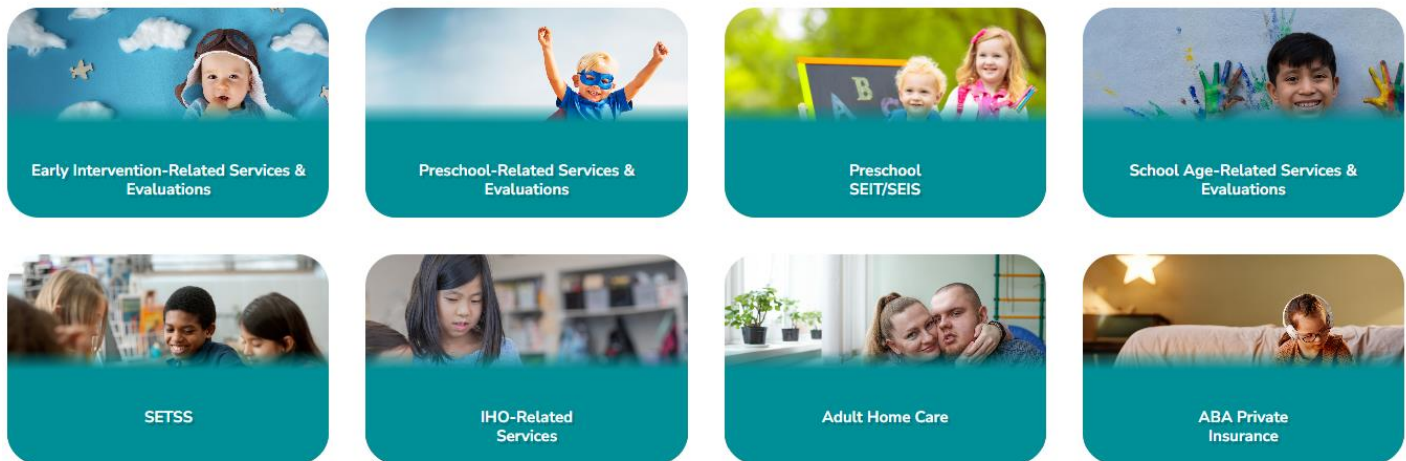


HOW TO UPLOAD LI SCHOOL AGE ANNUAL REVIEWS

1. Login to the website



2. Click on the department



3. Click on document submissions



4. Click ANNUAL REVIEW UPLOAD



ANNUAL REVIEW UPLOAD

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 ATTACH FILES to add your file(s).




Annual Review Upload-CSE

Enter Therapist ID, click look up at bottom of page, your caseload will come up, click the child and choose OK. Your therapist ID re the numbers in your password.


Therapist ID *

Child First Name *

Child Last Name *

Child Date of Birth * 

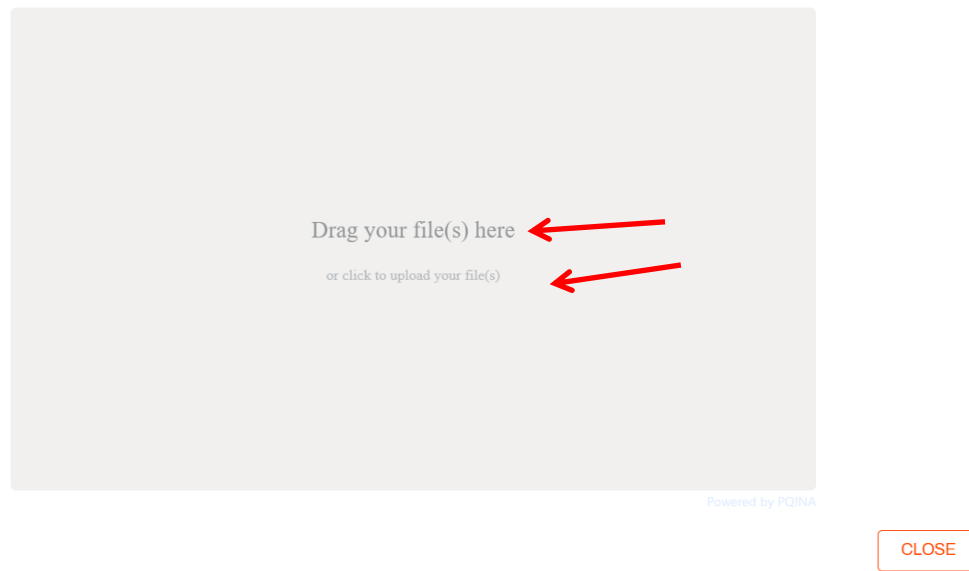
Service Type *

Case Type * 

School District

Document Type *
SECURED BY
VISION

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



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

