



01/01/2020

EEDA utilizes **eVero Software** to manage Self-Direction budgets, services, expenses, billing etc. This program is on-line and is available to individuals, families, brokers and designated others to access budget and payment information in **real time**.

EEDA realizes that not every person is equally versed in using computers and technology but it is vital for proper record keeping that everyone use the system as necessary. The participant may grant access for up to two others to access his/her participant portal to provide assistance and support to help manage his/her employee's work hours and finances.

The participant can grant access to brokers, family members (as long as that family member does not work as a Direct Support Professional with him/her) or any other individual of his/her choice.

Attestation:

I grant access to my eVero Participant Portal to the individuals listed below. I will work with my designated eVero Portal users to review each of my employees' hours and service notes each week and will immediately notify EEDA FI of any discrepancies I notice. I understand that any bills/receipts uploaded to eVero on my behalf as part of the learning process, must have my signature on them in order to be processed.

Access #1: Name: _____

Cell Phone Number: _____

Email: _____

Relationship: _____

Signature (of designee): _____

Access #2: Name: _____

Cell Phone Number: _____

Email: _____

Relationship: _____

Signature (of designee): _____

Participant Name: _____ **Signature:** _____

Date: _____