Guide for Completing Intake Forms

****Please use the Google Chrome directions below to download and complete all forms.****

Developmental Therapy Associ	ates Intake Form	
Hi		
You've received an intake form to complete in the Deve portal.	lopmental Therapy Associates	You will receive an email with
Click the button below to login and access the form.		this message.
Login to the porta	1	Click the green button "Login to the portal"
Powered by ✓ <i>fusion</i>		
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Developmental Therapy Asso	ciates Portal	You will be brought to the
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Activities > Portal Payments > Account Balance \$0.00	There are no upcoming appointments.	be filled out.
Intake Forms 3 > Recent Portal Payments No recent payments		You can also click "Intake Forms" on menu to the left. See red arrows
\$ Make a Payment	🗎 View All	
Recently Completed Documents	Recently Assigned Activities	
Powered By	No activities have been assigned yet.	

Development	al Therapy Associates				
Navigation	Intake Forms				
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Click "Print/Download" to download the form (see red arrow)

Click "Download" at the bottom right indicated by the red arrows.

You will see the form downloaded on the bottom bar (red arrow).

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Click on the up arrow and click "Open" (see red arrows).



The form will open in a new tab, and you can begin filling it out by clicking in the boxes provided.

Please fill out ALL sections.

Once you complete the form, click the down arrow at the top right (see red arrow) to download the form "with your changes" (see red arrow)



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Select "desktop" and click "save." Your completed form is now saved on your desktop.

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Go back to the Fusion Portal and click "Upload Form" (see red arrow)

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Click "desktop." Find and click on the name of the form you wish to upload. Then click "Open" (See red arrows)



You can see that the form has been uploaded (see red arrow).

Click "Submit Form" at the bottom right.



You will see a message indicating your form has been submitted.

Thank you! 🙂