

Submitting Files to The Early Intervention Monitoring Program

As part of the monitoring process The Early Intervention Monitoring Program requires providers to submit a number of documents. To ensure these documents are delivered securely, we will be using DataMotion software. This document describes how to send the required files.

After you elect to use secure email, your monitor will send an email similar to the one below. **Please check your spam folder if you do not see it in your inbox. Please note the date of expiry indicated in the Message Details located at the bottom of your email and return files before this date.**

DataMotion SecureMail Message Delivery

Gary@vanderweelegroup.com has created a secure e-mail message for you at:

<https://ssl.datamotion.com/r.aspx?b=16&eh=zLEZmyh93kWwnjwdDTjEQ&cb=vwg>

To access your message, simply follow these steps:

1. Click on the above link.
2. You will be prompted to create a password to protect your account.
3. Access your Inbox to view your message.

If you are unable to open the link, please make sure that your firewall or your company's security settings are not blocking the link.

Additional Help:

- Questions relating to the content of the e-mail should be directed to the sender or sending organization.
- Questions relating to reading this secure message can be sent to support@datamotion.com.

Message Details:

Subject:	test
From:	Gary@vanderweelegroup.com
To:	emilyvanderwey@gmail.com
Created:	4/3/2020 1:50:08 PM (UTC-04:00:00)
Expires:	5/3/2020 1:50:08 PM (UTC-04:00:00)

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Please click on the link in the email. This will take you to a new window where you will be prompted to create a password. After creating a password and checking the box beside *I have read and agree to the following Terms of Service*, you will be redirected to your DataMotion inbox.

Here you can open the email sent from your assigned Monitor and select *Reply to Sender*, on the top right. You may then attach files by selecting *Browse for File*. In the pop-up window, locate the appropriate file and select *Open*. If you need to include more than one file, select *Add* for the option to browse for another file. Be sure to include all required documents. You should see the names of the attached documents listed in the email. When you are finished select *Send Secure*. You should then see a message stating "Your message has been submitted for secure delivery."

If you have any questions, please contact your assigned Monitor.