Instructions for Submitting First Evaluation:

All CARE Network providers receive an email containing a unique link to use for entering evaluations. It is advised that providers set up an email folder (named CARE Network or something similar) to store the message containing this unique link and other evaluation related emails.

1. **Click on the unique link found in the email received.**

   o It is advised to have all the information needed available, such as test results, at the time of data entry. However, the system will allow the provider to leave the evaluation and return to complete it later at any stage of entry both prior to, and after, submitting the evaluation. Steps for returning to an evaluation are listed below.

2. **Enter all evaluation information and click "submit"**

   o A PDF will be available with the information the provider entered for the evaluation. The provider may save this document for their records.

3. **Upon entering and submitting the first network evaluation, a web page will open. Bookmark the web page for submitting future evaluations.**

Watch this short tutorial for step-by-step instructions to follow when you are ready to submit your first evaluation