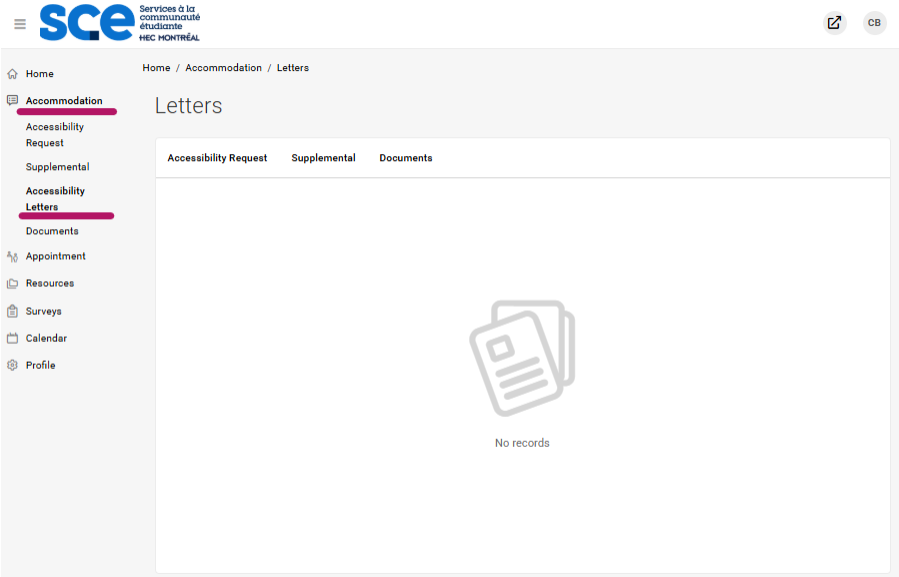


PROCEDURE – INTERVENTION PLAN SIGNATURE

Once your advisor has completed your intervention plan, you will receive an email inviting you to log in to your Simplicity account and sign the document.

Once you are logged into your Simplicity online account, click on the **“Accommodation”** tab, then click on the **“Accessibility Letters”** sub-tab.

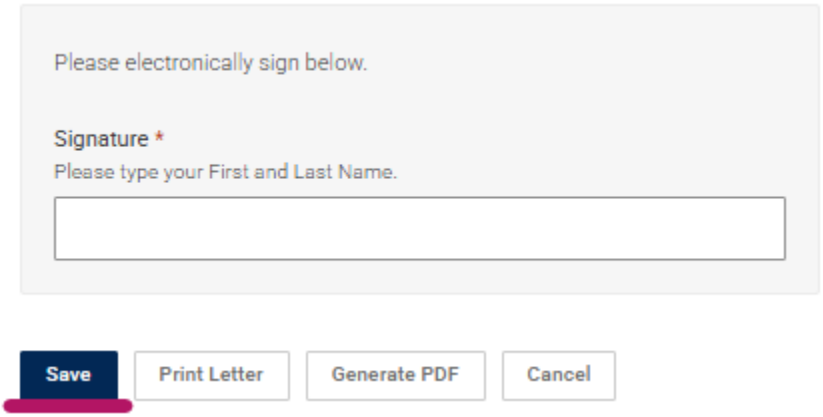


You will then see a document titled **“Plan d’intervention – Signature Requested.”** Click on the document.



You will see a copy of your intervention plan.

At the bottom of the page, you will find the section where you will be asked to sign your intervention plan. Enter your full name (**first name + last name**) and click **“Save”** at the bottom of the page.



Please note that you do not need to upload an image of your signature. Your typed name will be sufficient.

You have now completed the signature process for your intervention plan.

Please note that all the information you provide and all the documents you upload to your Simplicity account are protected by the confidentiality provisions outlined in the consent form you signed.