

One-e-App Public Portal Tips

- **Create a client intake form in advance, if possible, with the information needed. It will speed the application process.**
- **Fast internet reception is necessary to make the process go smoother.**
- **You can prepare yourself and get comfortable by doing some practice applications in practice mode.**
<https://www.assistedoneeapp.info>
- **When completing an application make sure you are working on it in live mode not practice mode.**
- **Have the One-e-App help desk # 866-429-1979 on hand while with the client, in case you need immediate assistance.**
- **Read each question and pop-up slowly, and take your time. The windows are self explanatory but a little lengthy.**
- **Make sure you have quick access to your username and password in case the system kicks you out.**
- **A good reminder is to make certain that all the information is correct before the sixth tab, also referred to as the “point of no return”.**
- **Save the username and password for each application created by printing the confirmation of account page that "pops up" on OEA after an account has been created. (The password may be blacked out, write it on the page).**