



How to Apply for SEI Assistant or Provider Approvals

Seeking SEI Approval of Existing EASE or ABT Approval

- ▶ Use a laptop or desktop computer to log into the SEI Portal: portal.traumahealing.org/s/login.
- ▶ Once logged in, you will be on the 'My Info' landing page. Scroll towards the bottom of the page to find the 'Assistant & Provider Forms' section.
- ▶ Locate the link for the application you need and click on the link to open the application form.
- ▶ Once inside the application, you will need to fill in your name and contact information.
- ▶ Select 'YES' to the question about previous EASE/ABT approvals.
- ▶ Upload a copy of your existing EASE or ABT Approval for SEI verification.
- ▶ Upload a copy of your SEP Certificate (contact SEP Support for a copy if needed).
- ▶ Complete all sections of the application, and then click submit.
- ▶ Navigate back to the 'Assistant & Provider Forms' section and locate the link for the appropriate corresponding Informed Consent form.
- ▶ Click on the link to open the form, fill it out completely, and then click submit. Approvals will not be issued without up to date consent forms on file.

IMPORTANT: If you have never assisted with SEI, you must submit an Assisting application as well. Individuals cannot be approved in our system as Providers until they are also approved as Assistants.

Please be aware, application related communications will be sent from 'noreply@traumahealing.org'. Emails sent from this address are sometimes filtered into junk or non-primary inboxes.