



# Your Home Study Portal Walkthrough

A guided look at eAdopt: your step-by-step portal for completing the home study process.

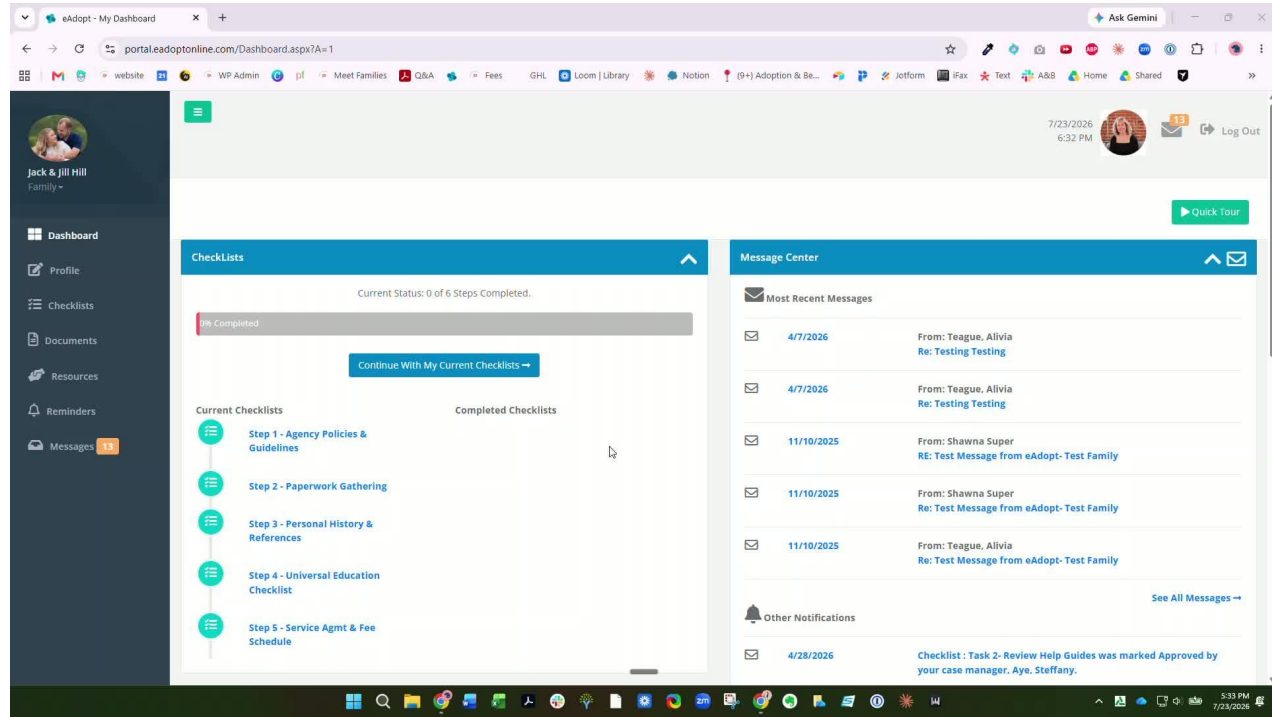
*Putting the Pieces of Your Adoption Together*

01

# The Dashboard Overview

*Six steps. One place to track it all.*

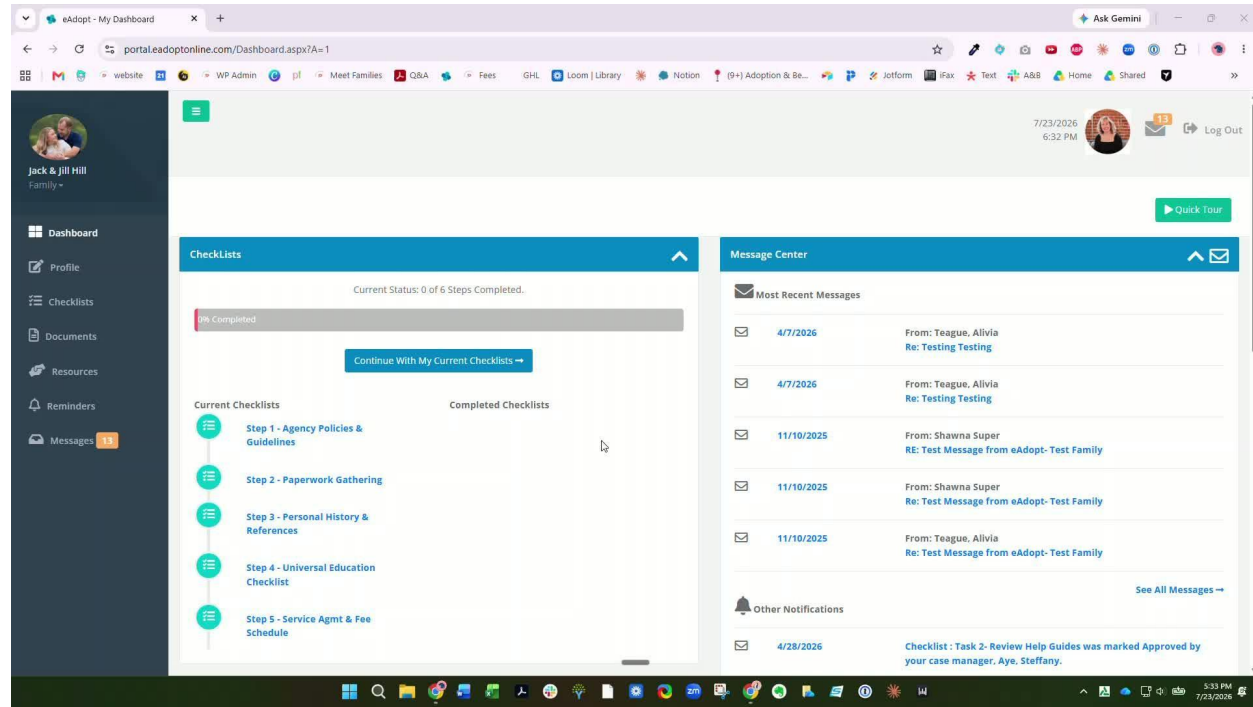
Your home study lives here. The eAdopt dashboard gives you a bird's-eye view of where you are in the process and exactly what still needs to happen.



# The Progress Toolbar

*You can see exactly where you stand.*

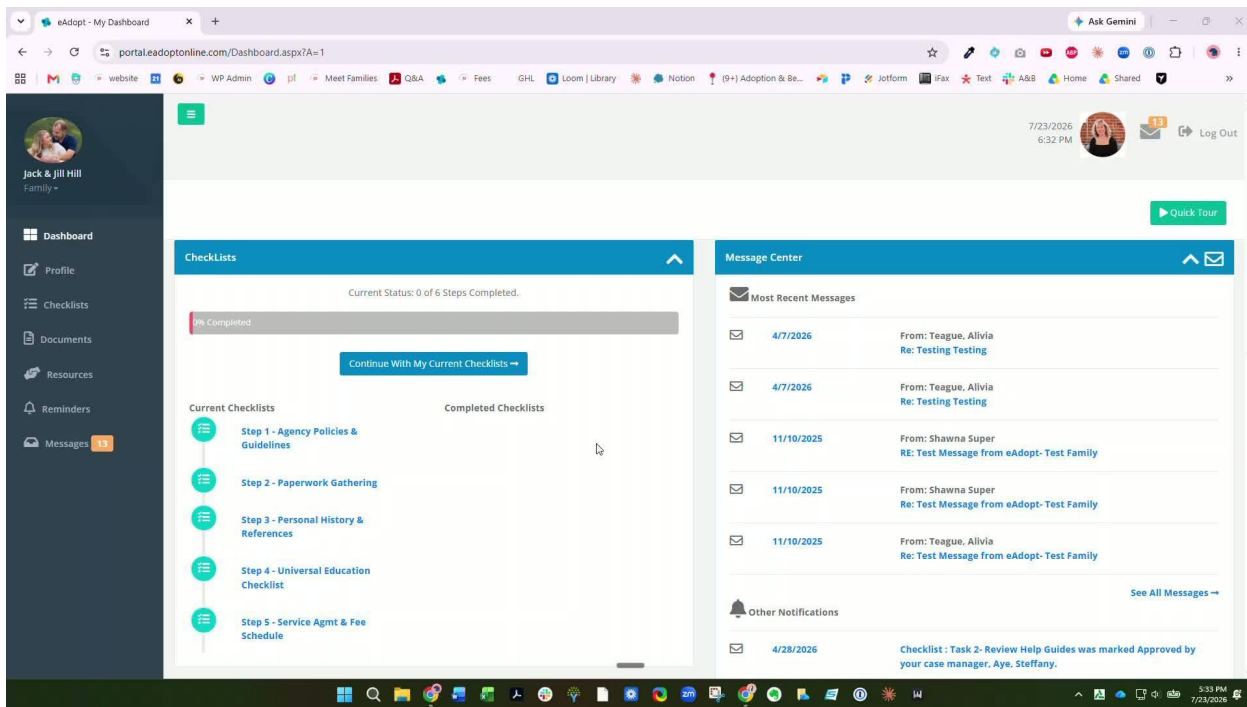
The progress toolbar keeps everyone oriented. Visually it allows you to see how far you have come in order to help keep you motivated and moving forward.



# Step 1: Initial Paperwork

*Read, sign, submit. Let's go.*

Step 1 is your starting line. Review the initial paperwork carefully, get everything signed, and submit before the document-heavy portion begins.



## Step 2: Required Documents

*Gather documents. Upload everything.*

First up is the walkthrough video showing you exactly what needs to be done in this step and following that is the Birth certificates...

The screenshot shows a web browser window with the URL `portal.leadoptionline.com/Form.aspx?ChecklistID=rb4KRSOPtW%3d`. The page title is "eAdopt - Current Checklist". The user is logged in as "Jack & Jill Hill" (Family). The date is 7/23/2026, 6:34 PM. The page displays the "Checklist: Step 2 - Paperwork Gathering" with a "Return to Checklists" button.

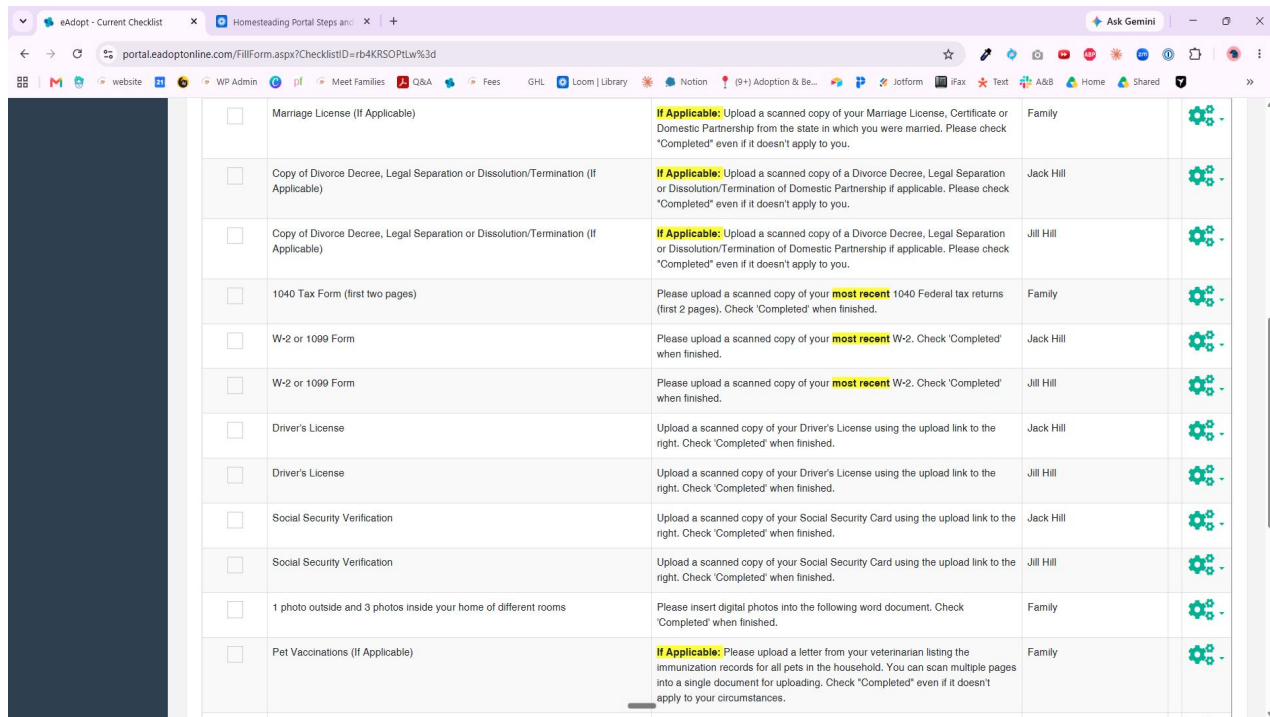
Below the header, there is a table with the following columns: Completed, Task Name, Task Description, Individual, and Actions.

| Completed                | Task Name                          | Task Description                                                                                                    | Individual                     | Actions |
|--------------------------|------------------------------------|---------------------------------------------------------------------------------------------------------------------|--------------------------------|---------|
| <input type="checkbox"/> | Welcome to Step 2 - Video Overview | <a href="#">Please Review Video Here</a><br>Check 'Completed' to acknowledge you watched the video.                 | Family                         |         |
| <input type="checkbox"/> | Birth Certificates (All Household) | Upload a scanned copy of your Birth Certificate using the upload link to the right. Check 'Completed' when finished | Jack Hill                      |         |
| <input type="checkbox"/> | Birth Certificates (All Household) | Upload a scanned copy of your Birth Certificate using the upload link to the right. Check 'Completed' when finished | Jill Hill                      |         |
| <input type="checkbox"/> | Birth Certificates (All Household) | Upload a scanned copy of your Birth Certificate using the upload link to the right. Check 'Completed' when finished | Frederick                      |         |
| <input type="checkbox"/> | Birth Certificates (All Household) | Upload a scanned copy of your Birth Certificate using the upload link to the right. Check 'Completed' when finished | Cindy                          |         |
| <input type="checkbox"/> | Birth Certificates (All Household) | Upload a scanned copy of your Birth Certificate using the upload link to the right. Check 'Completed' when finished | Joan (college stdnt-INTL only) |         |
| <input type="checkbox"/> | Birth Certificates (All Household) | Upload a scanned copy of your Birth Certificate using the upload link to the right. Check 'Completed' when finished | Jenny Hill                     |         |
| <input type="checkbox"/> | Birth Certificates (All Household) | Upload a scanned copy of your Birth Certificate using the upload link to the right. Check 'Completed' when finished | Captain Hook                   |         |

## Step 2: Required Documents Continued

*Gather documents. Upload everything.*

next up is the marriage license, 1040s, W-2, driver's license, SS verification, home photos, and more. We'll show you exactly what goes here so nothing gets missed.

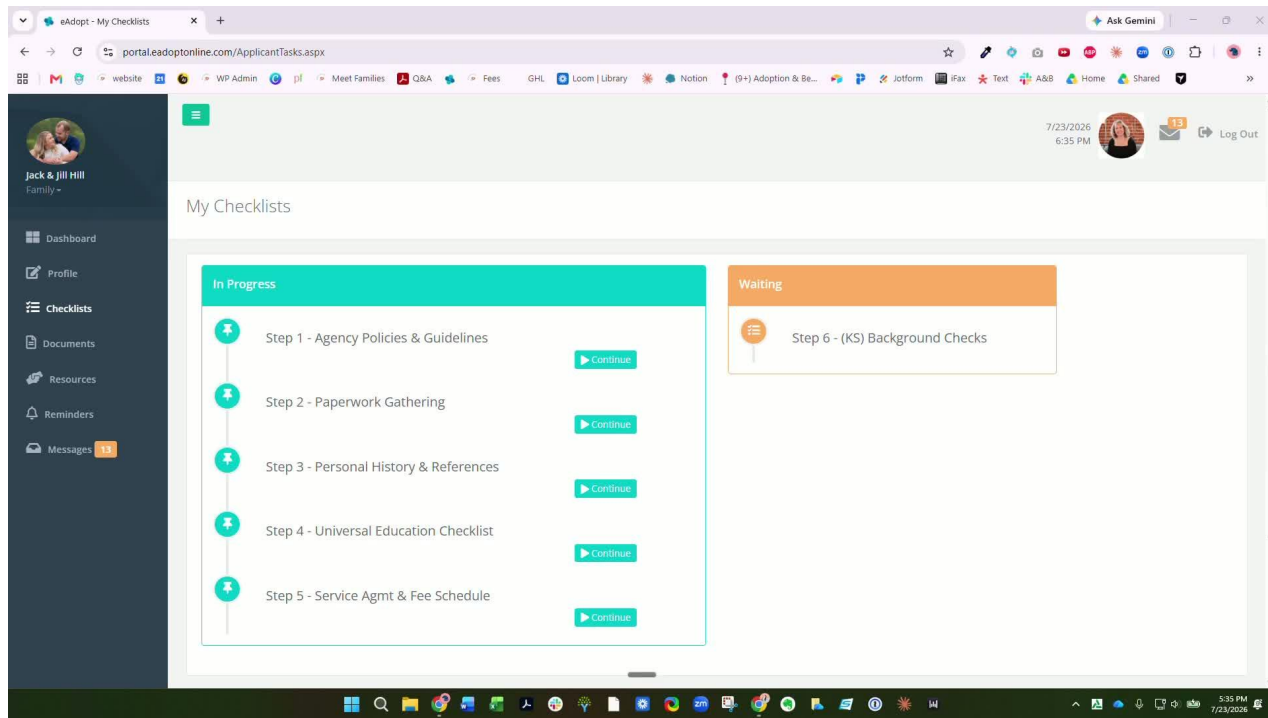


|                          |                                                                                     |                                                                                                                                                                                                                                                                         |           |  |
|--------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--|
| <input type="checkbox"/> | Marriage License (If Applicable)                                                    | <b>If Applicable:</b> Upload a scanned copy of your Marriage License, Certificate or Domestic Partnership from the state in which you were married. Please check "Completed" even if it doesn't apply to you.                                                           | Family    |  |
| <input type="checkbox"/> | Copy of Divorce Decree, Legal Separation or Dissolution/Termination (If Applicable) | <b>If Applicable:</b> Upload a scanned copy of a Divorce Decree, Legal Separation or Dissolution/Termination of Domestic Partnership if applicable. Please check "Completed" even if it doesn't apply to you.                                                           | Jack Hill |  |
| <input type="checkbox"/> | Copy of Divorce Decree, Legal Separation or Dissolution/Termination (If Applicable) | <b>If Applicable:</b> Upload a scanned copy of a Divorce Decree, Legal Separation or Dissolution/Termination of Domestic Partnership if applicable. Please check "Completed" even if it doesn't apply to you.                                                           | Jill Hill |  |
| <input type="checkbox"/> | 1040 Tax Form (first two pages)                                                     | Please upload a scanned copy of your <b>most recent</b> 1040 Federal tax returns (first 2 pages). Check "Completed" when finished.                                                                                                                                      | Family    |  |
| <input type="checkbox"/> | W-2 or 1099 Form                                                                    | Please upload a scanned copy of your <b>most recent</b> W-2. Check "Completed" when finished.                                                                                                                                                                           | Jack Hill |  |
| <input type="checkbox"/> | W-2 or 1099 Form                                                                    | Please upload a scanned copy of your <b>most recent</b> W-2. Check "Completed" when finished.                                                                                                                                                                           | Jill Hill |  |
| <input type="checkbox"/> | Driver's License                                                                    | Upload a scanned copy of your Driver's License using the upload link to the right. Check "Completed" when finished.                                                                                                                                                     | Jack Hill |  |
| <input type="checkbox"/> | Driver's License                                                                    | Upload a scanned copy of your Driver's License using the upload link to the right. Check "Completed" when finished.                                                                                                                                                     | Jill Hill |  |
| <input type="checkbox"/> | Social Security Verification                                                        | Upload a scanned copy of your Social Security Card using the upload link to the right. Check "Completed" when finished.                                                                                                                                                 | Jack Hill |  |
| <input type="checkbox"/> | Social Security Verification                                                        | Upload a scanned copy of your Social Security Card using the upload link to the right. Check "Completed" when finished.                                                                                                                                                 | Jill Hill |  |
| <input type="checkbox"/> | 1 photo outside and 3 photos inside your home of different rooms                    | Please insert digital photos into the following word document. Check "Completed" when finished.                                                                                                                                                                         | Family    |  |
| <input type="checkbox"/> | Pet Vaccinations (If Applicable)                                                    | <b>If Applicable:</b> Please upload a letter from your veterinarian listing the immunization records for all pets in the household. You can scan multiple pages into a single document for uploading. Check "Completed" even if it doesn't apply to your circumstances. | Family    |  |

## Step 3: Autobiographies & References

*Tell your story. Pick your people.*

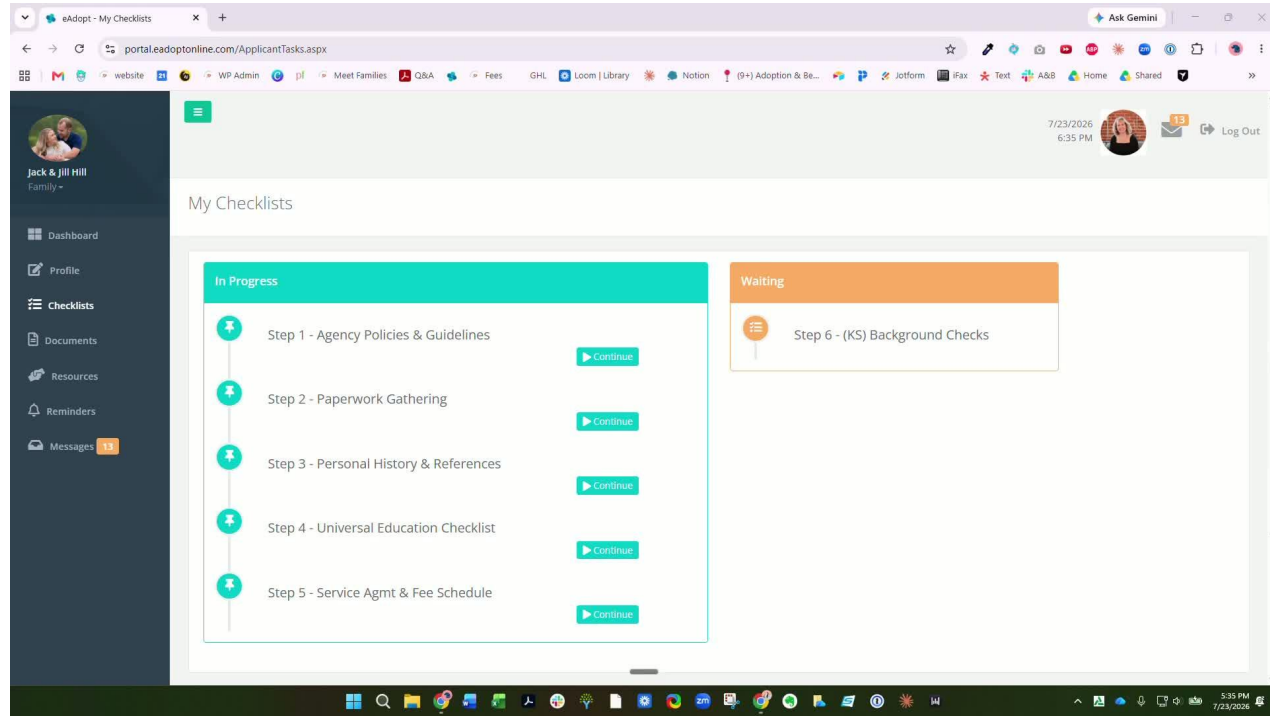
Complete your autobiographies and choose your references, all inside the portal. We review for completeness as you move on through each step.



## Step 4: Education Requirements

*Learn what you need to know.*

Complete all required educational materials assigned in the portal. Track your completion here before moving to the next step.

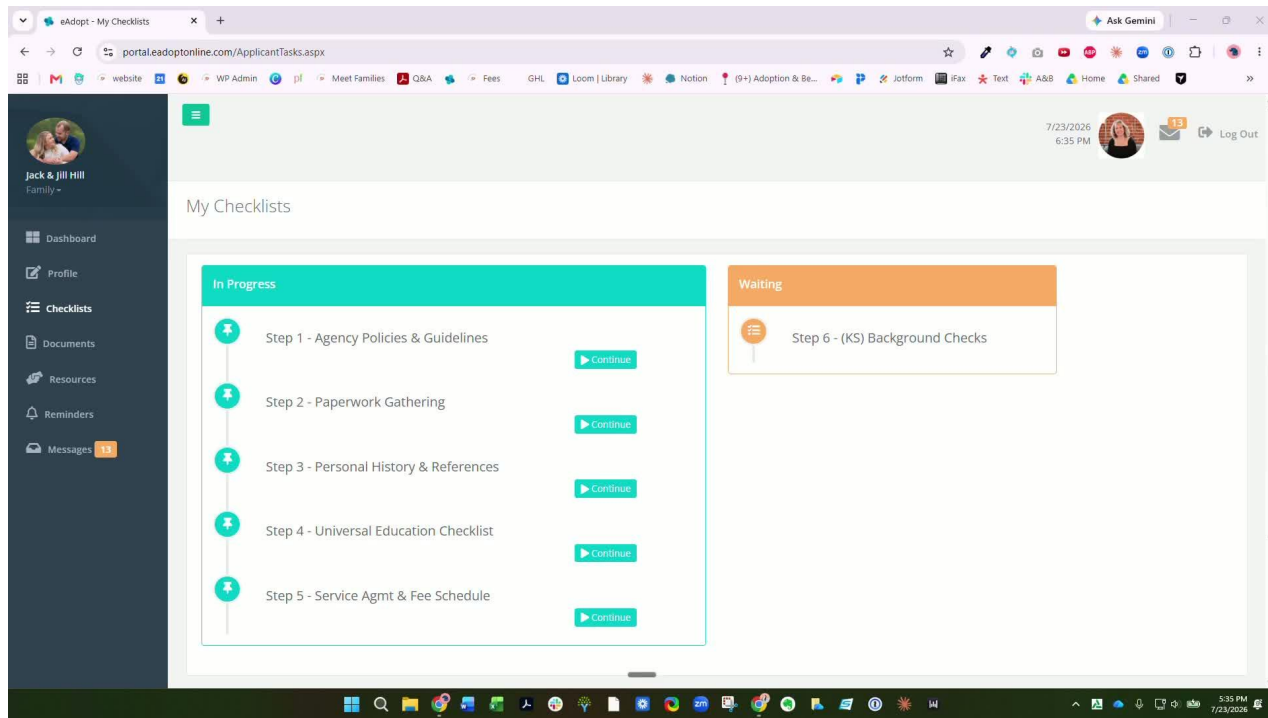




## Step 5: Service Agreement & Fees

*Know what you're signing. Know what it costs.*

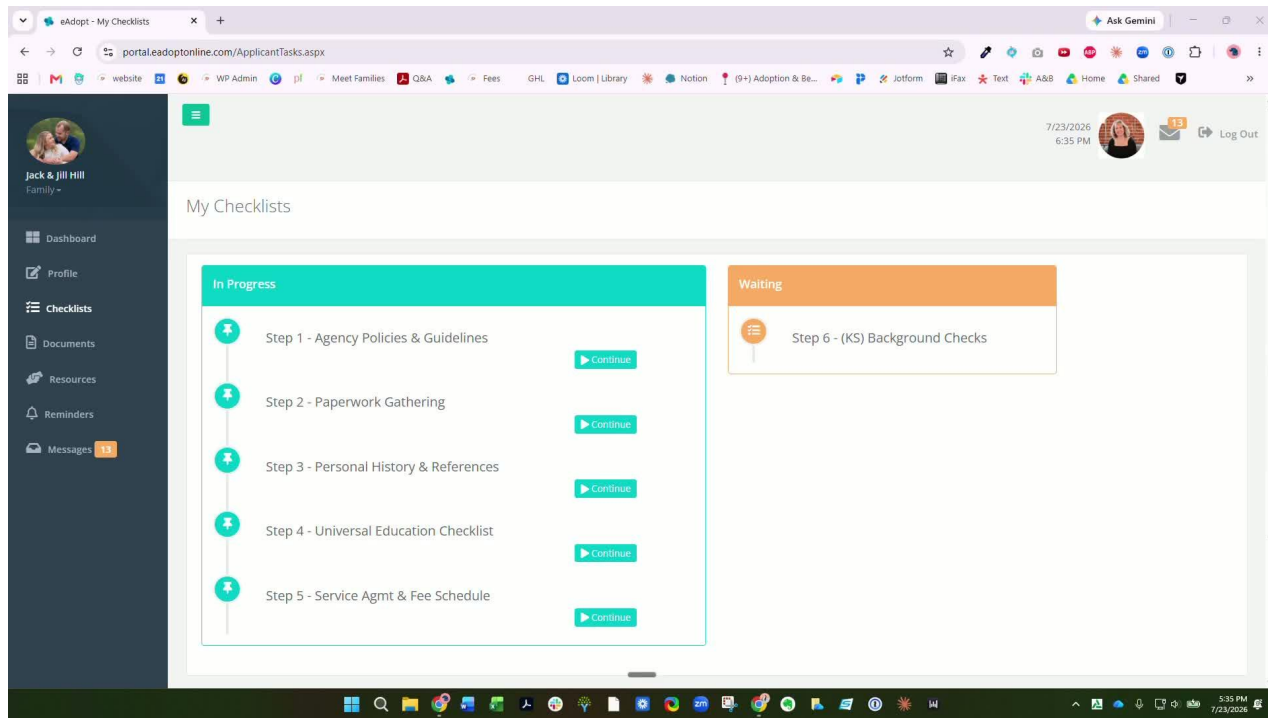
Review the service agreement and fee schedule carefully. We want you to understand every term before moving forward.



## Step 6: Background Checks

*The final portal step.*

All required background checks are initiated and completed here. Next up is your home visit.



# What Happens After the Portal?



## Home Visit

Your caseworker interviews both applicants together, each individually, tours your home and meets anyone else in the household. Plan for about a two-hour visit.



## Typed Home Study

After the visit, your home study is written up and sent to you for proofreading.



## Final Approval

Once corrections are made, your home study is finalized, and you are adoption-ready.



## Timeline

Expect about 8 weeks for the agency's portion and 8 weeks for yours. We'll keep you posted the whole way.

# Questions?

We love them.

That's literally why we're here.

**Adoption & Beyond, Inc.**

16236 Metcalf Ave., Overland Park, KS 66085

(913) 381-6919 | [adoption-beyond.org](https://adoption-beyond.org)

Let's get  
your home study  
started.

