



## **Let's get you started!**

1. Provide us your e-mail so we can send you our intake and consent paperwork
2. The paperwork will be submitted to your e-mail, please complete and sign
3. When we are notified that the paperwork is signed, we will e-mail you the link to book your first appointment.
4. Choose "My first session" and pick the 2-hour time slot that works best for you.
5. You will be required to enter in a credit card in order to secure your appointment. The card will not be charged until the day of the appointment. If an appointment is missed or cancelled with less than 24-hour notice, the card will be charged a \$25 fee.
6. The directions to access our Telehealth platform will be e-mailed to you, please sign in 15 minutes before to ensure that you know are able to access our virtual waiting room. If you have any technical difficulties, the technical support phone number is provided in the directions.
7. Your counselor will begin your secure virtual room at the time of your session.
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### **Congratulations on completing your first session**

All future sessions: Choose from either "Individual session" or "Individual extended session" and repeat 5-7. Good for you for taking this journey and allowing us to join you.