

Complete Demographic Info

- Required Info:
 - Legal Name
 - Address
 - Date of Birth
 - Gender – please use your legal gender
- Click **Save Demographic Info**

Complete Forms

- Clients 14 & older must sign
- Parent/guardian must sign for clients 13 & younger
- All boxes must be checked for **Acknowledgments**
- Sign Intake Forms
 - Draw your signature
 - Click **Save Signature**
 - Remember to click the blue **Sign and Submit** button at the bottom

Billing

- Save credit card information for future payments (optional)
- Click **Save Changes**