

GETTING STARTED GUIDE

The Client Portal

with  simplepractice

The SimplePractice Client Portal is a secure and easy way for you to communicate with your clinician, request appointments, sign documents, and even pay your appointment fees.

SECTIONS:

1. How do I log in?
2. Troubleshooting
3. Online booking
4. Documents and forms

HOW DO I LOG IN?

Before logging into the Client Portal for the first time, you'll receive a welcome email from your clinician. By clicking the link, you'll automatically be logged in.

Hi Emily,

Before we meet, I would like you to review my practice documents and provide some information about yourself.

This will help us get started. Please follow instructions to log in and let me know in case you need assistance.

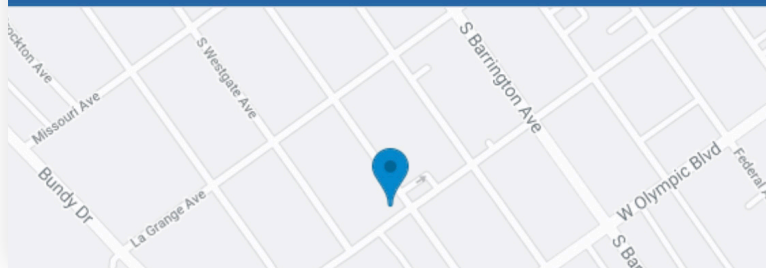
Thank you!

[Click here to login to the client portal](#)

Olive Branch Clinic

I'm a New Client

I'm an Existing Client

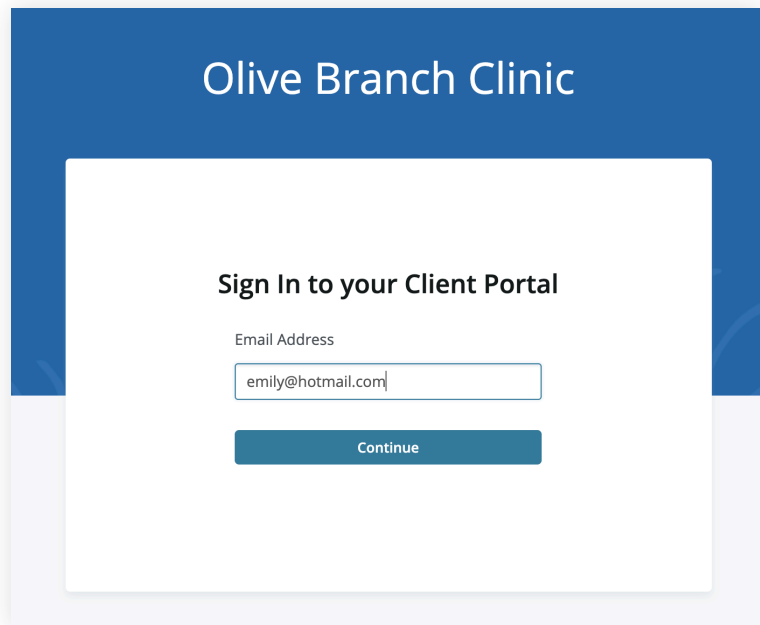


To log back in:

1. Go to your clinician's **Client Portal website**.
2. Click the **"I'm an Existing Client"** button.

Tip: Bookmark this page so you can log back in easily in the future.

3. Enter the **email address associated with your account**. You'll receive an **email with a link** to get into your Client Portal.



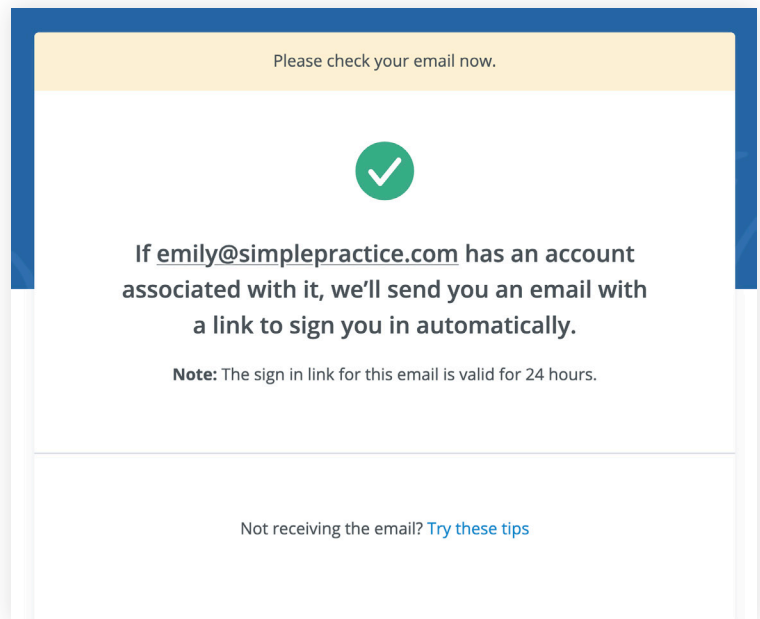
Olive Branch Clinic

Sign In to your Client Portal


Email Address

Continue

4. You'll see this message that asks you to check your email. If you're not receiving the email, you can click **“Try these tips”** for troubleshooting.



Please check your email now.

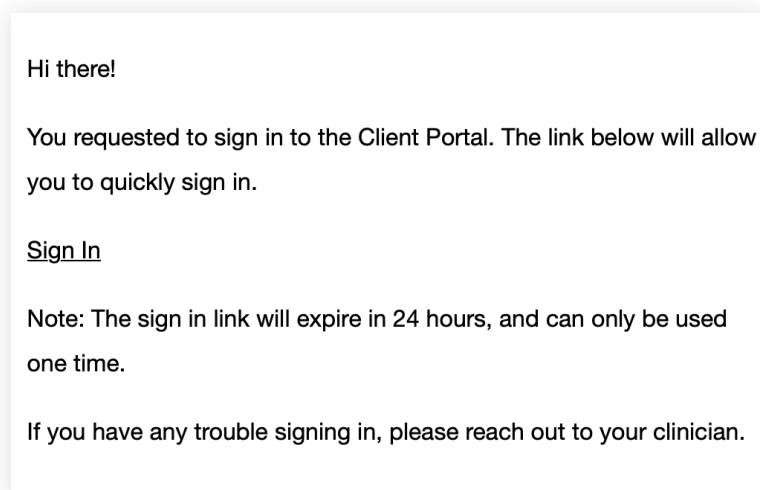


If emily@simplepractice.com has an account associated with it, we'll send you an email with a link to sign you in automatically.

Note: The sign in link for this email is valid for 24 hours.

Not receiving the email? [Try these tips](#)

5. Click the **“Sign In”** link from the email to automatically log into your Client Portal. It expires after 24 hours and can only be used to log in one time.



Hi there!

You requested to sign in to the Client Portal. The link below will allow you to quickly sign in.

[Sign In](#)

Note: The sign in link will expire in 24 hours, and can only be used one time.

If you have any trouble signing in, please reach out to your clinician.