



Client Portal Instructions

<https://karalee.pimsyportal.com/>

If you have not already received an email with your login information, please request access from our front office.

You will receive an email from noreply@pimsyprix.com

● 1. COMPLETE FORMS

- **a. View Forms** *(new clients please make sure to fill out registration AND report of symptoms)*
 - Complete **ALL** forms listed and click on **SAVE** at the end of the form.
- **b. View Documents**
 - Complete **ALL** documents listed and click on **SAVE** at the end of the form. Please thoroughly read, initial, and sign all indicated spaces. **Click SAVE & COMPLETE when done.**
- **c. Upload Documents**
 - If you are a new client, please upload a copy of your identification and the front and back of your insurance card.

● 2. UPDATE YOUR INFORMATION

- You are able to see the information we have on file for you. If any of this information is incorrect, please let our front office know.

● 3. PAYMENTS *(shown towards the top of the screen)*

- See your balance, make payments, view payment history, and print receipts

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