

## **Instructions for sendinc.com**

- Go to your internet web browser and type sendinc.com
- Click Sign In (Upper right hand corner of the screen)
- Type in your most checked email address
  - EX: ([joeschmoe@gmail.com](mailto:joeschmoe@gmail.com))
- Create a password you will remember
  - Sendinc will be Nicklaus Counseling Center's form for document sharing in order to protect your identity.
  - If you send anything to your counselor please use this form as it is the most secure and HIPAA Compliant.
- Click Create Your Free Account (Blue button in the middle of the page)
- You will need to verify the email account (logging into the email you used to create your account with )
- You will then click activate in your standard email
- You can then go back to sendinc.com and log in
- Please Attach:
  - The Intake Form
  - Tele-Mental Health Informed Consent
  - A copy/picture of the front and back of all insurance cards
- Send these items to:
  - [nccassistant2017@gmail.com](mailto:nccassistant2017@gmail.com)