



Client Portal Instructions

- Login to portal: <https://karalee.pimsyportal.com/>
 - Please request access from our front office and you will be emailed a username and temporary password
- There are 6 tabs along the top of the portal page:
 - **HOME**
 - You are able to make payments on your balance and see your upcoming appointments.
 - **BASICS**
 - 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.
 - There is a detailed statement of any balance that is due. You are also able to make a payment from here.
 - **DETAIL**
 - Optional questions you can answer.
 - **CONTACT**
 - You can update your contact information here, if needed.
 - **FORMS**
 - Complete all forms listed in the dropdown box and click on SAVE at the end of the form.
 - Throughout your treatment, you will find questionnaires here to update us on your current symptoms (your therapist will notify you when there is a form to complete)
 - **DOCS**
 - Agreement and Consent forms that need to be signed by you will be located here. Please thoroughly read, initial, and sign any form that is highlighted in green.

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