



Client Portal Instructions

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

Please request access from our front office and you will be emailed a username and password

- **PAYMENTS**

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

- **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.

- **COMPLETE FORMS**

- **Forms**

- Complete all forms listed 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)

- **Documents**

- Agreement and Consent forms that need to be signed by you will be located here. Please thoroughly read, initial, and sign all documents listed.

- **Upload Documents**

- If you are a new client, please upload a copy of your identification and the front and back of your insurance card.

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