

---

---

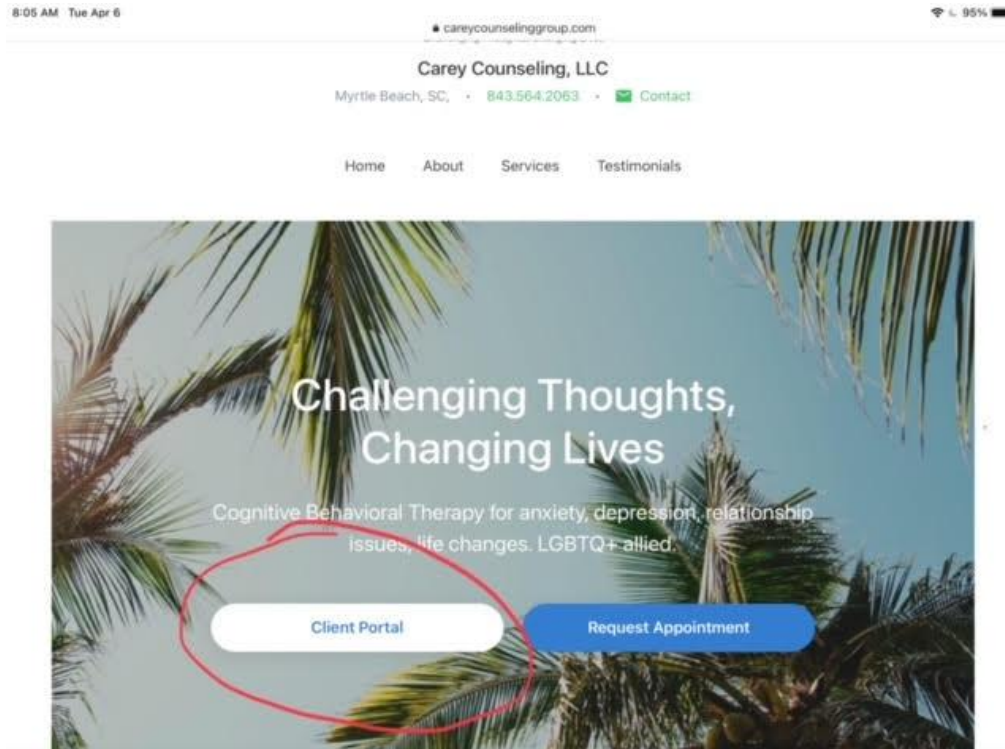
# Using the Portal to Schedule Appointments

— Carey Counseling, LLC —  
[www.careycounselinggroup.com](http://www.careycounselinggroup.com)

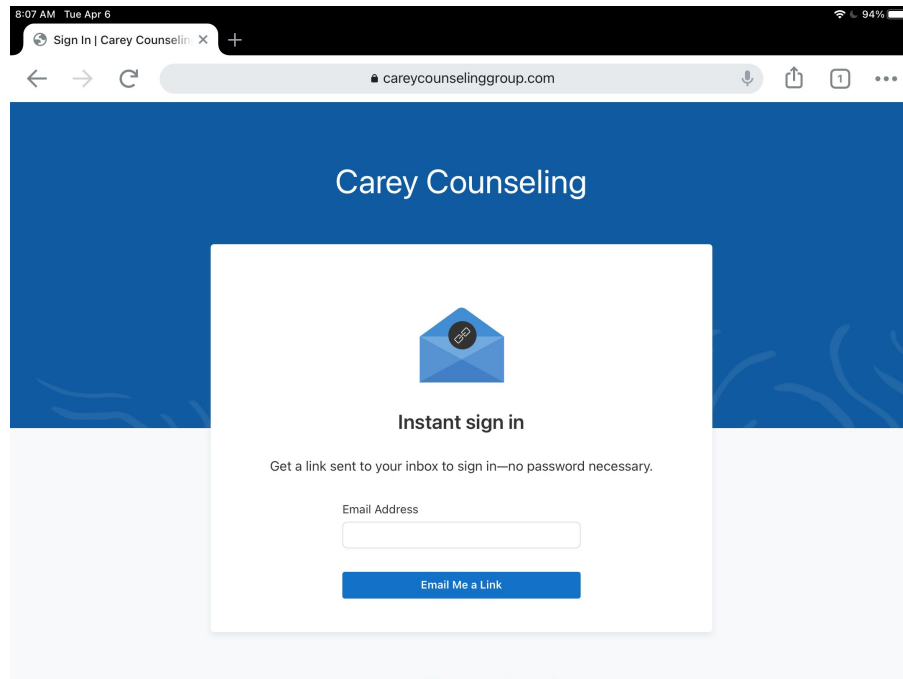
---

---

# Step 1: Visit [CareyCounselinggroup.com](https://www.careycounselinggroup.com) & select “client portal”



**Step 2: Enter the email address on file with us. You will get a link to the portal. There is *no password* for access.**




8:07 AM Tue Apr 6

Sign In | Carey Counselin: X

careycounselinggroup.com

## Carey Counseling



### Instant sign in

Get a link sent to your inbox to sign in—no password necessary.

Email Address

Email Me a Link

# Step 3: Now check your email and click “Sign In”

**IMPORTANT:** This is an automated message. Please do not reply. For any questions please contact your provider.



Here's the link you recently requested.

Sign in to your secure Client Portal.

[Sign In](#)

This one-time link will instantly sign you in until 08:07 AM (EDT) on 04/07/2021

# Step 4: Click “Request Appointment”

You can also choose “Appointments” on the left to see what appointments you have already scheduled and to manage your appointments.

Note: this is the page where you can also message me! See the little text box where the arrow is? Try clicking it and saying hello to me there!

The screenshot shows a mobile browser view of the Carey Counseling website. The top navigation bar is blue and contains the text 'Carey Counseling' on the left, a 'Message me here' button with a speech bubble icon on the right, and a 'Sign Out' link. Below the navigation bar is a white horizontal menu with three items: 'Appointments', 'Documents', and 'Billing'. The 'Appointments' item is circled in red. Below the menu is a white button labeled 'Request Appointment', which is also circled in red. A yellow arrow points from the 'Message me here' button to the 'Request Appointment' button, and an orange arrow points from the 'Appointments' menu item to the 'Request Appointment' button. The main content area is titled 'Documents, Forms and Files' and contains two sections: 'Needs to be completed' and 'Completed'. The 'Needs to be completed' section has a table with the following items:


	Date received
<a href="#">Notice of Privacy Practices</a>	Jan 01, 2021
<a href="#">Contact Info</a>	Jul 24, 2020
<a href="#">Client Intake Form</a>	Jul 24, 2020
<a href="#">Credit Card Information</a>	Jul 24, 2020

The 'Completed' section has a table with the following items:

	Date completed
<a href="#">APA_DSM5_Level-2-Anxiety-Adult FORM.pdf</a>	Mar 20, 2021
<a href="#">Consent for Telehealth Consultation</a>	Jan 01, 2021


# Step 5 : Select an appointment time.

## Request an appointment



**Carey Counseling LLC**  
(843) 564-2063

Select



### Request an appointment


- ✓ Service  
Psychotherapy, 50 min  
50 minutes
- ✓ Location  
Carey Counseling LLC  
(843) 564-2063
- 3 Select Date & Time

April 2021

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	Today	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Availability on Wed, Apr 07, 2021  
Viewing in EDT [Change](#)

Morning	Afternoon	Evening
10:00 AM	--	--
11:00 AM	--	--



Show availability for:

## 6. Wait for an email confirming or declining the appt

Don't take it personally if your appointment is declined. It just means that the appointment time you selected is no longer available. It doesn't happen often, so feel free to go in and try another time.

### FYI:

- You should be able to schedule 2 weeks out
- The ONLY link that will work for the session is the one you get the DAY OF the session. This is for your security.
- If you can't find an open slot within 2 weeks, it might be that my online schedule is booked. Feel free to text me if there are no appointments open in that time frame.
- Remember that the portal messaging area is the most secure method of texting me. Phone texts are not HIPPA compliant.

**As always, please feel free to reach out if you have any questions or if you need further assistance using the portal!**



**CAREY COUNSELING**

Challenging Thoughts, Changing Lives

(843) 564-2063