## **Teletherapy Set Up**

By providing your email address to Creekside Counseling you give permission for us to contact you via email for set up purposes.

- Once you've provided your email address watch for an email from Clocktree and accept the invitation, then follow prompts to set up your account.
- Print the 2 Teletherapy forms found on this page and complete them. If the client is a minor, a parent will need to sign.
- After completing the forms, either scan them to your computer or take pictures of each page with your phone and upload them through Clocktree.
- Log onto your Clocktree account by going to <a href="www.clocktree.com">www.clocktree.com</a>. Click on "Send Client Paperwork", attach the forms to the message and send them back. \*Please note this service is only to be used for sending paperwork, it will not be monitored for messages.