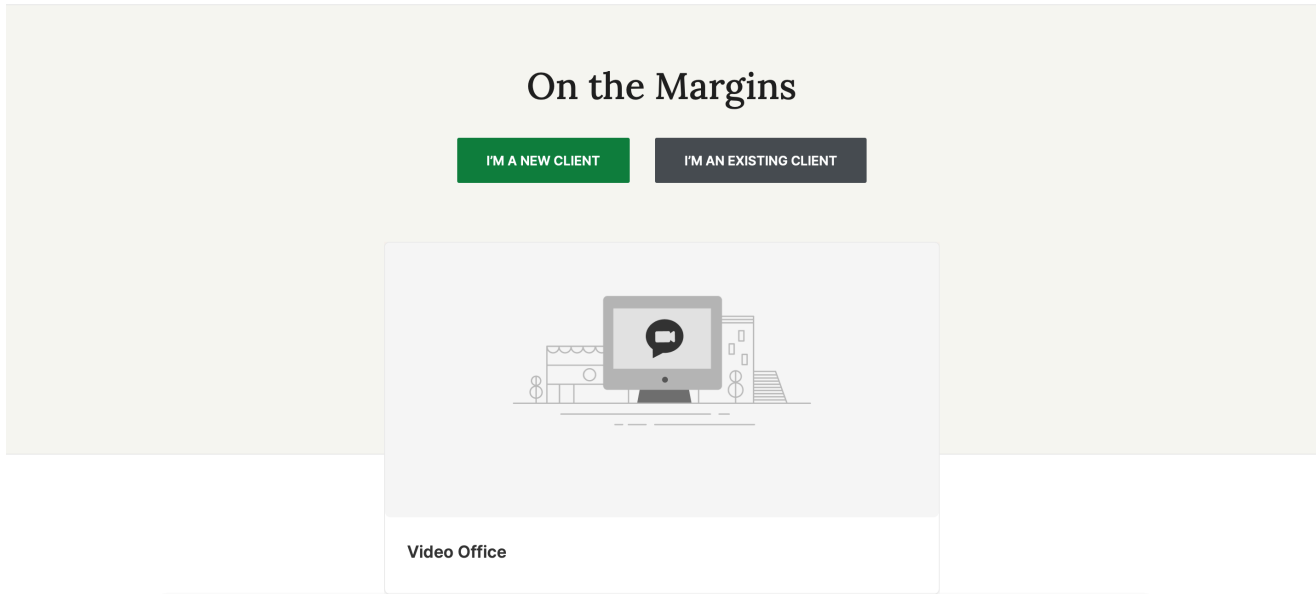




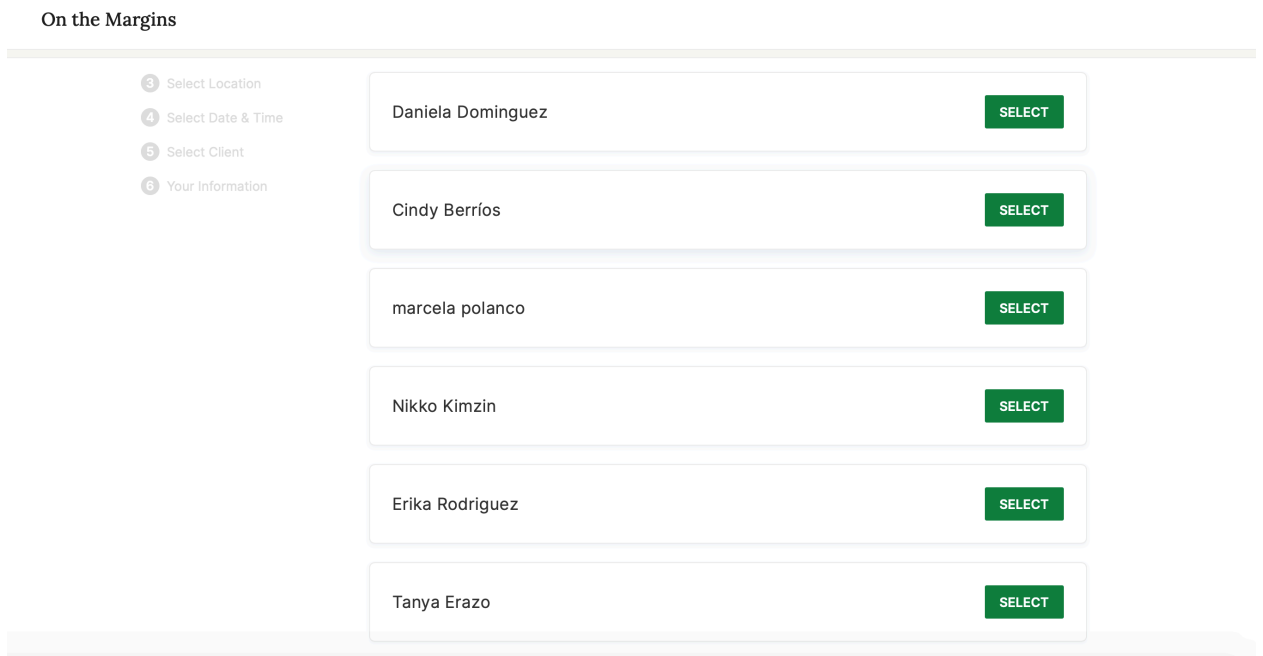
**HOW TO
REQUEST
COACHING
APPOINTMENTS**

1. Go to your clinician's Client Portal and click **I'm an Existing Client** to log in. The **I'm a New Client** button is only for clients who have never logged into the Client Portal.

Existing Client? [Sign In](#)



2. Select your coach or provider.



3. Select your **service**.

On the Margins

Request an appointment

Existing client? [Sign In](#)

- Clinician
Daniela Dominguez
- 2 Select Service**
- 3 Select Location
- 4 Select Date & Time
- 5 Select Client
- 6 Your Information

Coaching for UC Santa Cruz students
50 minutes

SELECT


4. Choose your **office location** (there may only be one to select from as shown below).

On the Margins

Request an appointment

Existing client? [Sign In](#)

- Clinician
Daniela Dominguez
- Service
Coaching for UC Santa Cruz students
50 minutes
- 3 Select Location**
- 4 Select Date & Time
- 5 Select Client
- 6 Your Information



Video Office
(415) 212-9064

SELECT

5. Click the **date and time** that you'd like.

On the Margins

Existing client? [Sign In](#)

- ✓ Clinician
Daniela Dominguez
- ✓ Service
Coaching for UC Santa Cruz students
50 minutes
- ✓ Location
Video Office
(415) 212-9064
- ✓ Date & time
Thu, Nov 04, 2021
9:00 AM - 9:50 AM PDT
- 5 Select Client
- 6 Your Information

October 2021						
S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	★ Today	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Availability on Thu, Oct 28, 2021
Viewing in PDT Change

Morning	Afternoon	Evening
9:00 AM	--	--

Show availability for:

Mornings Before 12pm

6. Enter your information to request your appointment.

On the Margins

Existing client? [Sign In](#)

- ✓ Clinician
Daniela Dominguez
- ✓ Service
Coaching for UC Santa Cruz students
50 minutes
- ✓ Location
Video Office
(415) 212-9064
- ✓ Date & time
Thu, Oct 28, 2021
9:00 AM - 9:50 AM PDT
- ✓ Client
Individual
- 6 Your Information

How should we say hello?
Your name, email, and phone number will be used to send you appointment confirmations and reminders. We'll also be able to call or text you if anything changes.

First Name

Last Name

Email

Phone

Date of birth

Appointment requests will be confirmed by the practice. [REQUEST APPOINTMENT](#)

7. Your appointment request has been **sent** to your coach or provider. They will need to accept your request to make it official.

You can click to view a map of the office location, or add the session to your calendar.

On the Margins

Existing client? [Sign In](#)

- Clinician
Daniela Dominguez
- Service
Coaching for UC Santa Cruz students
50 minutes
- Location
Video Office
(415) 212-9064
- Date & time
Thu, Oct 28, 2021
9:00 AM - 9:50 AM PDT
- Client
Individual
- 6** Your Information

How should we say hello?
Your name, email, and phone number will be used to send you appointment confirmations and reminders. We'll also be able to call or text you if anything changes.

First Name Last Name

Email Phone

Date of birth

Appointment requests will be confirmed by the practice. [REQUEST APPOINTMENT](#)

8. If your request is accepted, you'll receive an **email** confirming the session.

9. If they cannot see you at that time, you'll receive a link to reschedule. Click it to go back to your Client Portal and request a new session.

Appointments


New appointment? [Request Now](#)

[Upcoming](#) [Requested](#)

Sep 30, 2019
11:15 AM—12:45 PM UTC
Will Morales
11801 Mississippi Ave
90025, CA 90025

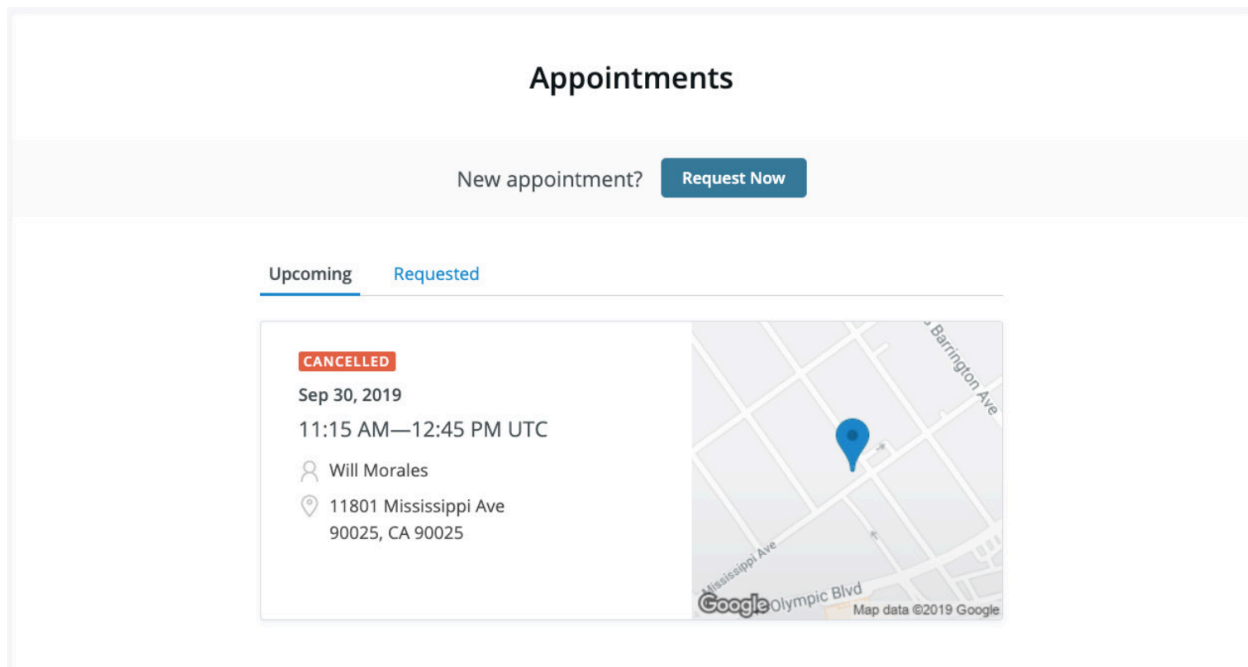
[Add to Calendar](#) [Cancel](#)

[Directions](#)



VIEWING AND CANCELLING REQUESTS

You'll see a list of your upcoming requests and confirmed or denied appointments on the Appointments page of your client portal. Click **Cancel Session** to cancel your appointment request



NOTE: You'll only be able to cancel this way according to your clinician's cancellation policy. If you attempt to cancel too close to a session, or if they don't offer online cancellation, you'll receive a message to call their office to cancel.

Once your session is cancelled, you'll see this reflected on your **Appointments tab** in the Client Portal. Use this page to **check the status of your requests, cancel sessions, or schedule new ones.**

