

PATIENT PORTAL INSTRUCTIONS

The Therapy Notes patient portal allows you to view upcoming appointments, progress notes from your provider and balances. If you have a balance owed, a **"billing"** tab will pop up at the top that will allow you to pay online.

In order to sign up, our office will send you a welcome email. If you have not yet received the email, you can request we send you one by calling our office at 224-407-4400 or by emailing us at info@compגיhealth.com.

The email will contain a link that says **"create client portal"**. The link will lead to the sign up page. You will need to enter your date of birth, phone number, and create a password. Please note that your password must be at least 10 characters in length, contain an uppercase letter, number and special character. There will also be a check mark at the bottom asking you to agree to the terms of service.

Once you hit the **"sign up"** button at the bottom of the page, it will lead you to the homepage of the portal.

Once your account is created, we recommend you save the login page to your favorites since there is not a Therapy Notes app. You can access the login page from our website under patient resources, or use the QR code listed below.



Please let our office know if you have any questions or concerns!