## CLIENT: HOW TO LOG INTO CENTRAL REACH

1. (	Go to the <b>Central Reach login</b>	Cen	tral <b>Reach</b>		
ł	page:				
<u>1</u>	https://members.centralreach.co				
2.	Click "Forgot password"	Usemame	Login to CentralRea	ach	
	<b>.</b> .	0			
		By logging in your	re agreeing to the terms of service.		
		F	rgot Password?		
3. 1	Enter Username, which is your	Reset You	r Password		
	email address. Click " <b>Peset</b> "				
4. (	CIICK KESEI	your email address	Reset		
		or enter my email I d	Ion't know either of these		
		Back	to login		
5. (	Check your email for the Central	Central <b>Reach</b>		Login	
F	Reach link to reset your password			Log III	
Ċ		d with your email address.			
		Username: your email address Organization: Adapt Behavioral Services			
		Click, or copy and paste the link below to reset your password. Please note this link is only valid for a short time. https://members.centralreach.com/?public=true#register/reset/?key=1D7A1C84333149FCA318D515E16B58FD			
		Sincerely,			
		Your CentralReach Team			
Update Login Information					
6. Enter new password: must have at least 8 characters, including		Reset You	ar Password		
•	1 Uppercase letter			must have at least	
•	1 lowercase letter		۹	*8 characters	
•	1 number		@	*1 lower case letter	
7.	Click <b>Reset Password</b>			*1 number *1 symbol (#, \$, %, &)	
8. (	Click <b>Back to login</b>	Reset Password			
		Bacl	k to login		
9.	Sian in with new password	Control Bogoh			
		Central Redch			
			New paraword	Logia to ContralDoach	
		your email address	inew password	Login to CentralReach	

CLIENT: HOW TO SET UP NOTIFICATIONS To receive email or text reminders for appointments & notification of tasks to do

1.	After logging in, click the client icon in the upper right corner, then select " <b>Notification Settings</b> "	A O Another Tes ID: 1689949 Custo DASHBOARD Custo Notification @ Get Help TEAM Sign Out	mization + Settings 7.8.3		
2.	If you want notifications to come	Mobile Setup			
•	select your cell phone carrier (e.g., TMobile),	Status	Phone Notifications Disabled To enable mobile notifications, complete the information below.		
•	enter your cell phone #, then	Carrier	T-Mobile 🗸		
•	click "Send Verification Code."	Phone Number	4072225599	Send Verification C	ode
•	you get it, then click "Finish Setup."	Verification Code		Finish S	etup
3.	For each notification type, choose	Enable Notifications			
	whether you want them to come as a text (SMS) or email. It is recommended that you have notifications turned on for	Message Center New message		Email	SMS V
•	Messages	Timesheets & Billing		Email	SMS
•	Scheduling	Client invoice			-
•	Clicate Save Settings				
4.		Scheduling		Email	SMS
		New appointment was added			-
		Appointment was modified			-
		Appointment was cancelled			-
		Tasks		Email	SMS
		Task was assigned to you		<ul> <li>✓</li> </ul>	<b>~</b>
		Task was modified			
		Task was completed or deleted			
		Save Settings			