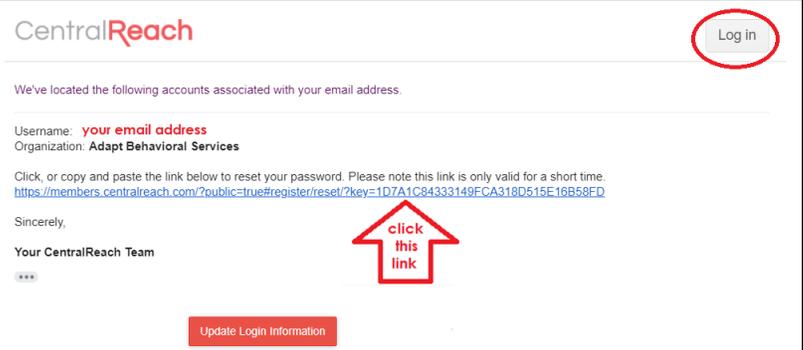
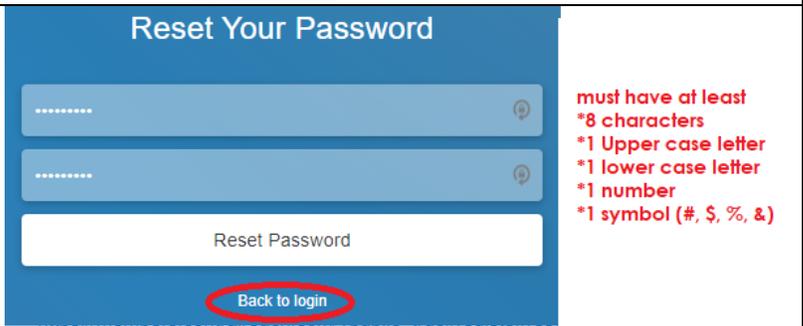
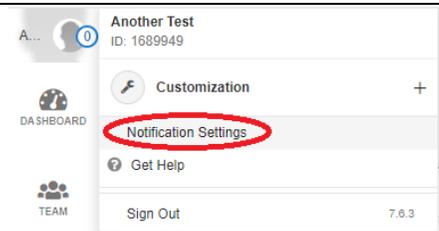
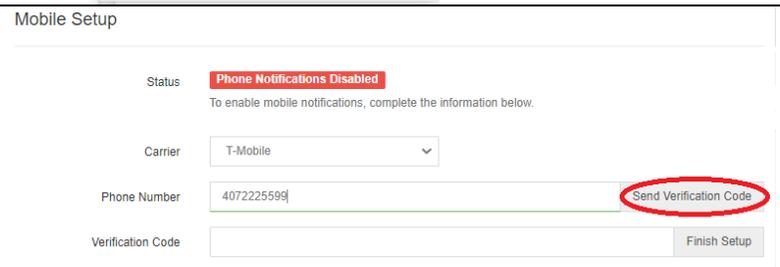
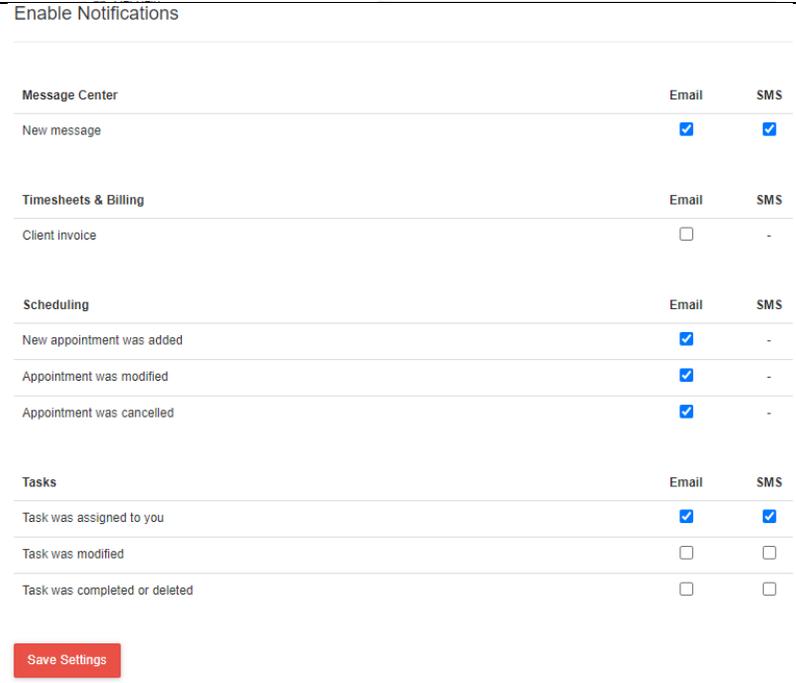


CLIENT: HOW TO LOG INTO CENTRAL REACH

<ol style="list-style-type: none"> Go to the Central Reach login page: https://members.centralreach.com Click "Forgot password" 	
<ol style="list-style-type: none"> Enter Username, which is your email address. Click "Reset" 	
<ol style="list-style-type: none"> Check your email for the Central Reach link to reset your password & click the blue link. 	
<ol style="list-style-type: none"> Enter new password: must have at least 8 characters, including <ul style="list-style-type: none"> • 1 Uppercase letter • 1 lowercase letter • 1 number • 1 special character (!@#\$\$%^&*) Click Reset Password Click Back to login 	 <p style="color: red; font-weight: bold;"> must have at least *8 characters *1 Upper case letter *1 lower case letter *1 number *1 symbol (#, \$, %, &) </p>
<ol style="list-style-type: none"> Sign in with new password 	

CLIENT: HOW TO SET UP NOTIFICATIONS

To receive email or text reminders for appointments & notification of tasks to do

<p>1. After logging in, click the client icon in the upper right corner, then select "Notification Settings"</p>																																								
<p>2. If you want notifications to come as a text message,</p> <ul style="list-style-type: none"> select your cell phone carrier (e.g., T-Mobile), enter your cell phone #, then click "Send Verification Code." Enter the verification code when you get it, then click "Finish Setup." 																																								
<p>3. For each notification type, choose whether you want them to come as a text (SMS) or email. It is recommended that you have notifications turned on for</p> <ul style="list-style-type: none"> Messages Scheduling Tasks <p>4. Click Save Settings</p>	 <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;"></th> <th style="text-align: center;">Email</th> <th style="text-align: center;">SMS</th> </tr> </thead> <tbody> <tr> <td colspan="3">Message Center</td> </tr> <tr> <td>New message</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td colspan="3">Timesheets & Billing</td> </tr> <tr> <td>Client invoice</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">-</td> </tr> <tr> <td colspan="3">Scheduling</td> </tr> <tr> <td>New appointment was added</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">-</td> </tr> <tr> <td>Appointment was modified</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">-</td> </tr> <tr> <td>Appointment was cancelled</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">-</td> </tr> <tr> <td colspan="3">Tasks</td> </tr> <tr> <td>Task was assigned to you</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Task was modified</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Task was completed or deleted</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		Email	SMS	Message Center			New message	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Timesheets & Billing			Client invoice	<input type="checkbox"/>	-	Scheduling			New appointment was added	<input checked="" type="checkbox"/>	-	Appointment was modified	<input checked="" type="checkbox"/>	-	Appointment was cancelled	<input checked="" type="checkbox"/>	-	Tasks			Task was assigned to you	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Task was modified	<input type="checkbox"/>	<input type="checkbox"/>	Task was completed or deleted	<input type="checkbox"/>	<input type="checkbox"/>
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