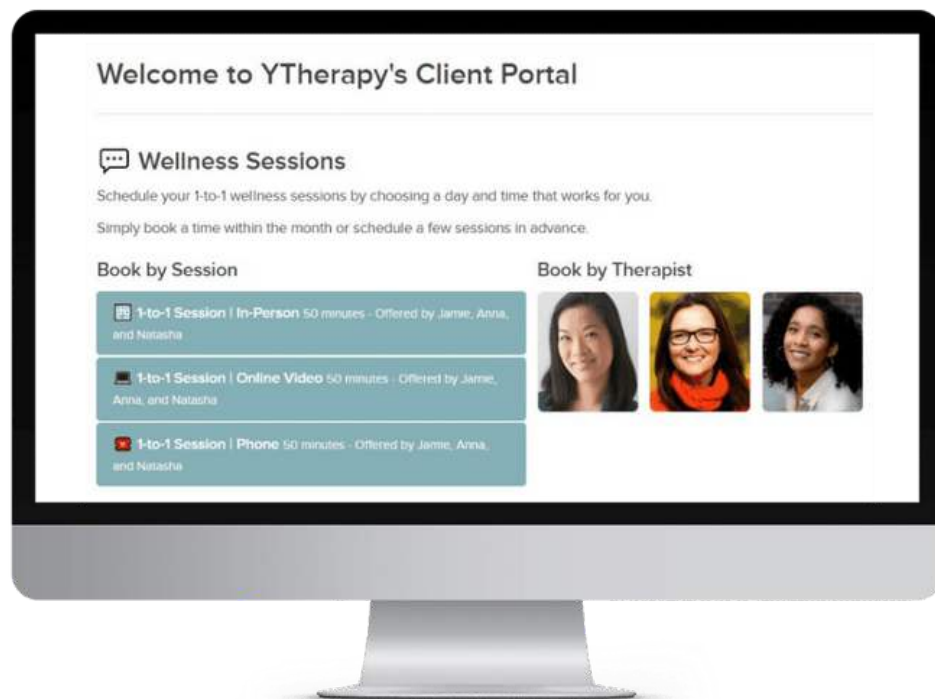


YTherapy's Client Portal

A Welcome Guide



How to set up your client account
and book your next 1-to-1 session in minutes.

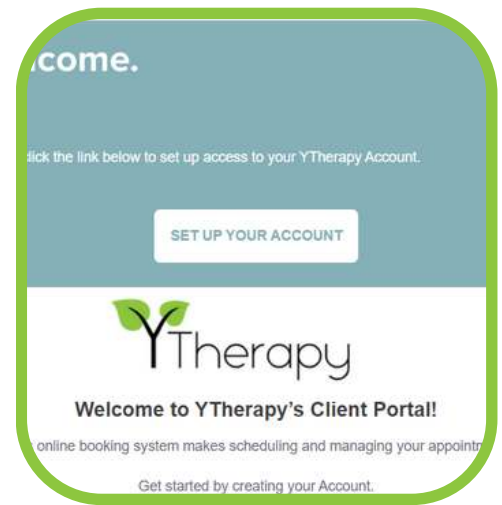
We Will Send You

1 WELCOME E-MAIL

To access YTherapy's Client Portal, you will need to create an account with us.

We will send you a "Welcome to YTherapy" e-mail which will prompt you to set up your account.

As this is the first e-mail sent to you from our client portal system, Jane App, please look out for an incoming e-mail from: notifications@janeapp.com



2 PERSONAL DETAILS FORM

Inside your account, you will need to create a profile with us. This will allow you to manage your personal details and appointments - all under one roof.

If you are new to YTherapy, we will e-mail you an intake form inviting you to create a personal profile.

If you have accessed YTherapy in the past, we will e-mail you an intake form inviting you to review an existing profile we already have on file for you.



3 PARTICIPATION CONSENT FORM

As part of helping you keep safe and well, we will need your expressed consent to participate in YTherapy's services.

We will send you an e-mail inviting you to complete an "Intake Form" to consent to your participation in YTherapy's services.

Once all forms have been completed, you can look at available appointment times and book your next 1-to-1 session on YTherapy's Client Portal.



Your Next Steps Checklist

Set up your account

To start, open the welcome e-mail with the subject heading "Welcome to YTherapy" and click on the button "Set Up Your Account". You will be prompted to create a login and password.

Please use your work e-mail address.

Complete the personal details form

Next, open the intake e-mail with the subject heading "Action Requested: YTherapy - You have a form to complete" and click on the button "Fill out intake form". You will be prompted to create a new profile or to review an existing profile.

Complete the participation consent form

Following this, open the second intake e-mail with the same subject heading as above, and click on the button "Fill out intake form". Please read through the information carefully and complete the participation consent form.

Subscribe to your calendar

Once all forms have been completed, if you would like to see all your appointments in your calendar, click on the button "subscribe to your calendar" and manually subscribe by copying and pasting the iCal file (.ics) directly into your calendar.

Book your next 1-to-1 session

Finally, you're all set up to book a session using [YTherapy's client portal](#). When you book your 1-to-1 session, your wellness consultant will follow up with a calendar invite with specific location details. Rest assured - you will have at your finger tips all the essential details in time for your 1-to-1 session session.



There's always something to talk about.

We can talk about all types of topics – big and small.
The most important thing is that you have a space – just for you.



Understand and process sensitive content, cases and workflows.



Create and maintain a more sustainable work-life balance.



Develop your awareness and spot red flags early to keep burnout at bay.



Understand your mindset and unlock new ways to approach old problems.



Discover and practise self-care strategies and develop your resilience.



Celebrate your wins. Good things deserve a space to be seen and heard, too.

[Book Your 1-to-1 Wellness Session](#)

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