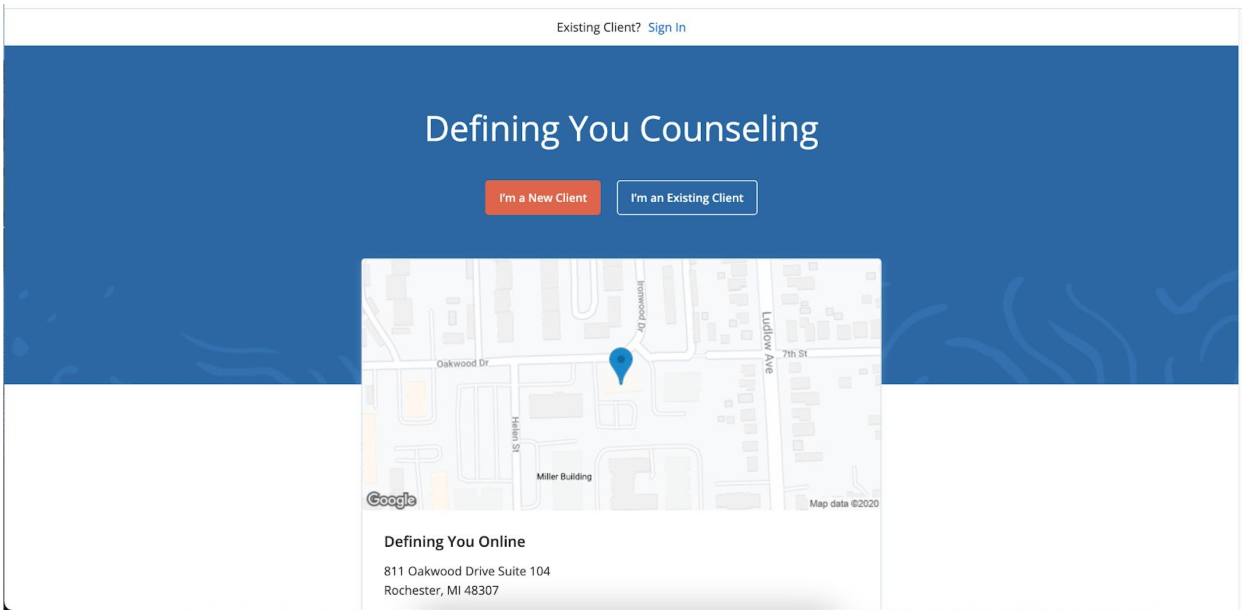
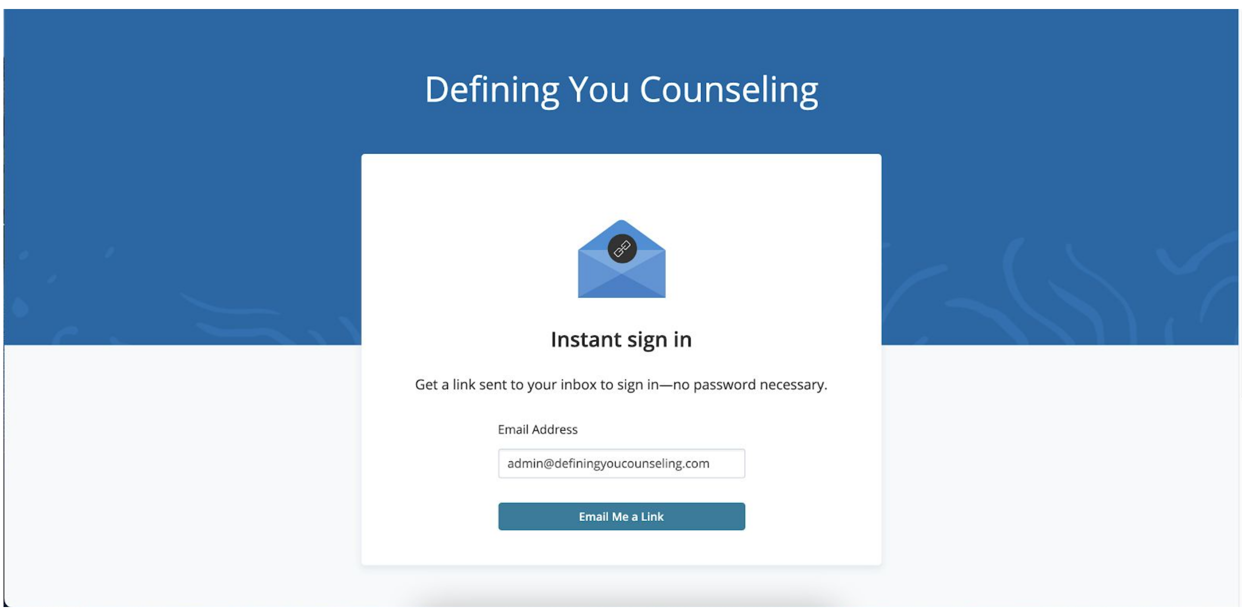
Defining You Client Portal Instructions - Existing Clients

Go to https://definingyou.clientsecure.me/
Click on I'm an Existing Client



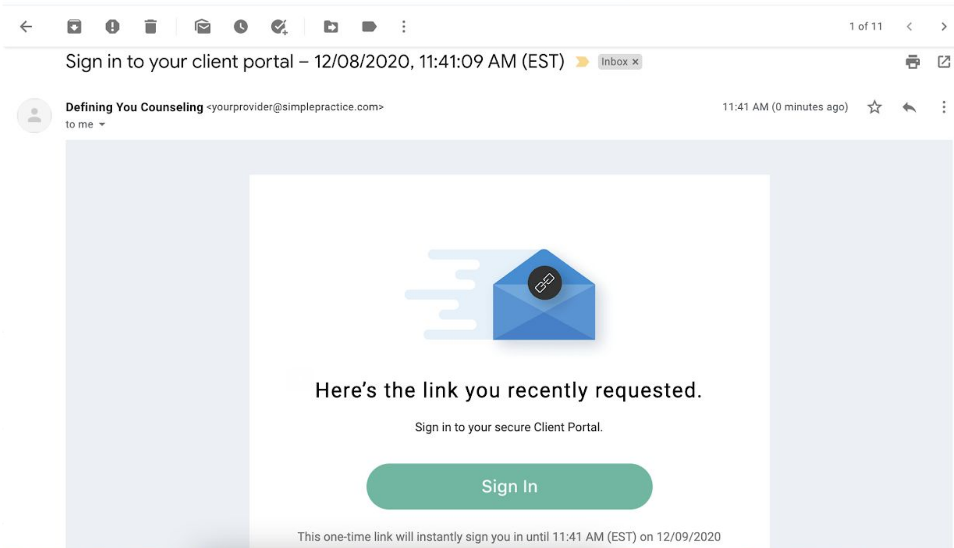
Type in your email address and click Email Me a Link



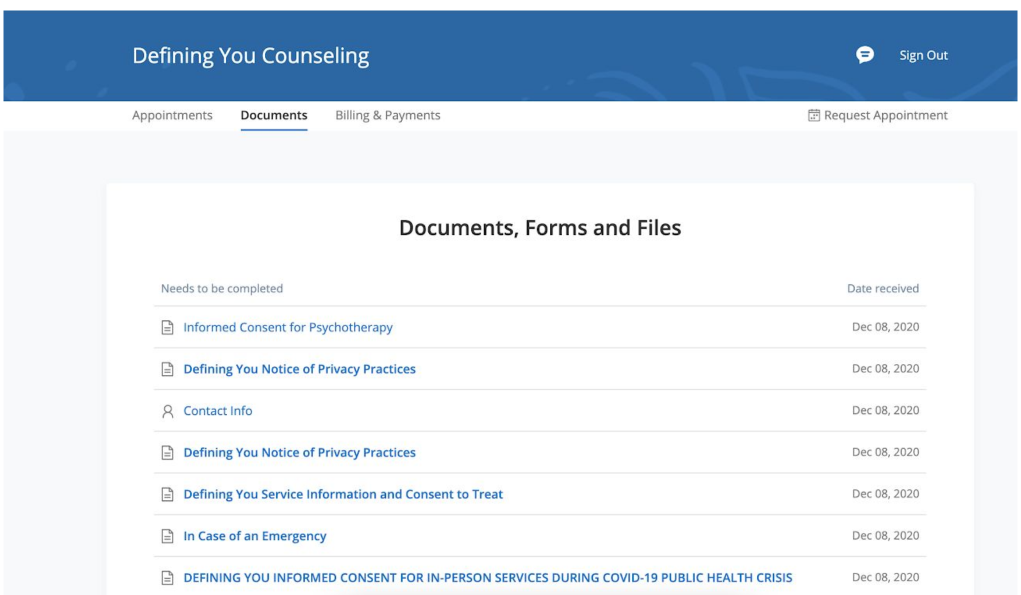
Defining You Client Portal Instructions - Existing Clients

A link will be sent to your email address. The link expires in 24 hours and can only be used once.

Make sure that you set yourprovider@simplepractice.com as a safe sender in your email settings, as emails from the portal can go to junk mail, promotions folders, etc.



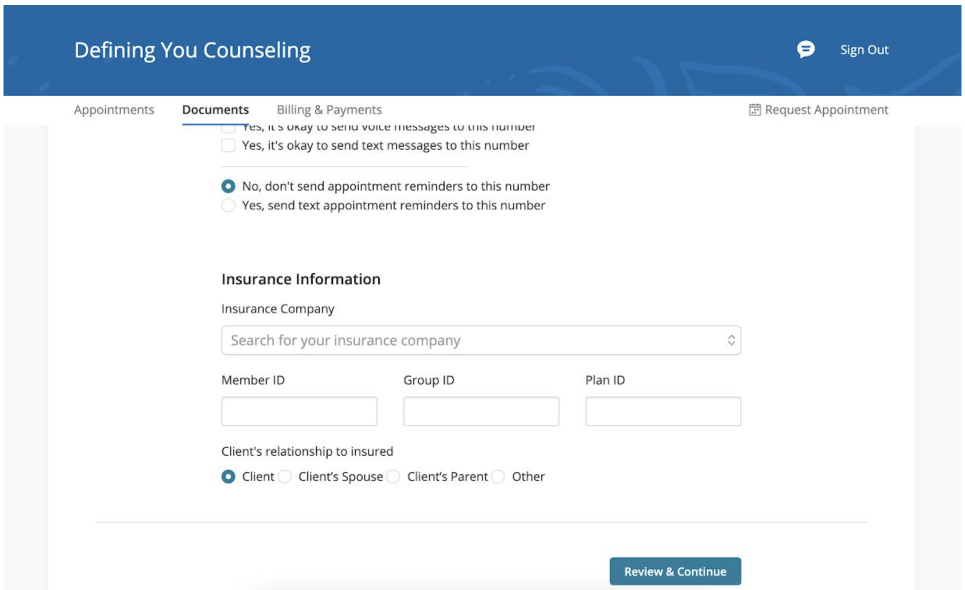
Your landing page should be the Documents tab, where you can complete any documents required, access files sent, and update and complete your contact information (including your insurance information)



Defining You Client Portal Instructions - Existing Clients

To update your Insurance Information, click on Contact Info, scroll to the bottom, and select your insurance company, enter your Member ID, Group ID, and Plan ID. If the client is not the insurance main subscriber, select the client's relationship to that person and enter in the relevant contact and demographic information required.

To save, click Review & Continue



To request a new appointment, select Appointments or Request Appointment near the top of the page. Follow the prompts to request an appointment type, location, and time. You will be sent a separate email if the appointment has been confirmed by your therapist or if a change in time has been suggested.