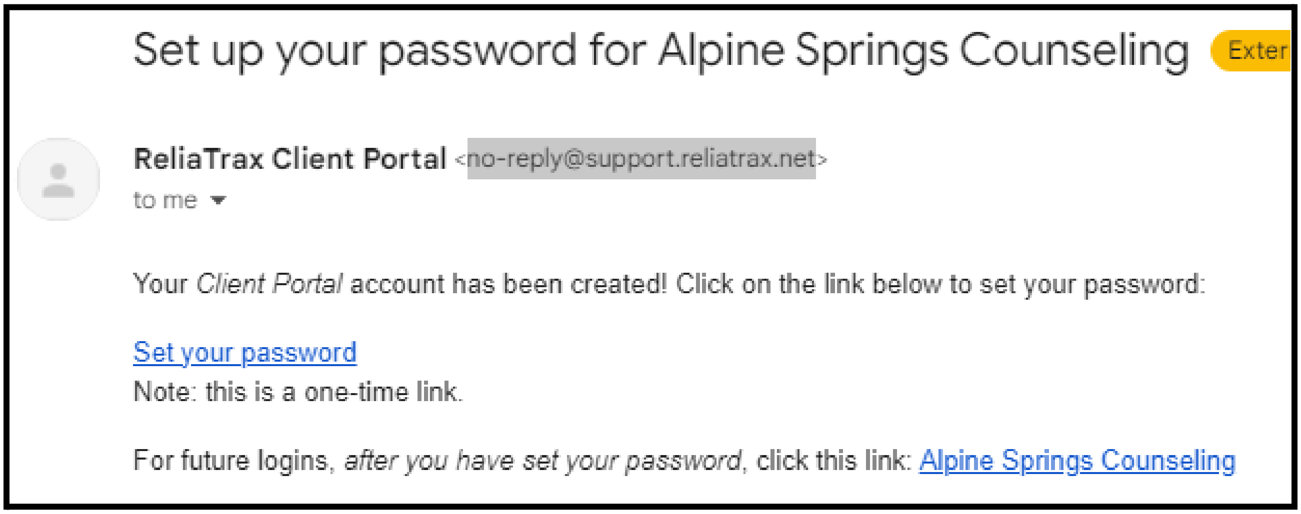
Setting Up Your Client Portal

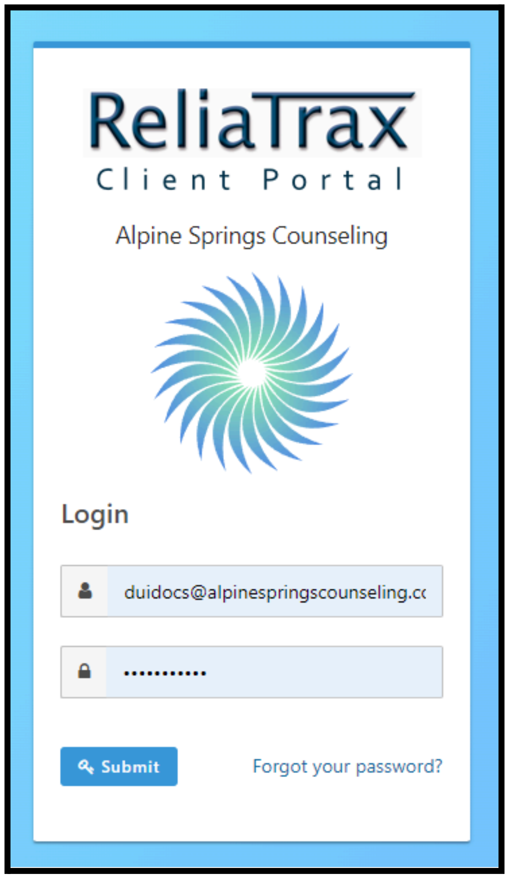
1. Watch for an email from: **no-reply@support.reliatrax.net**
2. Create set your password:



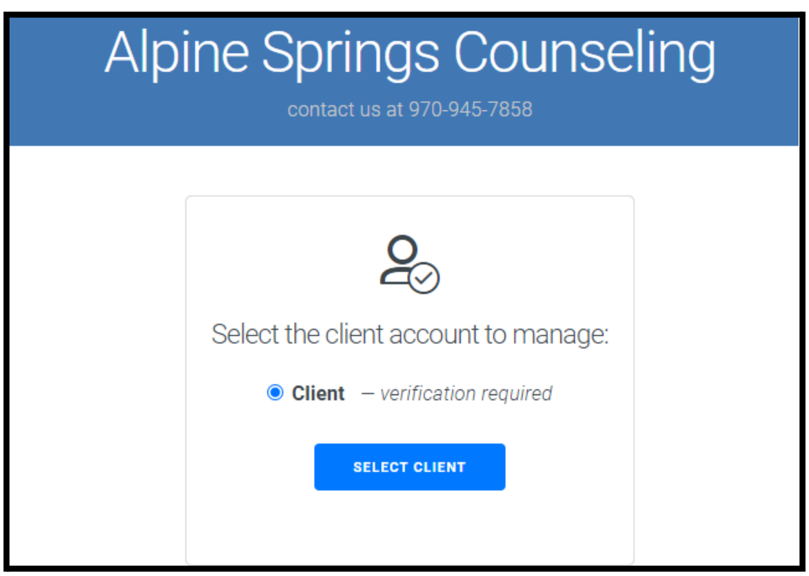
3. Set your password. Make sure this is something that you can remember easily!

   a. Save your password on your computer, smart phone, or other devices if you have trouble remembering your password.

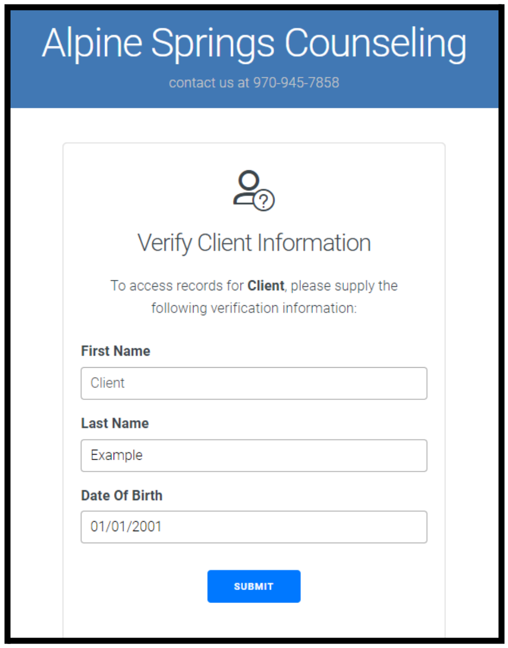
4. Input your email address and password, then hit submit.



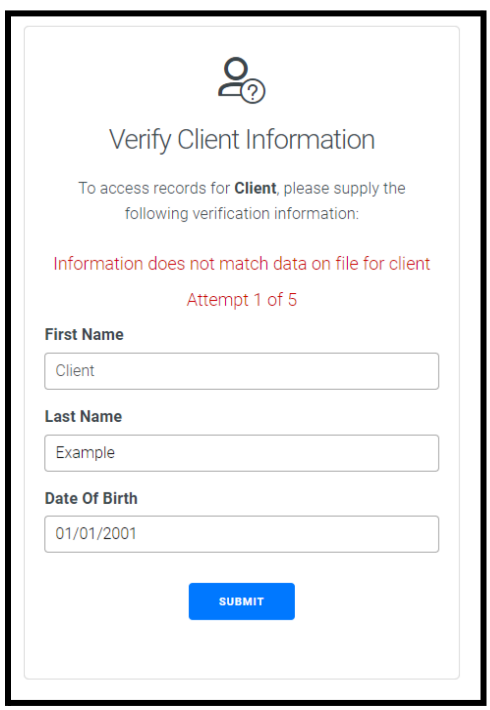
5. Manage your account: click the circle next to your name and hit select client.



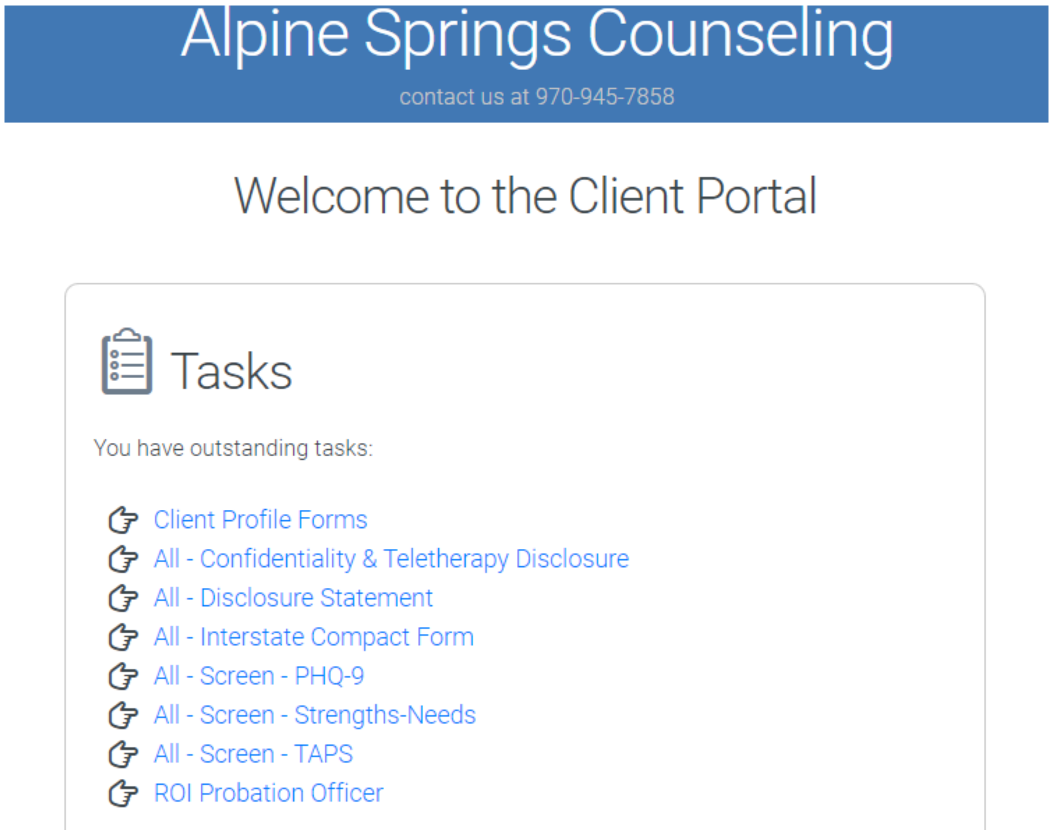
6. Verify your information. This must exactly match the account information that was given in your registration form. Hit submit.



   a. If the information does not match exactly, please contact our main office 970-945-7858 as you will receive this error message:

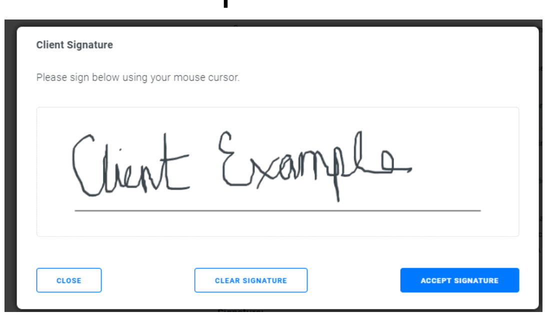


7. Under the Tasks box complete your client profile forms first as this will auto fill most of the information required in the remaining forms.

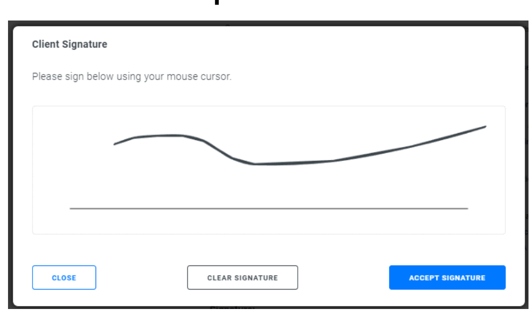


8. Contact information: Please include your mailing address (where you receive USPS mail). Further into the forms please make sure you do full signatures not just lines or scribbles.

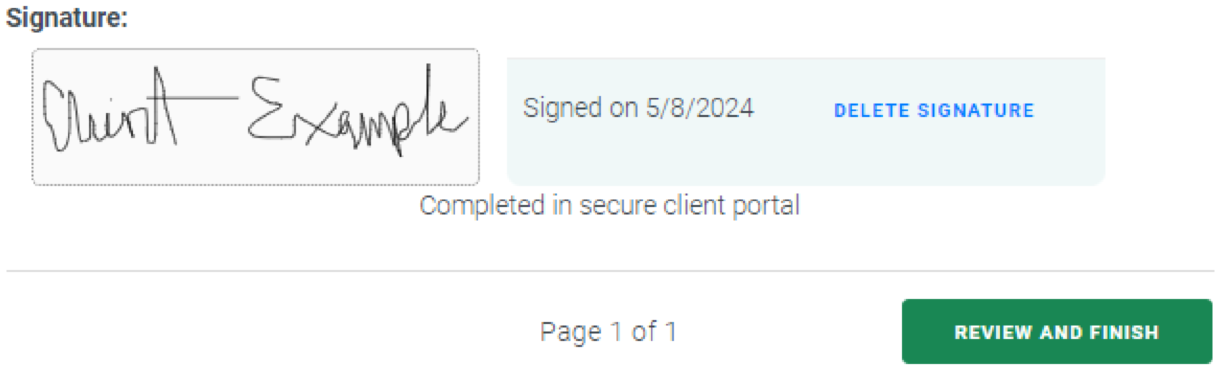
Good example:



Bad example:

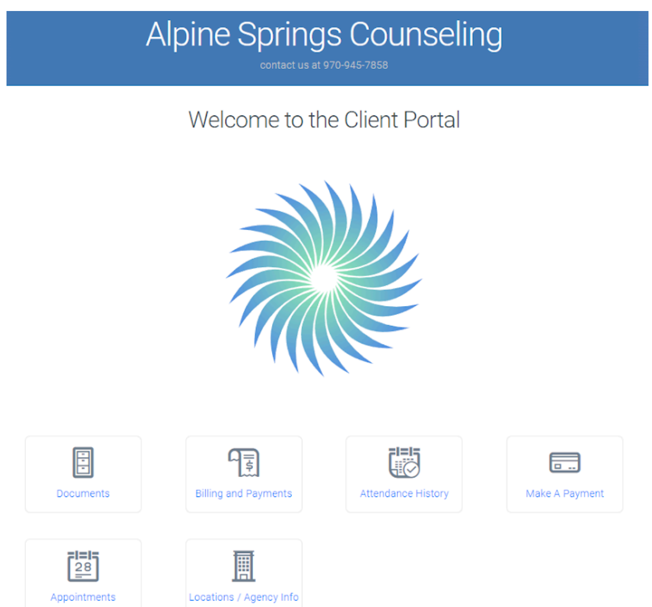


9. Then click review and finish. Repeat until all forms are signed and completed.



   a. Please be sure to select all checkboxes and drop down answers or the document may be rejected to be filled out again.

10. Once all of the documents have been completed you will see this:



The scheduling department will reach out within 2 business days to get you enrolled into your program.